Procedure for Recording Results and Operation of Examination Boards

Document Area	Academic Quality Assurance and Enhancement
Document Function/ Owner	Quality Office
Author	Declan Courell and Aodhmar Cadogan.
Required Approval	Academic Standards and Policy Committee of Academic Council

Issued Document Location

Internal Staff Portal / Hub	YES (default repository)
Internal Student Portal / Hub	Yes
ATU Website	Yes
Issue Date	08/01/2025
Effective Date	31/01/2025

Table of Contents

1. Purpose 3
2. Scope 3
3. Reference Documents 3
4. Procedure 3
4.1 Frequency and Schedule of Meetings 3
4.2 Return of Examination/Assessment Marks by Internal Examiners 4
4.3 Conduct of Meeting 6
4.4 Confidentiality 6
4.5 Pre-Board meeting 6
4.6 Examination Board Membership 7
4.7 Chairperson of the Examination Board 8
4.8 Secretary to the Examination Board 9
4.9 Examination Board Meeting 10
4.10 Post Board Requirements 10
4.11 Post-Board Change to a Grade 11
5. Documents Related to this procedure 12
6. Measurement of Effectiveness of this Procedure 12
7. Revision History 12

1. Purpose

This procedure supports Atlantic Technological University's (ATU) *AQAE005 Marks and Standards Policy*, which sets out the policy for recording, aggregating and ratifying student performances in coursework assessment and examinations each academic year. The Marks and Standards Policy is used to determine student academic standing, eligibility for progression, eligibility for an award, and award classification.

An Examination Board refers to the scheduled meeting of programme examiners which is independently chaired by a nominee of the Vice President for Academic Affairs & Registrar.

This procedure provides detail on:

- scheduling and timing of Pre-board and Examination Board meetings,
- entering grades on the Student Record System (SRS),
- codes relating to grades and academic standing,
- the function of the pre-board and Examination Board,
- processes to change to a grade after the release of results.

The responsibilities of the Internal Examiner (Lecturer) in regard to the collation of marks and attendance at Pre-board meetings and Examination Board meetings are outlined in *AQAE005 Marks and Standards.*

The process for handling of a change to a mark/grade following a Recheck, Review or Appeal of a result, are treated separately under the *AQAE031 Procedure for Recheck, Review and Appeal*.

2. Scope

This procedure applies to all staff in academic units within ATU and applies to all the examination and assessment results that are considered for all ATU Programmes and/or modules at a Pre-Board or Examination Board Meeting.

3. Reference Documents

No external reference documents applicable.

4. Procedure

4.1 Frequency and Schedule of Meetings

Examination Boards and /or Pre Boards shall meet after each examination session in accordance with an agreed schedule of dates. A meeting of an Examination Board may also be scheduled/called at the request of the Vice President for Academic Affairs & Registrar outside of examination sessions, where required, with notice (normally three days) given to members for preparation.

A preparatory meeting (frequently referred to as "Pre-board") will be held for each programme, in advance of the main Examination Board meeting after the Winter and Summer Exam Sessions and after the Autumn Exam Session. If insufficient time is available after the Autumn exams session the function of the pre-board and Examination Board are combined in one meeting. See Appendix 1 for Indicative schedule of meetings.

For programmes that have a standard September start, Examination Boards are conducted after the Summer (June), and Autumn (September) exam sessions. A pre-board is conducted after the Winter (January) exams for the purposes of reviewing Semester 1 results. Marks are provisional after the Winter board and are final following the Summer and Autumn Boards. Notwithstanding this, any student who has completed the final requirements for an award following the Winter session will receive final results following an Examination Board convened for that purpose.

Some programmes may have a non-standard start, for example in January, and a similar approach is applied for the scheduling of Exam Boards for these programmes. Appendix 1 details the indicative times for evaluating provisional, final, and repeat marks for programmes based on their start dates.

