



# PGT PAB BRIEFING

4TH OCTOBER 2024 10:00

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# THE ROLE OF THE EXTERNAL EXAMINER

## Purpose

- Ensure academic standards align with the key principles of transparency, consistency and independence in the UK Quality Code for Higher Education on External Expertise.
- Consistency – a standard process for moderation
- Provide externality to the moderation process

# THE ROLE OF THE EXTERNAL EXAMINER

## Responsibilities:

### 1. Contribute to Quality Assurance

- Provide independent feedback on teaching and assessment processes.

### 2. Moderation of Assessments

- Review assessments and marking for fairness and consistency.

### 3. Attend Exam Boards

- Participate in Progression and Award Boards (PAB) to validate results and classifications.

### 4. Annual Report

- Submit an annual report with observations and suggestions.

# AGENDA

- Remit of Assessment Boards and quoracy
- Award criteria
- Borderline cases
- School Memos
- Compensation/ Condonement
- Exit awards
- Exceptional circumstances
- Re/sits
- Example Arrays
- Q&A

## PURPOSE OF PGT MAIN PAB

- Consider candidates for award who have completed any required resits and submitted the dissertation/project in the summer vacation assessment period.
- The Resit PAB will reconvene in March 2025 to confirm award decisions for candidates who submitted the dissertation/project in the Semester 1 assessment period (first attempt or resit attempt) and/ or have other assessments to retrieve.

# MODULE ASSESSMENT BOARD

- Confirms and maintains standards of assessment and ratifies module marks.
- To recommend action to be taken in the case of question papers where there are errors or assessments about which there are evidenced major concerns.
- To recommend action to be taken in cases where academic judgement concludes that an assessment has been unexpectedly easy or difficult, or where students within a cohort may be markedly advantaged or disadvantaged by their particular choice of modules. The scaling of marks, in line with University guidance, may be considered in such situations.
- To exceptionally recommend proposed outcomes for approval by the Pro Vice-Chancellor (Education and Students) in all cases where external moderation has not been conducted on a module, to ensure that progression and award decisions are not unduly delayed.

## PROGRESSION AND AWARD BOARD

- Recommend awards and exit awards
- Make academic judgements in relation to accepted Exceptional Circumstances claims and to grant further resits as sits or a repeat stage
- Apply discretionary assessment regulations
- Recommend condoned credit
- Determine resit or repeat requirements

# QUORACY

## Quoracy of Assessment Boards

### Module Assessment Boards (MAB)

- Minimum quoracy is the Chair, Deputy Chair and 2 other examiners.
- External Examiners are not required to attend meetings but should be available for consultation if necessary.

### Quoracy Progression and Award Boards (PABs)

- Where a final award is to be made, the PAB must meet in full. The quorum is the Chair, Deputy Chair and at least one third of the appointed members of the Board.
- At least one External Examiner should be present at each PAB where an award is made



# AWARD REGULATIONS

## Regulation 189/193:

A student who is registered for a Masters degree will be considered for the award where they have achieved not less than 180 credits at the prescribed level as set out in the Academic Framework and a capped stage mean of 50% across the stage. The credit requirement may include condoned and compensated credit where this has been given by the PAB.

Distinction: An overall grand mean of 70 – 100% plus 50% of the credit at 70 or above

Merit: An overall grand mean of 60 – 69% plus 50% of the credit at 60 or above

Pass: An overall grand mean of 50 – 59%

## BORDERLINE ZONE FOR POSTGRADUATE AWARDS

### Regulation 194:

- The University operates a borderline zone at all the classification boundaries. A PAB has the discretion to reclassify a postgraduate student where they have achieved either:
  - a grand mean mark of up to 1% below the higher classification boundary and at least 50% of the credit that contributes to classification in the higher class *or*
  - a grand mean in the higher class with less than 50% of the credit that contributes to classification in the higher class.

