

## **04.13**

# **GUIDANCE FOR EXAMINATION BOARDS: OFFERING RETRIEVAL OPPORTUNITIES**

## Guidance for Examination Boards: Offering Retrieval Opportunities

*The following guidance has been established to assist Examination Boards in identifying options available to them in the Assessment Regulations for offering retrieval opportunities, both under normal circumstances and where there are accepted mitigating circumstances. The relevant Regulations are in Section 12 of the Assessment Regulations, available at:*

[http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1\\_04\\_01.pdf](http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.pdf)

### **Normal Circumstances**

1. Where a module has been failed due to failure in one or more assessment elements, the Examination Board must decide one of the following:
  - to offer an opportunity to **retrieve** the failed module assessments; the module mark would be capped at 40% or the original mark if that was higher (go to 3)
  - not to offer the opportunity to retrieve the failed assessment (go to 2), but
    - to compensate across the profile for the failed module if the overall module mark is 39% or less
    - record that the module has been failed outright, if compensation is not possible.
2. An opportunity to retrieve a failed assessment cannot be offered where:
  - the candidate's deadline for completion of study has expired or is about to expire
  - the candidate has already used up all retrieval attempts (normally two per module)
  - a retrieval is not allowed under Programme Regulations (including PSRB requirements)
  - it would not be in the candidate's best interest (academic judgment).
3. A **retrieval** opportunity can be:
  - an opportunity to be **re-assessed** on the failed assessment (the candidate pays just the Re-examination Fee and is not entitled to any formal tuition, although this may optionally be provided informally);
  - an opportunity to **re-take** the module (the candidate pays the normal Module Fee and is entitled to the full tuition associated with the module);
  - an opportunity to **re-take the year** (all modules associated with the year); marks for modules previously failed will be capped at the bare pass mark).

This is entirely a matter for individual programme regulations or conventions or the academic judgment of the Examination Board for individual candidates. The University does not stipulate that any minimum mark (e.g. not less than 35%) is required before a re-assessment opportunity can be permitted; however, individual programme regulations (including PSRB requirements) may do so.

4. Where a candidate is offered the opportunity to be **re-assessed** or to **re-take** a module, the Examination Board must specify whether:
- the candidate must do so **before progressing** to the next level
  - the candidate may progress to the next level **trailing** the failed module.

The University does not stipulate any limit on the number of credits at each level that can be trailed into the next level. This is entirely a matter for individual programme regulations or conventions or the academic judgment of the Examination Board according to circumstances of individual candidates.

5. A **re-assessment** opportunity can be:
- an opportunity to **re-sit** an examination
  - an opportunity to **re-submit** an assignment
  - an opportunity to re-attempt any other form of assessment.

The form of re-assessment shall normally be the same as that when the candidate concerned was last assessed, except where the Board deems it unreasonable to do so. In such instances, the Examination Board will make such special arrangements as it thinks necessary.

### **Mitigating Circumstances**

6. Where a candidate has failed an assessment within a module but has submitted mitigating circumstances, and these have been accepted by the School Mitigating Circumstances Committee prior to an Examination Board, the Board may:
- offer a **retrieval** opportunity (either **re-assessment** or **re-take** module) **as if a first attempt** (i.e. without capping of marks at 40%)
  - **re-instate** a previous assessment attempt
  - offer a **re-assessment** where normally the candidate would be required to **re-take** a module.
7. Where a candidate has failed a number of assessments within modules but has submitted mitigating circumstances, and these have been accepted by the School Mitigating Circumstances Committee prior to an Examination Board, the Board may, according to the individual circumstances of the case:
- offer **retrieval** opportunities for the failed modules as in 6 above;
  - offer the opportunity to **re-take the year** (all modules associated with the year) as if first attempts.
8. Where a candidate has passed an assessment within a module but has submitted mitigating circumstances, and these have been accepted by the School Mitigating Circumstances Committee prior to an Examination Board, the Board may

- offer the opportunity to be **re-assessed** as if a first attempt; the higher attempt mark shall be counted.

### **Compensation v Retrievals**

9. Compensation for a failed assessment within a module is quite common instead of a retrieval opportunity, if the overall module mark is 40% or more. However, compensation across the profile for a failed module is normally only applied where a retrieval opportunity cannot be offered. Where a retrieval opportunity could be offered but the Examination Board decides to compensate across the profile instead, the Board should only do so with the knowledge of the possible impact of so doing on the candidate's final award classification.