4.2 Return of Examination/Assessment Marks by Internal Examiners

4.2.1 Examination Register

The **Examinations Register** is signed by the student in the exam venue or hall and included in the script pack after the examination. In the case of 100% coursework assessed modules the **Examinations Register** is made available to Internal Examiners by the local examination office or faculty office. The **Examinations Register** (or similar record) should be completed for each module. The register should include the following information for each module:

- module titles, module codes and course record numbers (CRN),
- all student names and respective student number in each class group,
- the weighting and allocation of marks for all component items, e.g. final examination, orals, projects, coursework assessment, assessment components in accordance with the weighting of the component in the current Approved Programme Schedule (APS). The breakdown of Examination /coursework marks may be entered directly on the register or appended to the register.
- the overall total of marks awarded, and
- the signature of the Internal Examiner(s) and External Examiner(s).

The Internal and External Examiner(s) should agree the final marks on the register, as indicated by their signature on the record. Further information on the role of the External Examiners is outlined in *AQAE014 Procedure for External Examination*. The original **Examinations Register** should be submitted to the respective academic department after each examination session in accordance with the time schedule and format set out by them. A copy may be retained by the Internal Examiner.

4.2.2 Grade entry to the Student Record System (SRS)

The final mark for each student is entered onto the SRS by the Internal Examiner by the due date set out in the Academic Calendar. Each module is assigned to an Internal Examiner in the **Faculty Self Service** section of the SRS. The default pass mark in the SRS is 40%. The individual component % mark/grade is entered for the Examination and the Coursework in the Gradebook section, and the system calculates the final % based on the weighting set out in the APS. The use of gradebook is the preferred method of grade entry. In some cases, the overall module mark as a % whole number or non-numerical grade can be entered as a 'final grade' where the components cannot be entered.

Appendix 2 lists all the possible numerical marks and non-numerical grades that may be entered for each module with an explanation for each one.
The majority of modules are designed to expect a numerical mark in the APS. **In this case a % mark obtained should always be entered** where one is available. The remaining grade options which may be entered by the Internal Examiner are an **NP, FC, F, P** or **WH**. Where a student has not accumulated any marks in a module, zero, zero '00' is entered.
In the case of modules that are designed to be Pass / Fail grading, a **P/F** respectively is entered.
The remaining grade options which may be entered by the Internal Examiner are **NP, FC** or **WH.**

In regulated programmes where the validated pass mark (e.g. 50%) is higher than the default pass mark (40%), the SRS does not recognise a mark in the range 40-49% as a fail grade i.e. where a student has achieved a mark between the default and actual pass mark. In this case, an F must be entered as a 'final grade'.

In the case of a deferred module, the 'I' is entered by an administrator (as per legacy practice) only and should not be entered by an Internal Examiner. Similarly, if a student has withdrawn or has an Exempted grade in a module, a **W** or **X** respectively, is entered by an administrator in the Office for Academic Affairs or the faculty respectively.

Following the date(s) set out in the Academic Calendar for the entry of all marks/grades into the SRS by the Internal Examiners, the entered data are rolled into the permanent record and can no longer be edited by the Internal Examiner. After this time, changes to mark/ grade can only be made by an administrator in the department (or Examination office as per legacy practice) and a code to explain the change must be assigned to each change, see Appendix 3 for the permissible grade change codes.

4.2.3 Broadsheet of Results

A Broadsheet of Results or 'Broadsheet' is prepared for each stage of each programme and made available to the Pre-Board and Examination Board meeting for consideration of the performance of each student. The Broadsheet provides an overview of each student, the programme name and code, the detail of the modules each student was registered for, the mark/grade achieved and the overall academic standing at that stage of the programme.

The list of all codes at the module level and their meaning is outlined in Appendix 2.

The overall academic standing is based on the mark / grade obtained across all the modules in the respective examination session. The list of all codes for overall Academic Standing and their meaning are outlined in Appendix 4 and a list of the award classification codes are outline in Appendix 5.

4.3 Conduct of Meeting

The conduct of Pre-Board or Examination Board meetings is outlined below and should be shared at the start of all meetings.