# BORDERLINE ZONE FOR POSTGRADUATE AWARDS

## Regulation 195:

- When considering borderline students, the PAB has the discretion to reclassify based on the individual student profile as presented on the marks array. Consideration may be given to the following:
  - Performance in the taught modules
  - Performance in the dissertation/project/ module

## Regulation 196:

- Exceptional circumstances do not provide grounds for reclassification of an award. In these circumstances the PAB may consider offering a sit.

## NEW DECLARATION OF A DISABILITY [SCHOOL MEMO]

205. For postgraduate students, the Progression and Award Board will be advised of cases where support was offered after the start of the course so that a sit may be considered for modules with impacted marks prior to when the support was offered. No marks can be set aside.

## PGT EXIT AWARDS

### PGCert

60 credits

Cannot include dissertation or research project (unless ODL)

Grand mean based on modules used for award only

Not classified

Cannot include compensated or condoned credit

### PGDip

120 credits

Cannot include dissertation or research project (unless ODL)

Grand mean based on modules used for award only

Not classified

May include up to 30 credits of compensated and/ or condoned credit

# COMPENSATION

Reg 72 - 74

Automatically applied up to 30 credits where:

- Marginal fail 45-49%
- Uncapped stage mean of at least 50% (mean does not inc dissertation/ research project)
- Not given for a research project/dissertation module (unless ODL)

# CONDONEMENT

## Regulation 78.

The PAB has discretionary authority to award up to a maximum of 30 condoned credits in the undergraduate or postgraduate final award stage where:

- the course learning outcomes have been met, and
- a fail mark on the module of at least 1 has been achieved, and
- the relevant uncapped stage mean of 50% for PGT courses.

## EXCEPTIONAL CIRCUMSTANCES

- Late penalty can be waived, or
- PAB has discretion to offer a maximum of 60 credits as second resits/sits of taught modules.
- PAB may decide not to offer a sit where it judged that the accepted exceptional circumstances had not negatively impacted on the module mark



## RESITS AND SITS

- A combined maximum of 60 credits of 2nd resits/sits may be offered (this does not include a first resit/sit or deferred dissertation).
- Candidates who had not passed 60 credits of taught modules at the July PAB were offered a choice of taking resits in A3 or repeating the stage to enable completion within the maximum period of registration.
- Candidates whose DIS/ PRO had been deferred to A1 may require resits/sits for other assessment components of the dissertation module.
- Where appropriate, a choice should be offered (e.g. TWD with second resits/ repeat S2 or an exit award).
- 2<sup>nd</sup> resits are at the discretion of the PAB for taught modules only.

Cand No: REGISTERED  
 SCHOOL - 1 Mode of Attendance:- FT

Yr	Stg	Module Code	Module Title	FHEQ Level	Nm Credits	Teach Term	Comp Allowed?	Assmt Modes	Att.	Attempt Type	Unc Mark	Classification Mark	Pen Pts	Pass/ Fail	Circs.	EC	MF	Alert	SA Assessment Term	SA Assess Mode	SA Mode Weight	SA Mode Mark	SA Mode Penalty	SA Mode Circs	SA Mode MEC
20/21	1	839P4	Gender Politics & Social Rsrch	7	30	T1	Y	ESS	IA		76.00	76.00	0.00	Pass	X24				A1	ESS	100	76.00	0	X24	
		920Q3A	Critical Issues in Queer Theory	7	30	T1	Y	CWK	IA		75.00	75.00	0.00	Pass						CWK	100	75.00	0		
		350D7	Doing Gender in Theory and Practice	7	30	T2	Y	CWK+ESS	IA		68.00	68.00	0.00	Pass	ESS:X7L					CWK	40	75.00	0		
																		A2	ESS	60	64.00	0	X7L		
		966M1	Violence and (In)security (IR)	7	30	T2	Y	ESS	IA		67.00	67.00	0.00	Pass					A2	ESS	100	67.00	0		
		845Q3	Dissertation (Sexual Dissidence)	7	60	T3	N	DIS	IA		66.00	66.00	0.00	Pass	X7L				VACATION	DIS	100	66.00	0	X7L	

