

Glossary of key words used in this handbook and their meaning:

Term	Meaning in this handbook
Academic Credit	Academic credit is awarded for the successful completion of a credit rated module.
Assessment period	Designated assessment periods are held in A1, A2 and A3. Assessments scheduled during the mid-year, end of year and resit assessment period are usually unseen examinations and more extensive written submissions (for example an essay, dissertation or project).
Award*	The academic award for the successful completion of a course (e.g. BA, BSc, LLB, Certificate, Diploma).
Capped marks/ capping	'Capping' is where the mark for a module is restricted to the bare pass mark. This applies to resits (see below).
Classification	The process that occurs at the end of studies for an Honours degree, where Progression and Award Boards (PABs) categorise students' overall results into classes of degree. This includes Distinction and Merit at postgraduate level.
Condoned credit	A PAB has discretion to give condoned credit at the award stage subject to the criteria being met.
Compensated credit	Compensated credit will be given automatically by the PAB for a marginal fail on a module, where the criteria have been met.
Conflation	The arithmetical process of producing a final mark based on weightings assigned to each element in an assessment.
Contributory assessment	Assessment that contributes to the mark for a module.
Core module	A module that must be taken. Compensation will be applied automatically where the compensation criteria has been met.
Course	A course is an approved 'course of study' comprising a number of modules and credits which leads to an award of the University. Students are registered on a course.
Coursework assessment	An assessment completed during the time that the module is being taught, or shortly afterwards.
Cycle of assessment	Comprises one sit and one resit attempt at module assessment in stage of study.
Derogation	Deviation from the standard regulations.
Joint Major*	For example BA English and History (where English and History are both major subjects, contributing equally to the overall degree).
Level*	<p>Level refers to the difficulty of the module aligned to the national FHEQ. These levels are usually taken in the following stages of study:</p> <p>Foundation stage 0: Level 3 UG stage 1: Level 4 UG stage 2: Level 5 UG stage 3: Level 6 PG stage: Level 7</p> <p>At each stage a student may take 30 credits at the level below, but not above, at any stage.</p>
MAB	The Module Assessment Board (MAB) considers and assures marks achieved on a module by a cohort of students.
Major/Minor*	'Major' refers to the major element of a course and 'Minor' refers to a smaller element of a course in the ratio of 75:25.

Mode of Assessment	The description of an assessment type.
Moderation (Internal and External)	Internal moderation is a process that is required by the University to confirm that the marking process has been conducted appropriately, based on assessment outcomes. It is undertaken independently of the marking team following the completion of the marking process prior to external moderation by the External Examiner.
Module	A unit of study which usually leads to the award of credit.
Module assessment	The work required in order to obtain a mark for a module. Module assessment may take place during the term (known as coursework) or in the mid-year or end of year assessment period.
Non-contributory work	'Non-contributory work' is a term used to describe exercises which are required to be undertaken as part of the learning process, but for which the mark does not contribute to the mark received for the module.
PAB	The Progression and Award Board (PAB) reviews marks arrays for students and considers candidates for progression to the next stage and for award.
Progression	Undergraduate progression from one stage to another is achieved by meeting the progression requirements. Masters students are considered to be in a single stage of study.
Repeat	A repeat is an opportunity to retake the complete cycle of assessment (sit and resit) for progression/award or exceptionally a term or module. It will entail repeating the learning as well as the assessment. Marks for repeat modules are not capped.
Resit	A resit is an opportunity to retrieve an initial fail <i>without</i> repeating a module. Resit marks are capped at 40% on modules at levels 3-6 and at 50% on modules at level 7.
Rounding of marks	The mark for a module, stage or grand mean shall be a whole number rounded up (≥ 0.45) or down (≤ 0.44).
Sit	A Sit is an opportunity to take an assessment 'as if for the first time'. A Sit may be offered by a PAB due to accepted exceptional circumstances. 'Sit' marks are not capped at the pass threshold and will be weighted in accordance with the accepted exceptional circumstances.
Stage	The period of an award between two progression points.
Sussex Direct	The web-portal for students and staff.
Trailed credit	A PAB has discretion to allow assessment for credit to be trailed into the next stage, subject to the criteria being met.

* Please see the University's Academic Framework for further details (**Appendix A**).