1. The meetings of the Board will be conducted in a spirit of collegiality and active participation of all members shall be welcomed and facilitated.
2. The members of the Board shall individually and collectively have responsibility for the overall integrity of the process and are expected to act fairly, objectively, consistently, and professionally.
3. The Internal Examiners from all stages of the named award should be present as a programme's results are being reviewed and are entitled to make a contribution. Other Internal examiners may be present but should not participate in the decision making for that award.
4. Meetings may not be recorded.
5. Additional arrangements for on-line or hybrid meetings:
    a. Participants are requested to mute their microphone when not addressing the meeting.
    b. Participants are requested to use the 'Raise Hand' or similar feature to attract the attention of the meeting.
    c. Participants should not use the chat function.
    d. Where a vote needs to be taken, the mechanism used may depend on the size of the Board. Appropriate mechanisms include asking each member of the Board roll call style, or a poll using the raised hand function.
    e. A roll call or attendance record should be maintained in lieu of signatures on the Broadsheet, and a mechanism should be available for tracking the progress of the meeting.

4.4 Confidentiality

The proceedings and deliberations of the Pre-Board and Examination Board are strictly confidential. Records, information, or opinions considered, conveyed, or expressed at the meeting concerning decisions made may not be disclosed, subject to the requirements of data protection legislation and the Freedom of Information Act concerning personal records.

4.5 Pre-Board meeting

The Pre-Board is organised by the Head of Department and/or the Programme or Year Chair. The membership comprises:

- Head of Department (Chair), or their nominee (an alternative suitably experienced academic),

- All Internal Examiners involved in the delivery and assessment of modules contributing to the named programme, and
- the Head of Faculty/School is an *ex-officio* member

Administrative staff attend to assist with record keeping. All Internal Examiners are expected to attend the Pre-Board meeting. Where an Internal Examiner cannot attend, they should inform the Head of Department and ensure that the marks for their modules and all supporting information is available to the meeting. It is recommended that all Pre-Boards are held in-person, however the final decision rests with the Head of Department in this regard, to make arrangements as practicable.
It is the spirit of the Pre-Board to prepare a final Broadsheet of marks to be presented to the Examination Board and to agree changes to marks to facilitate this preparation. All contentious or outstanding issues should be discussed in an open and collegiate manner in order to agree marks to be presented to the Examination Board or a clear recommendation to the Examination Board to make a final decision without the need for additional / repeat discussion of same issue.

The purpose of this meeting is to:

1. Ensure that all grades are entered and records are complete.
2. Ensure that any missing students in each class are highlighted for resolution of any registration issue and to complete grade entry.
3. Ensure the accuracy of grades for each student.
4. Discuss any issues of impaired performance in relation to a specific student raised informally or through an application.
5. To consider on a case-by-case basis student borderline performance.
6. Agree amendment to marks resulting from 1-5 above.
7. Discuss and agree recommendations for the Examination Board.
8. Note summary repeat requirements for module(s), if desired.

In the case of students in the first stage of a programme, particularly the first semester, the students should be accorded a greater degree of latitude, in consideration of their overall performance and the learning outcomes of the modules.
In the case of other non-award examination stages, the student should, usually, be accorded the benefit of the doubt, given reasonable grounds, in consideration of their overall performance and the learning outcomes of the modules.
In the case of final (award stage) examinations, *AQAE005 Marks and Standards Policy* should be interpreted in such a manner as to require the student to have demonstrated beyond reasonable doubt, based on examination/assessment performance, an entitlement, to the result being awarded.

The responsibility of the individual Internal Examiner extends to the specific components that they have assessed. An Internal Examiner may, at their own discretion, amend a mark prior to or during the Pre-Board meeting. The Pre-Board may influence, but not compel, an Internal Examiner to review their assessment findings. In contrast to the Examination Board meeting, it would be inappropriate for a Pre-Board meeting to replace the recommendation of an individual Internal Examiner with its own.

4.6 Examination Board Membership

For each named award, the Examination Board shall consist of:

1. Chairperson
2. Head of the Department within whose department the award resides who acts as Secretary to the Board
3. Additional Head of Department within whose department a module is delivered and/or assessed (in the case of shared modules).
4. Head of Faculty/School is an *ex officio* member
5. All Internal Examiners involved in the delivery and assessment of modules contributing to the programme that leads to the named award.
6. External Examiner(s) appointed for the named award.
7. Other person(s) as required to meet the consortium agreement in place for the named award.
8. The President and VP Academic Affairs and Registrar (or nominee) may attend in an advisory capacity.