## Stage Results Summary

Stage	Stage Mean	Credit Taken	Credit Passed	Other Credit	Compensated Credit	Condoned Credit	Credit Awarded
1	70	180	180	0	0	0	180

Final Grand Mean:- 70

PGT Credit Result:- Y

PGT Mean Result:- Y

% Credit Above Borderline Threshold

33%

Final PGT Result

## EXAMPLE ARRAY I

Cand No: MAH  
SCHOOL

REGISTERED

Q3506T: Sexual Dissidence MA Stage:- 1 Mode of Attendance:- FT

Yr	Stg	Module Code	Module Title	FHEQ Level	Nm Credits	Teach Term	Comp Allowed?	Assmt Modes	Att.	Attempt Type	Unc Mark	Classification Mark	Pen Pts	Pass/ Fail	Circs.	EC	MF	Alert	SA Assessment Term	SA Assess Mode	SA Mode Weight	SA Mode Mark	SA Mode Penalty	SA Mode Circs	SA Mode MEC
20/21	1	839P4	Gender Politics & Social Rsrch	7	30	T1	Y	ESS	IA		76.00	76.00	0.00	Pass	X24				A1	ESS	100	76.00	0	X24	

## EXAMPLE ARRAYS

## Stage Results Summary

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1	70	180	180	0	0	0	180

Final Grand Mean:- 70

PGT Credit Result:- Y

PGT Mean Result:- Y

% Credit Above Borderline Threshold

33%

Final PGT Result

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Cand No: MAH  
SCHOOL

REGISTERED

Q3506T: Sexual Dissidence MA Stage:- 1 Mode of Attendance:- FT

Yr	Stg	Module Code	Module Title	FHEQ Level	Nm Credits	Teach Term	Comp Allowed?	Assmt Modes	Att.	Attempt Type	Unc Mark	Classification Mark	Pen Pts	Pass/ Fail	Circs.	EC	MF	Alert	SA Assessment Term	SA Assess Mode	SA Mode Weight	SA Mode Mark	SA Mode Penalty	SA Mode Circs	SA Mode MEC
20/21	1	839P4	Gender Politics & Social Rsrch	7	30	T1	Y	ESS	IA		76.00	76.00	0.00	Pass	X24				A1	ESS	100	76.00	0	X24	
		920Q3A	Critical Issues in Queer Theory	7	30	T1	Y	CWK	IA		75.00	75.00	0.00	Pass						CWK	100	75.00	0		
		350D7	Doing Gender in Theory and Practice	7	30	T2	Y	CWK+ESS	IA		68.00	68.00	0.00	Pass	ESS:X7L					CWK	40	75.00	0		
																			A2	ESS	60	64.00	0	X7L	
		966M1	Violence and (In)security (IR)	7	30	T2	Y	ESS	IA		67.00	67.00	0.00	Pass					A2	ESS	100	67.00	0		
		845Q3	Dissertation (Sexual Dissidence)	7	60	T3	N	DIS	IA		66.00	66.00	0.00	Pass	X7L				VACATION	DIS	100	66.00	0	X7L	

## Stage Results Summary

Stage	Stage Mean	Credit Taken	Credit Passed	Other Credit	Compensated Credit	Condoned Credit	Credit Awarded
1	70	180	180	0	0	0	180

Final Grand Mean:- 70

PGT Credit Result:- Y

PGT Mean Result:- Y

% Credit Above Borderline Threshold

33%

Final PGT Result

Merit/Distinction Borderline - Not Met Threshold Requirement

21

Borderline - has grand mean but not 50% of credit in higher class. PAB to agree and apply strategy.

