



PAB Briefing

UG Finalist UG Progression

June 2025

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Agenda

- Summary of business and regulations
 - MABs
 - UG Award PAB
 - UG Progression PAB
- Example decisions
- Appeals
- Guidance and templates

Module Assessment Boards (MAB)

Confirms and maintain standards of assessments for all modules for which the MAB is responsible in conjunction with the Board of Study and the External Examiner(s).

- Confirms marks and makes these available to the PAB
- Recommends action where there are errors or major concerns about assessments
- Recommends action to be taken in cases where academic judgement concludes that an assessment has been unexpectedly easy or difficult
- Recommends outcomes for approval by the PVC (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.

MAB interventions

Interventions may include:

- Re-weighting or zero-weighting questions within a task
- Reweight the different assessment modes within module
- Offer of optional A3 sit
- Scaling
 - Usually on 'no detriment' basis

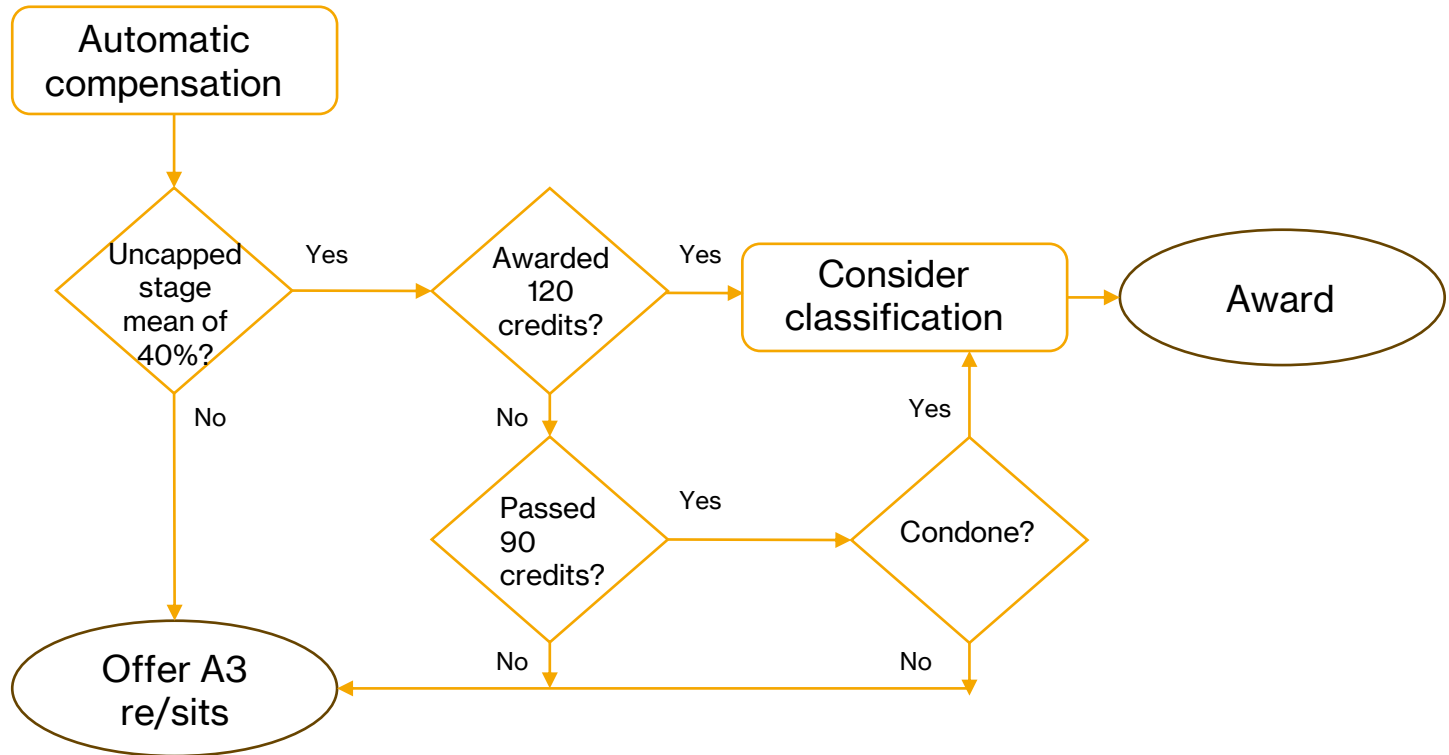
Where remedial actions are recommended:

- The Chair of the MAB will consult the relevant External Examiner
- The Chair will also report the matter to the Board of Study responsible for the module.