Attendance of the Chairperson and Head of Department are mandatory. It is always preferable that the External Examiner(s) are in attendance. Administrative staff attend to assist with record keeping. It is recommended that all Examination Boards are held in hybrid mode, to facilitate the Chairperson and the External Examiner participation, however the final decision rests with the Head of Department in this regard, to make arrangements as practicable. The meeting will only proceed if there are no substantive omissions to the Broadsheet.

4.7 Chairperson of the Examination Board

The VP Academic Affairs and Registrar shall arrange the schedule and appointment of chairpersons. The Chairperson shall be an independent Head of Faculty or Head of School, Assistant Registrar or a suitably qualified and experienced academic. In general, the Examination Board for Summer and Autumn sessions are chaired by an independent Head of School. In general, any Winter, ad-hoc, late Examination Boards are chaired by an Assistant Registrar. Once the schedule is issued each Department makes the organisational arrangements outlined below.

In the case additional examination boards convened, for example, for the purposes of collaborative arrangements, to approve an exit award or late additions to the graduation list, these may be chaired by an Assistant Registrar and may be attended by a reduced number of members, sufficient to present the required Broadsheet or paperwork and to affect a decision related to the specific agenda of the meeting.

The role of the Chairperson is to ensure that:

- The Examination Board meeting has been properly convened for each examination session, and that the members present at the meeting constitute an appropriate attendance for the proper discharge of the Board's responsibilities.
- The meeting is conducted in a formal, orderly and timely manner to ensure that each student is given fair and consistent consideration in accordance with *AQAE005 Marks and Standards Policy*.

- Consensus on student performance and/or award classification has been agreed. In the absence of consensus, conduct a vote of the Board. The vote shall be of a simple majority and the Chairperson will have the casting vote in the event of a tied vote.
- All Examination Board decisions concerning each student are recorded on the Broadsheet of Examination Results. The copy of the Broadsheet annotated by the Chairperson shall act as the record of all decisions made at the meeting and constitutes the minutes of the meeting.
- Adequate time is provided to enable the Board to fulfil its responsibility and fully consider all relevant issues satisfactorily.
- The Examiner's dissent from a decision of the Board is recorded on the Broadsheet of Examination Results if the Examiner(s) so wishes it.
- The External Examiner(s) present at the meeting have an opportunity to contribute to the meeting.
- The External Examiner(s) have an opportunity to highlight any issues of accuracy or recommended amendments to the marks either during the meeting or have been brought to the attention of the Programme Board prior to the meeting.
- Any other issues of concern arising at the meeting, not already recorded on the Broadsheet, are highlighted to the VP Academic Affairs and Registrar following the conclusion of the meeting.
- Provide confirmation to the Office of Academic Affairs that the Examination Board has taken place in accordance with due process to allow the release of results, see Form *AQAE041_001 Examination Board Record Form.*

4.8 Organisation of the Examination Board

The formal Secretary to the Examination Board shall be the Head of Department (or other suitable qualified academic nominee) for the named award. The Secretary is supported by an administrator from the faculty to assist in keeping records and notes of decisions from the meeting.

It is the role of the faculty to:

1. Present a Broadsheet of Examination Results for each programme by Stage, which indicates the final marks awarded to each student in each module, the student's overall academic standing, the award classification (if applicable) and the credits awarded in the stage as agreed by the Pre-Board.
2. Make available the following records for the meeting relevant to the examination session:
    - the digital Broadsheets in advance of the meeting,
    - the list of programmes to be considered in the required running order (agenda),
    - minimum three paper copies of the Broadsheet for the Chairperson, Secretary and Administrator,
    - the list of students who have applied for consideration of impaired performance, for the attention of the Board if not already considered at a Pre-Board,
    - the list of students who have an approved module deferral,
    - the decisions of any disciplinary or Review and Appeal relevant to that session, and
    - any Exit award applications for consideration.