Cand No: MAH

REGISTERED

SCHOOL

V3509T: Photography: History, Theory, Practice MA Stage:- 1 Mode of Attendance

Yr	Stg	Module Code	Module Title	FHEQ Level	Nm Credits	Teach Term	Comp Allowed?	Assmt Modes	Att.	Attempt Type	Unc Mark	Classification Mark	Pen Pts	Pass/ Fail	Circs.	EC	MF	Alert	SA Assessment Term	SA Assess Mode	SA Mode Weight	SA Mode Mark	SA Mode Penalty	SA Mode Circs	SA Mode MEC
20/21	1	871V4	Photography: Key Concepts	7	30	T1	Y	CWK	IA		52.00	52.00	0.00	Pass						CWK	100	52.00	0		
		885P4	Photography: Critical Practice	7	30	T1	Y	CWK	IA		57.00	57.00	5.00	Pass	CWK: 24L					CWK	100	57.00	5		
		868P4	Activist Media Practice	7	30	T2	Y	CWK	IA		37.00	37.00	0.00	Fail						CWK	100	37.00	0		
								PRJ+ESS	RE	RE	41.00	41.00	0.00	Fail					A3	PRJ	70	38.00	0		
																			A3	ESS	30	48.00	0		
		V4151S	Contemporary Art, Politics and Culture	7	30	T2	Y	ESS	IA		56.00	56.00	0.00	Pass					A2	ESS	100	56.00	0		
		884P4	Photo Studies: Major Project	7	60	T3	N	POF	IA		58.00	58.00	0.00	Pass	X7L				VACATION	POF	100	58.00	0	X7L	

## Stage Results Summary

Stage	Stage Mean	Credit Taken	Credit Passed	Other Credit	Compensated Credit	Condoned Credit	Credit Awarded
1	54	180	150	0	0	0	150

Final Grand Mean:- 54

PGT Credit Result:- N

PGT Mean Result:- Y

 % Credit Above Borderline Threshold  
 83%

Final PGT Result

Fail

30 credits of taught modules failed - condone and award Pass

Cand No: MAH

REGISTERED

SCHOOL

W9504T: Creative and Critical Writing MA Stage:- 1 Mode of Attendance:- PT

Yr	Stg	Module Code	Module Title	FHEQ Level	Nm Credits	Teach Term	Comp Allowed?	Assmt Modes	Att.	Attempt Type	Unc Mark	Classification Mark	Pen Pts	Pass/ Fail	Circs.	EC	MF	Alert	SA Assessment Term	SA Assess Mode	SA Mode Weight	SA Mode Mark	SA Mode Penalty	SA Mode Circs	SA Mode MEC
19/20	1	888Q3A	Psychoanalysis and Creative Writing	7	30	T1	Y	CWK	IA		50.00	50.00	0.00	Pass						CWK	100	50.00	0		
		887Q3B	Deconstruction and Creative Writing	7	30	T2	Y	CWK	IA		60.00	60.00	0.00	Pass						CWK	100	60.00	0		
20/21	1	943Q3A	Decolonising Modernism	7	30	T1	Y	CWK	IA		61.00	61.00	0.00	Pass		I				CWK	100	61.00	0		
		944Q3B	Voices in the Archives	7	30	T2	Y	CWK	IA		68.00	68.00	0.00	Pass						CWK	100	68.00	0		
		895Q3	Creative & Critical Writing Dissertation	7	60	T3	N	DIS	IA		0.00	0.00	0.00	Fail	XNS	X			VACATION	DIS	100	0.00	0	XNS	X

## Stage Results Summary

Stage	Stage Mean	Credit Taken	Credit Passed	Other Credit	Compensated Credit	Condoned Credit	Credit Awarded
1	40	180	120	0	0	0	120