Progression & Award Boards (PAB)

- Note candidates where pass criteria achieved
- Apply condoned credit - use school strategy
- Confirm retrieval of failed credit where modules cannot be condoned
- Note application of compensated credit, offer optional resit as appropriate – use school strategy
- Consider impact of Exceptional Circumstance, offer sit as appropriate – use school strategy
- Confirm awards and exit awards where academic judgement required

UG Finalist PAB (June)



Compensation

(Regulation 101-105, 112-115)

- Automatically applied to marginal fail (35-39%)
- PAB discretion to offer a single optional resit where compensation has been applied instead of receiving the credit via compensated credit, for example:
 - Where a pathway module has been failed, to allow the student the opportunity to achieve the 'with suffix' award title.
 - Where there are accepted Exceptional Circumstances

Cannot be used -

- Where a module failed as a result of academic misconduct (offer resit)

Condonement

(Regulation 106-115)

- The PAB has discretion to award up to a maximum of 30 condoned credits in the final award stage where:
 - The course learning outcomes have been met, and
 - uncapped stage mean of 40% in the final stage has been achieved
 - mark achieved will remain as the mark achieved for award purposes and the credits awarded.
 - An optional A3 resit will be offered

Can be used -

- Module trailed from earlier stage, where resit was failed

Cannot be used -

- Where a module failed as a result of academic misconduct (offer resit)

Accepted exceptional circumstances

(Regulation 47-48, 68-70)

Late submission

- Remove penalty

Non-submission, or failure of an assessment

- The PAB should offer a further assessment opportunity, for either for an uncapped mark (if the circumstances affected the first attempt) or for a capped mark (if the circumstances affected a resit attempt).

Impaired performance

- The PAB may offer a sit for an uncapped mark in accordance with the weighting of the accepted EC.
- The offer of a sit is at the discretion of the PAB, and the PAB may decide not to offer a sit if the academic judgement of the PAB deems that the student's marks are not out of line.

Exit Awards



Interim Ordinary and BSc exit awards are normally to be given to candidates in the final stage to enable attendance at graduation



A Dip/Cert HE may only be given to candidates as a final exit award, not an interim award.



A final year UG student may be considered for an Ordinary degree if they have:

300 credits at the prescribed level as set out in the Academic Framework, which may include compensation in an earlier stage of study
of which at least 60 credits must be at level 6

Individual Inequitable Outcomes

(Regulation 7c)

- Recommendations should be made to the PVC (E&S) for any cases where the regulations lead to an Individual Inequitable Outcome.
- Examples:
 - Further assessment attempts where there are EC
 - Extension to maximum period of registration (which is the normal length of the course plus 3 years, to include any repeat years or periods of temporary withdrawal).

Notification of a disability

(Regulation 148)



The PAB has the discretion to base final classification outcomes on the marks achieved during the stage or stages of study after reasonable support was put in place, following receipt of notification or constructive knowledge of a disability. No marks should be set aside and a minimum of a full stage of marks must be considered.



In cases of a new declaration of either a physical disability, SpLD, a mental health or autistic spectrum condition, the PAB is guided to look for evidence of improved performance on all assessments taken after the support was offered, where the student was enabled to work at their full learning potential.



Resits

- The full cycle of assessment should be available to all students and therefore A3 resits/sits should normally be offered to students who have not met the requirement for award.
- Marks capped at pass threshold, uncapped in proportion with EC
- Only required to take failed components
- Resit mark conflated with any carried forward pass marks
- A student may exceptionally apply to repeat a year if a repeat is not offered (form 8)

Study Abroad/ Professional Placement/ Venture Creation Year (Regulation 150)



Finalist students who failed their SA, or PP or VC year have alternative awards without the YAB/PP suffix.



Those who have failed a PP or VC year may have a resit/sit scheduled in A3, in which case the alternative title can be given as an interim award to enable attendance at graduation.


Pathways

(Regulation 151)

Pathway titles for 'passed pathways' will be on the array and need to be included on the pass list.