3. Ensure that the attending members sign the Broadsheet of Examination Results or maintain a record of attendance.
4. Ensure that the annotated Broadsheet signed by the Chairperson and the Secretary is submitted to the Examination Office within one week of the date of the meeting.

4.9 Examination Board Meeting

The Head of Department may themselves read the overall academic standing result for each student by stage or invite a member (usually the Programme Chair) to do this. Any outstanding issues for a student which need to be considered or any proposals from the Pre-Board should be highlighted.

The specific responsibilities of the Examination Board are:

1. To confirm that all marks recorded on the Broadsheets for each student are accurate and have been agreed upon by the Internal and External Examiners.
2. To confirm the overall academic standing and eligibility for progression to the next stage for each student.
3. To determine the eligibility for an award and recommend the appropriate award classification for each student ensuring that each student has demonstrated, beyond a reasonable doubt, an entitlement to the award and the award classification based on their assessment performance in alignment with the rules set out in *AQAE005 Marks and Standards Policy*.

4.10 Post-Board Requirements

Following the Examination Board, the Head of Department as Secretary and faculty administration should make arrangements for the decisions of the Examination Board to be implemented in the SRS in advance of the date for release of results. Particular attention must be paid to the completeness of the Grade Point Average (GPA) calculation, the total stage credits accumulated and the award classification for all award stage students.

After the completion of the Examination Boards, the Academic Affairs Manager with responsibility for Examinations will set a date for the final grade change. Following this date, the Head of Department shall ensure the following document(s) are provided to the local Examination Office, but no later than one week after the last scheduled Examination Board meeting:

- a list of all Broadsheets/awards from the department,
- the original annotated Broadsheet signed by the Chairperson and the Secretary recording the decisions of the meeting,
- the revised and checked final Broadsheets after the decisions of the Board have been implemented in digital format (for digital record retention; these must display the overall award classification for all award year students, including major, minor, special purpose awards),
- a hard copy of the final Broadsheets where legacy arrangements required this, and
- the original signed applications for any exit awards or combined awards (if not already available electronically).

Any other records or notes of actions/decisions from the meeting are retained by the faculty for their own reference. After the date for final grade changes, student grades cannot be made in the faculty and the post-board change procedure below must be followed.

4.11 Post-Board Change to a Grade

A post-board change must be completed if a need for a change to a mark/grade is identified after the date of the final roll to history after each examination session, for example if an error was identified by the Internal Examiner at consultation, or during a Recheck. Once the error is identified the internal examiner should inform the student of the following in writing:

- Module title
- Original recorded result
- New corrected result
- Intention to proceed with a Post-board Change Form.

A change can be made on the following grounds only:

- a numerical error arose in adding up grades,
- an error occurred while entering the grade on the SRS,
- results were not available to the Examination Board due to un-anticipated absence of staff, or other reason which was not the fault of the student,
- results for work submitted before Examination Board were lost / misplaced and not included in the grade,
- a WH has been resolved to a substantive grade, or
- other grounds as agreed with the Assistant Registrar.

A change cannot be made on the following grounds:

- submission of late coursework assessment, assignment, report or project by a student, or
- a deferral had been approved and work subsequently submitted for the session.

In both of these cases the student must register for the repeat sitting of the module and have the work considered at the next available examination session.

Where there are justified grounds to effect a change to a student(s) examination result(s), the internal examiner completes the *AQAE041_001 Post Board Change Form* online with details of the student's name, student number, module code, module name, original recorded grade, new grade, reason for the change and the relevant Head of Department. This is then endorsed by the Head of Department to confirm the change meets the allowed grounds above and is forwarded for approval to an Assistant Registrar.

Once approved, a notification is received by the Examinations Office who will review the old GPA and revised GPA to ensure that an award year student doesn't fall into the consideration threshold of the next award classification.

