

THE UNIVERSITY OF SHEFFIELD

STUDENT SUPPORT SERVICES DEPARTMENT

Examination Conventions for Undergraduate Non-Modular Programmes of Study in the Faculty of Medicine, Dentistry & Health 2017-18

(Also available from www.sheffield.ac.uk/ssid/exams/conventions)

1. INTRODUCTION

- 1.1 The following conventions should be read in conjunction with the **General University Regulations** (www.shef.ac.uk/calendar). Reference should also be made to Regulations for individual programmes of study (non modular programmes of study are identified as such within the University Calendar). These conventions do not override or modify University Regulations in any way.
- 1.2 The conventions are intended as guidelines within which the Faculty will normally work. However, it is the ultimate responsibility of the Faculty to recommend in the case of each student that result which is deemed just in the light of all the evidence presented to the Examiners. Where any Faculty recommendation is contrary to University Regulations, a Special Regulation (approved by the Senate) is required.

2. EXTENUATING CIRCUMSTANCES

- 2.1 It is the responsibility of students to notify their tutors/supervisors, or other appropriate departmental staff, at the earliest opportunity if there are any extenuating circumstances that might have a bearing on their performance in assessments. Students should provide notification by completion and submission of an Extenuating Circumstances Form, along with any additional relevant documentary evidence where appropriate.
- 2.2 Departments should publish in their student handbooks any deadline by which students should notify their tutor or supervisor or other appropriate departmental staff of any extenuating circumstances which they wish the meeting of departmental examiners to be made aware of.
- 2.3 Departments may take into account medical circumstances when considering performance in assessed work and examinations, provided that adequate and written medical evidence is submitted. A student should submit written medical evidence which states the nature, the date of onset and the duration (where this can be judged) of the medical problem. Where a student has medical problems that are ongoing and/or chronic and that affect more than one examination period the student should keep their tutor or supervisor or other appropriate departmental staff informed and may be required to submit further written medical evidence for subsequent examination periods. Students with ongoing medical conditions may be eligible for support from the Disability and Dyslexia Support Service (DDSS) and should refer to the DDSS website for information (www.shef.ac.uk/ssid/disability).

Where a student has disclosed a disability and where details have been passed to the Departmental Disability Liaison Officer by the Disability and Dyslexia Support Service, the student will not be expected to submit further written evidence at subsequent assessment and examination periods. On occasion, where any additional information concerning the impact of the disability at a particular examination period needs to be considered by the Examiners, the student should submit an Extenuating Circumstances Form but will not normally be expected to submit further written evidence. A student will, however, be

expected to provide evidence to support other extenuating circumstances, not related to their disability, as detailed at 2.1 and 2.3 above.

- 2.4 Where extenuating circumstances have affected coursework but not invigilated examinations, the student's tutor or supervisor or other appropriate departmental staff should normally consider granting an extension to the deadline for submission in the first instance. If this is not possible, then alternatively a department may consider taking action under points 2.5 or 2.6 below.
- 2.5 Where a student has completed all assessed work and examination/s, an adjustment of a grade may take place although reference should also be made to the External Examiner(s). These grades should be returned in the normal way, but departments should keep a record of any adjustments made.
- 2.6 Where a student is unable to complete an examination a 'Not Assessed' result may be returned and the student allowed to complete the examination as a first sitting on a future occasion.
- 2.7 Departments may take personal circumstances into account in the same way, but must satisfy themselves that the student has genuinely been affected by non-academic difficulties.
- 2.8 Marginal cases should be referred to the Faculty to ensure comparability of treatment.
- 2.9 Medical and personal circumstances should normally be regarded as confidential and discussions on whether the circumstances have affected a student's examination performance or not, should be restricted to a pre-meeting of the main Examination Board specifically set up to consider such cases, and to the relevant Faculty Officer where necessary. A general recommendation, without communicating the details of the student's extenuating circumstances, should then be passed to the main Examination Board.
- 2.10 Notification of medical or personal circumstances, including assessments of dyslexia, which have not been submitted within any specified departmental deadline (as referred to in point 2.2. above) will not normally be considered by the meeting of departmental examiners and will need to become the subject of an appeal under the Academic Appeals Regulations following publication of examination results to students.

3. PROGRESSION

Regulations relating to progression within a non-modular programme of study are set out in the appropriate programme regulations, where this is relevant. Recommendations for progression (i.e. end of year/phase/part results) are normally submitted by departments for formal approval by the Faculty. Where special cases arise, it is important for the Faculty to be made aware, both with a view to ensuring consistency, and also in order to make arrangements for any necessary Special Regulation/s.

4. FAILURE

- 4.1 Regulations relating to the re-sit opportunities available to students within a non-modular programme of study are set out in the appropriate programme regulations.
- 4.2 Where resit results are 'capped' at a bare pass grade, this is indicated within the programme regulations.
- 4.3 In cases of unsatisfactory examination performance, students may be referred to the Faculty in accordance with the General Regulations as to the Progress of Students.