School of Life Sciences In-Year Retrieval Policy

Life Sciences may offer post-deadline in-year retrieval only to those students who have applied for Extenuating Circumstances (EC), and where the module convenor confirms that it can be accommodated.

Module convenors are strongly encouraged to provide in-year retrieval opportunities for skills-based and/or in-person assessments unless there is a compelling reason why they cannot. The aim is to optimise the alignment of teaching, learning and assessment maximising meaningful learning. It would also reduce the potential assessment load in the A3 period, improving examination scheduling.

A. Mechanism for in-year retrieval after the hand-in deadline

A student either misses and/or fails coursework

The student must be in the process of applying for EC, and the new mark will only stand if EC is accepted

- **Presentations:** The module convenor could rearrange the date of the presentation.
- **Labs:** Where there isn’t an alternative lab, where appropriate, the module convenor could provide data for the student to do an extended write-up and submit by the retrieval deadline.
- **Problem sets/Essays:** An additional problem set/essay could be provided as soon as possible after marks have been released for students to submit within 4 weeks.
- **Practical assessment** e.g. OSCE. An in-year retrieval opportunity could be provided as soon as possible to be submitted within 4 weeks of marks being released.
- **Field Trips:** Where possible, the module convenor could provide data for the student to complete the assessment by the retrieval deadline.

The full list of assessment modes to be included in this policy is:

- Presentation (PRE)
- Report (REP) e.g. laboratory report
- Portfolio (POF)
- Field Trip
- Practical assessment e.g. OSCE
- Problem set (PRB)
- Essay (ESS)

*Note: in-class tests will not be included in in-year retrievals*
B. Mechanism for in-year retrieval before the hand-in deadline

A student misses in-person coursework that is to be assessed

- EC not required
- Marks will not be capped
- **Presentations**: The module convenor could rearrange the date of the presentation, e.g. by providing a single recovery date for all students that have missed their presentation.
- **Missed Labs**: The module convenor could agree for an alternative lab to be taken, to be submitted in replacement of the assessed lab.
- **Field Trips**: In-year retrieval opportunities could be provided by the module convenor.

Dissemination to Students

The module handbook should state clearly what in-year retrieval opportunities are possible. Where in-year retrieval opportunities are not possible for specific assessments, the rationale must be included in the handbook.

Finally, it should be noted that the in-year retrieval plan is based on the following regulation:

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**Examination & Assessment regulation 1.2.4 (2016/17)**

‘Resit opportunities are scheduled in the summer vacation assessment period… In addition, Schools may provide a ‘within year’ resit opportunity to retrieve a coursework assessment that was scheduled during the teaching term. The ‘within year’ resit opportunity must be scheduled within 4 calendar weeks of marks being published. This will be a capped resit of the same mode and weighting, to enable timely retrieval of coursework and integration of teaching, learning and assessment. The mark achieved will replace the original first attempt mark and will therefore not be recorded separately on the student’s record. The PAB will offer a resit of the resit mode in the summer vacation assessment period, in the usual way in cases where the module has been failed, including where a ‘within year’ resit opportunity was provided. A ‘within year’ resit opportunity may be uncapped by the PAB in accordance with accepted exceptional circumstances submitted in relation to the original deadline.’

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