Final Grand Mean:- 40

PGT Credit Result:- N

PGT Mean Result:- N

% Credit Above Borderline Threshold

0%

Final PGT Result

Fail

Failed dissertation - offer sit (has XNS) or PG Diploma

Credits achieved by PAB on taught modules	Dissertation submission deadline	Main PAB (October 2024)	Resit PAB (March 2025)	Main PAB (October 2025)
≥90 credits	A3 2024	Award; condone and award; resit DISS in A1; give PG Dip/Cert exit; give 2nd resits in A3 2025	Award where first resit of dissertation set in A1 2025	Consider award for candidates given 2nd resits in A3 2025
≥90 credits	A1 2025	Identify candidates where credit can/cannot be condoned and give 2nd resits as appropriate in A3 2025	Award; condone and award; give PG Dip/Cert exit; give 1st diss/pro resit in A3 2025	Consider award for candidates given 2nd resits and 1 <sup>st</sup> diss/pro resit in A3 2025
75 credits	A3 2024	PG Cert exit (DISS credit cannot be used towards exit award); 2nd resits in A3 2025 and 1 <sup>st</sup> diss/pro resit in A1 2025	n/a	Consider award for candidates given 2nd resits in A3 2025
75 credits	A1 2025	PG Cert exit (remove DISS submission from A1 2024); 2nd resits in A3 2025(dissertation deadline stands in A1 2025)	1 <sup>st</sup> diss/pro resit in A3 2025	Consider award for candidates given 2nd resits and 1 <sup>st</sup> diss/pro resit in in A3 2025
60 credits	A3 2024	PG Cert exit (DISS credit cannot be used towards exit award); 2nd resits in A3 2025 and 1 <sup>st</sup> diss/pro resit in A1 2025	n/a	Consider award for candidates given 2nd resits in A3 2025
60 credits	A1 2025	PG Cert exit (remove DISS submission from A1 2025); 2nd resits in A3 2025 (DISS deadline stands in A1 2025)	1 <sup>st</sup> diss/pro resit in A3 2025	Consider award for candidates given 2nd resits and 1 <sup>st</sup> diss/pro resit in in A3 2025
<60 credits	A3 2024	No award (DISS credit cannot be used towards exit award). Final fail; repeat semester 2 (repeat stage in 2024/25 offered by Summer PGT PAB 2023)	n/a	Consider award for candidates given a repeat of semester 2.
<60 credits	A1 2025	No award (remove DISS submission from A1 2025). Final fail; repeat semester 2 (repeat stage in 2024/25 offered by Summer PGT PAB 2024)	n/a	Consider award for candidates given a repeat of semester 2.



# SUPPORTING DOCUMENTS

## Exam and Assessment Regulations 23/24: Regulations for examinations and assessment



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## Academic Quality and Partnerships

### Progression and Award Board (information for staff)

#### Progression and Award Board (information for staff)

School Progression and Award Boards (PABs) make progression and award decisions for students taking assessment during the academic year. The [School Progression and Award Board terms of reference \[DOCX 14.62KB\]](#) set out the terms of reference, composition and quoracy.

The Module Assessment Boards (MABs) consider cohort performance on modules within their remit and assure marks. The [Module Assessment Board terms of reference \[DOCX 14.32KB\]](#) set out the terms of reference, composition and quoracy. The [Standard guidance for MABs \[DOCX 20.40KB\]](#) is provided to support Schools in considering a problematic set of marks (see below for supplementary guidance for MABs in 2020-21). A [Scaling worksheet \[XLSX 32.82KB\]](#) is provided for Schools considering scaling. All interventions recommended by the MAB regarding cohort outcomes must be approved by the PVC for Education and Students.

# THE ANNUAL REPORT

Your insights help improve courses through the Annual Course Review.

- Please submit your report within 6 weeks of the exam board.
- If it's your final report, we'd appreciate an overview of your term.
- The link below provides a web page with the fully formatted form:

<https://www.sussex.ac.uk/adqe/standards/externalexaminers>

# THE ANNUAL REPORT

- *All reports for University of Sussex courses should be submitted to:*  
[externalexaminers@sussex.ac.uk](mailto:externalexaminers@sussex.ac.uk)
- These will form part of an overall Faculty and institutional level report, that goes to our University Education Committee for assurance of B Conditions compliance

# PAYMENT PROCESS

- Payment will be initiated by the AQP Office upon receipt of the report.
- The authorising body will review and confirm the payment.
- The AQP Office will notify the External Examiner once payment has been arranged.