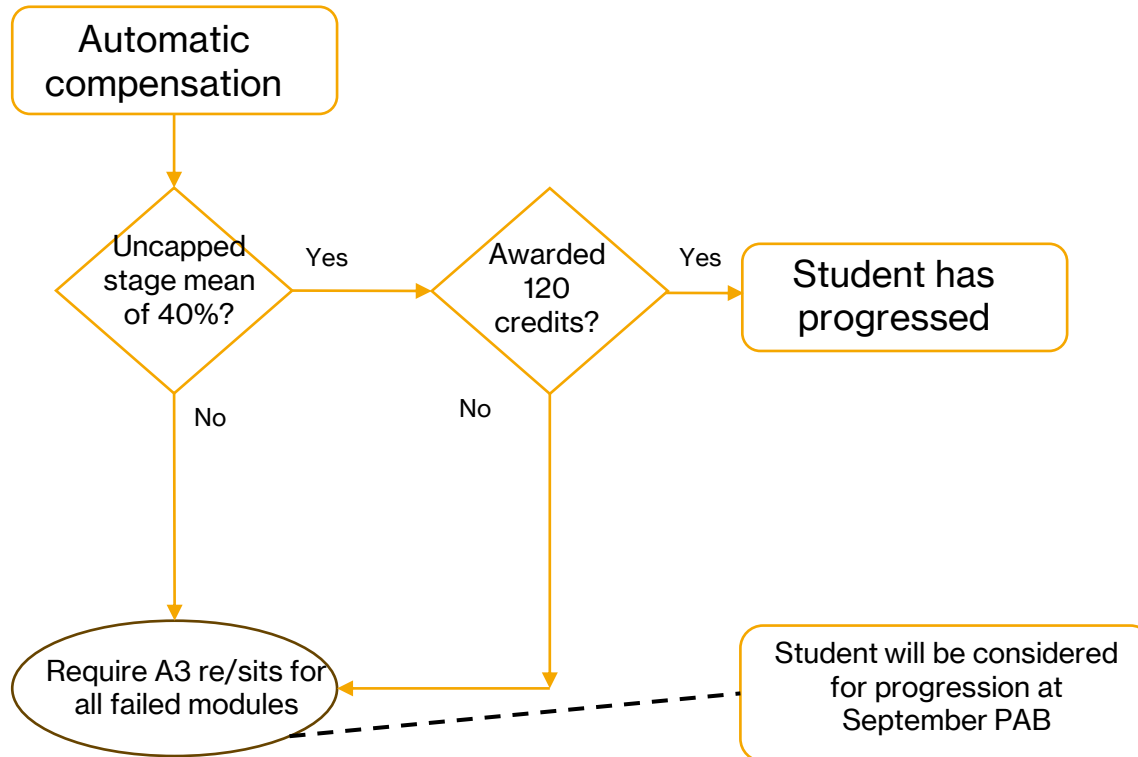


Pathway titles for 'attempted pathways' will be on the array. This indicates that not all pathway modules have been passed. The standard award title will apply without the suffix



Where compensated or condoned credit is given for a pathway module, the standard award title will apply. Candidates should be offered an optional resit.

UG Progression PAB (June)



Resit/sit/repeat requirements

(Regulations 64-87)

- The full cycle of assessment should be available to all students and therefore resits/sits should be offered to students who have not met the requirement for progression.
- Repeat stage usually considered at the Resit PAB in September after a first resit had been given.
- A student may exceptionally apply to repeat a year if a repeat is not offered (see assessment form 8).
- Trailed credit will usually be given at the Resit PAB in September after a first resit has been given. Trailed credit may exceptionally be given to a student expected to start a study abroad year ahead of the Resit PAB (Regulation 93).

Study abroad year/semester

(Regulations 73-77)

Semester abroad

Consider candidates who have taken a semester abroad as a variation of study and offer re/sits as appropriate for modules in the semester taken at Sussex.

Marks for S2 SA will not be available yet, but will be assured before the resit PAB.

Year abroad

Marks for study abroad will be presented to the Resit PAB

- Students taking a voluntary YAB as will have their marks assured in November,
- Students taking a YAB as a variation of study will need their mark to be assured before the resit PAB so that they can confirm progression.

Resits should be sought by the student from their host institution.

Outbound Students

- PABs to carefully confirm that students with suffix award title meet the academic progression requirements for Study Abroad or Professional Placement/ Venture Creation Year.
- A3 resits should be set.
- Where 15-30cr are failed, these can be trailed into the SA/ PPY if the students leaves before A3 resit results are known.

Where more than 30cr are failed are student is due to leave before A3 results, care will need to be taken

- PAB may request IIO to trail more than 30cr
- PAB may determine that requirements are not met, and the student will either have to be offered resits or a repeat stage 2



Quoracy of Boards

MAB Quoracy and attendance:

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

PAB Quoracy and attendance:

- Final award - 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 and at least one external examiner.
- Progression - a minimum of the Chair and Deputy Chair and at least one member representative of the internal markers.