If further action is necessary, related to the award threshold, the following steps are to be followed:

1. The Senior Examination Officer will make the adjustment to the grade in the SRS, complete the necessary processing, and return the application to the faculty administrator.
2. The Examination Board then reviews award classification of the student and makes a decision. The Head of Department will communicate the decision to the Examination Office
3. The graduation record will automatically update following compliance processing (i.e. SZRWRP process). In rare instances the academic standing may have to be amended manually.

If no further action is necessary, the Examinations Secretary will make the adjustment to the grade, complete the necessary processes, i.e. complete an exam roll for the CRN, prepare a new award record, delete the previous award record and re-publish the transcripts for the student in the SRS. The student then receives an automatic email confirming a new transcript is available. The Examination Office then closes the Post-board Change Form.

5. Documents Related to this Procedure

AQAE041_001 Examination Board Record Form
AQAE041_002 Post Board Change Form
AQAE005 Marks and Standards Policy
AQAE031 Procedure for Recheck, Review and Appeal.

6. Measurement of Effectiveness of this Procedure

A report of issues raised by the Chairpersons of the Examination Boards and the Academic Affairs Manager with responsibility for Examinations will be forwarded to Academic Council for consideration and action annually.
A report of anonymised data relating to the Post Board Changes Forms in each academic year will be included in an annual report to the Academic Council.

7. Revision History

Revision No	Description of Change	Approval Date
000	New Procedure Approved by Academic Standards and Policy Committee of Academic Council	17/12/2024

Appendix 1: Indicative schedule for consideration of provisional, final and repeat marks for programmes with Standard and non-Standard start times.

Standard start programme – i.e. September – May Stage

September	**January**	**February**	**May**	**June**	**August/ Early September**	**Early September**
Stage start	Semester 1 Module Exams	Pre-Boards Release of Provisional Results Consultation Recheck Opportunity Exam Board (Students who have gained all ECTS for an award only)	Semester 2 and Yearlong Module Exams	Pre-Boards Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity	Repeat Examinations (for Semester 1, 2 and Yearlong modules) Semester 3 Examinations	Pre-Boards (if time) Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity

Note 1: Students who have failed modules after the repeat examination session may register to repeat them in the following academic year in the semester the module is offered and again in August (if required).

Note 2: If a repeat student passes all modules in their award following the semester 1 examination session, an exam board should be convened to consider and approve their final results allowing them to graduate at the Spring Conferring session.

Non Standard start programme – e.g. One year /2 stage 60 ECTS programme starting January

Jan Stage 1	May	June	August/ Early Sept	Early Sept Stage 2	Jan	Feb	August	Early Sept
Stage Start	First Semester Module Exams	Pre-Boards Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity	Repeat Exams for First Semester modules Exams scheduled for Autumn first sitting	Pre-Boards (if time) Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity	Second Sem module exams and Year long Module Exams	Pre-Boards Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity	Repeat Examinations (for second Sem and Year long modules)	Pre-Boards (if time) Exam Boards Release of Final Results Consultation Recheck, Review, Appeal Opportunity

Note1: Although in AMM the semester Jan -June is referred to as Semester 1, it is formally recognised as semester 2 in the SRS. All modules across the 2 academic years can be set up to contribute to the award GPA. Students who have results in the compensation range at the summer session should be advised of their choice and consequences in relation to repeating such modules

Note 2: Additional information regarding key dates for these programmes should be provided in a handbook.

Appendix 2: Table of Module Results, Codes and Explanation

Module Result or Code	Explanation	Effect on Number of Module Attempts	Comment
%	Numerical % to nearest whole number in this sitting or 00%	Counted as attempt	Use 00% for 100% CA subject where no marks achieved Entered by Internal Examiner
NP	Not Present for Final Examination Use NP for module with Final Examination only	Counted as attempt	Entered by Internal Examiner
FC	Failed Component Did not pass a mandatory component or meet a threshold in the module Grade between 40-49% where the pass mark is 50%	Counted as attempt	Entered by Internal Examiner
F	Fail in a non-numerically graded Pass/Fail Module	Counted as attempt	Entered by Internal Examiner
P	Pass in a Pass/Fail Module	Counted as attempt	Entered by Internal Examiner
WH	Withheld. Used in alleged disciplinary case which is not yet resolved. OR Incomplete Practice Placement*	Counted as attempt.	Entered by Internal Examiner. *Used where Practice placement could not be completed by the time of the Exam Board for reasons outside the control of the student
X	Exempted module based on Recognition pf Prior Learning (RPL) Student is exempted from assessment in module.	Counted as attempt	Entered by Administrator
I	Deferral of a module	Not counted as attempt	Entered by Administrator
W	Withdrew	Not counted as an attempt	Entered by Academic Affairs Administrator Student has formally withdrawn Enter the result obtained where result is available
Additional Information on the Broadsheet			
35P to 39P	Pass by Compensation criteria met, no further assessment for this module required.	Counted as attempt	Lecturer enters % only. **P** assigned by system.
(%)	Bracketed result	Counted previously	This indicates a result from a previous sitting

Appendix 3 Table of grade change codes and their meaning

Code	Meaning	Used for:
FE AE	Faculty Error Admin Error	change to correct calculation or input error by lecturer change to correct input error by administrator
RE EB PM	Pre-Board Change Exam Board change Pass by Compensation Mark	change to a grade following Pre-board change to a grade following Exams Board correction to/from Pass by Compensation Grade
CR DC PA	Capped Resit Disciplinary Committee Post Board Amendment	capping of a grade at the pass mark change to a grade following an Academic Disciplinary decision change following approval of a post-board change
RK RV	Recheck Review	change following a Recheck change following a Review or Appeal

Appendix 4 Table of Academic Standing Codes and Explanation

Code	Meaning	Explanation
PS	PASS	Student has met the minimum requirement of all the modules in that exam sitting or stage.
EX	EXEMPTIONS	Student has passed a minimum of one module at this sitting. Student is exempted from further assessment in the module(s) that have been passed. Outstanding module from previous stage and current stage is a pass EX If any module is deferred, EX will be replaced with DE If no module is passed, EX will be replaced with FL
DE	DEFERRED	Student has a Deferral in one or more modules in this sitting or stage
AB	ABSENT	Student has NP grade in all registered modules
AP	APPROVED TO PROGRESS	Student is eligible to progress to the following year carrying failed modules. Only visible after the Board meeting as this is an exam board decision.
FL	FAIL	Student has failed all registered modules in this sitting.
IN	INCOMPLETE	Student has not yet had a result recorded for all modules in the stage
WD	WITHDREW	Student has formally withdrawn from the Programme or been withdrawn as a result of outstanding fee balances. **W** for each module.
EB	EXAM BOARD	Student's Result(s) Withheld (WH) in one or more modules in this sitting or stage. The Exam Board need to override EB to appropriate academic standing of EX, DE or AP.
RC	RECOMMENDED	Student result in Research Degree, has passed all requirements
NR	NOT RECOMMENDED	Student result in Research Degree, has not passed all requirements

Appendix 5 Table of Codes for Award Classifications

Code	Meaning	Explanation
H1	First Class Honours	ATU Award, Awarded at Level 8, Level 9
H2.1	Second Class Honours Grade 1	ATU Award, Awarded at Level 8, Level 9
H2.2	Second Class Honours Grade 2	ATU Award, Awarded at Level 8, Level 9
DT	Distinction	ATU Award, Awarded at Level 6, Level 7
M1	Merit Grade 1	ATU Award, Awarded at Level 6, Level 7
M2	Merit Grade 2	ATU Award, Awarded at Level 6, Level 7
PS	Pass	ATU Award, Awarded at all Levels 6, 7, 8, 9
RC	Recommended	ATU Award, Research Masters or Doctorate only
Code	**Meaning**	**Explanation**
S1DT	S1 Award with Distinction	Joint award with ATU and Ulster University
S1CO	S1 Award with Commendation	Joint award with ATU and Ulster University
S1PS	S1 Award with Pass	Joint award with ATU and Ulster University
S2DT	S2 Award with Distinction	Joint award with ATU and Ulster University
S2CO	S2 Award with Commendation	Joint award with ATU and Ulster University
S2PS	S2 Award with Pass	Joint award with ATU and Ulster University