Example 1 student array

Code	Course Name	Credits	Stage	Year	Term	Grade	Weight	Stage	Score	Weighted Score	Grade	Final Grade
Q3312	Novel Theory	6	30	T2	Y	T2	CWK	IA	70.00	70.00	0.00	P
Q3320	Dissertation (ENGLISH)	6	30	T2	Y	A2	CWK	IA	18.00	18.00	0.00	F

Grade capped mark used for grand mean for resit attempts.

Results Summary

Taken	Cr Passed	Cr Other	Cr Comp	Cr Con	Cr Awarded	CpMean	UnCpMean	Stage Wgt %
120	120	0	0	0	120	64	64	0.00
120	120	0	0	0	120	69	69	40.00
120	90	0	0	0	90	55	55	60.00

Grand Mean: 61

Predicted Classification: **ORDINARY**

Predicted class if failed credit is con

Proportion of credit in higher class: 25

Final Stage Level 6 Credits (for Ordinar

90 credits in final stage, condone
30 credits and award with
optional resits

Example 2 student array

CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	
1	4	L2140	The Global Politics of Human Rights	6	30	T1	Y	A1	CWK+ESS	IA	18.00	18.00	0.00	F
		L2146	Development Tools and Skills	6	30	T1	Y	XVAC	CWK+TAP	IA	61.00	61.00	0.00	P
		007GR	Whose Histories Matter?	6	30	T2	Y	PS2	CWK	IA	58.00	58.00	0.00	P
		L7090S	Global Resistance	6	30	T2	Y	A2	CWK+ESS	IA	39.00	39.00	0.00	F

Mark displays capped mark used for grand mean for each attempt.

Stage Results Summary

Cr Taken	Cr Passed	Cr Other	Cr Comp	Cr Con	Cr Awarded	CpMean	UnCpMean	Stage Wgt %
0	120	0	0	0	120			0.00
120	120	0	0	0	120	54	54	40.00
120	120	0	0	0	120	63	63	0.00
120	60	0	0	0	60	44	44	60.00

Grand Mean: 48

Predicted Classification: ORDINARY

Proportion of credit in higher class: 50%

Final Stage Level 6 Credits (for Ordinary): 60

60 credits in final stage, offer interim Ordinary (unclassified) and resits

Example 3 student array

Stage Results Summary

Stg	Cr Taken	Cr Passed	Cr Other	Cr Comp	Cr Con	Cr Awarded	CpMean	UnCpMean	Stage Wgt %
1	120	120	0	0	0	120	63	63	0.00
2	120	120	0	0	0	120	60	60	40.00
3	60	0	0	0	0	0	9	9	60.00

Grand Mean:

Predicted Classification:

Proportion of credit in higher cla

Final Stage Level 6 Credits (for

No credits in final stage,
withdrawn student,
consider exit award

Appeals – Informal Resolution (IR)

Informal Resolution is a route to swiftly correct administrative or technical error/ provide a student with clarification about a PAB decision (e.g. How was EC considered)

Can be considered

Individual RA not applied

Marks input error between systems

Erroneous capping of mark or other penalty where EC was in place

Approved EC for late submission of an assessment can be considered by the PAB for impairment or uncapping of a resit of the same assessment

Should not be considered

Assessment issues impacting the **cohort**

Late EC (Schools cannot review and make judgement on evidence)

Where a formal appeal has been rejected, the student cannot revert to IR process

A request received more than 10 University working days following the publication of results

SUPPORTING DOCUMENTS

Exam and Assessment Regulations:
[Regulations for examinations and assessment](#)

Guidance and templates:
[Progression and Award Board \(information for staff\)](#)

[Forms for examinations and assessment](#)

PAB queries:
academicregulations@sussex.ac.uk

The screenshot shows the University of Sussex website. At the top left is the US University of Sussex logo. At the top right are links for Accessibility, A-Z, Staff search, Contact us, Email, and External website, along with a search bar. Below the logo is a navigation menu with buttons for Students, Staff, Schools & services, Sussex Direct, and Canvas. A secondary menu includes Schools, ITS, Library, and Professional services. The main content area is titled 'Academic Quality and Partnerships' and contains a list of links: 'Back to previous menu', 'Regulations for examinations and assessment', 'Temporary Withdrawal', 'Joint Honours Students', and 'Progression and Award Board (information for staff)'. The 'Progression and Award Board (information for staff)' link is selected, leading to a page with the following text: 'Progression and Award Board (information for staff)'. Below this is a paragraph: '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.' This is followed by another paragraph: '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.'

