

PLEASE RETAIN FOR REFERENCE DURING THE EXAMINATION PERIOD
STUDENT REGISTRY
EXAMINATIONS AND RESULTS SUMMER 2011

Examination Timetable

- The timetable is available on the website <http://www.lancs.ac.uk/sbs/registry/undergrads/exam-tt11.htm> and also through LUVLE.

Absence from examinations

- It is your responsibility to find out the time and place of your examinations and to get yourself there at the right time. It is advisable to present yourself at the venue 15 minutes before the start of the examination. If you miss an examination a mark of 0 will normally be recorded which will almost certainly affect your end of year or overall degree result.
- If you miss an examination because of illness or other grave cause, you must immediately notify the relevant people of your absence. You must also consult your doctor straight away and arrange for a medical certificate to reach the Student Registry within 48 hours of the examination. PLEASE NOTE - Self-certification forms will NOT be regarded as sufficient.

Deferring Examinations and Intercalations

- Final year students are not normally permitted to intercalate after the end of the Lent term.
- All examinations should be sat in the year of study.
- Deferrals may be permitted in exceptional circumstances such as illness or other grave cause. Any request for deferral should be made to Dawn Phazey in the Student Registry.

Examinations

- Arrive at the venue 15 minutes before the start of the examination
- A list will be displayed outside the venue with your seat number for that examination.
- You will be admitted to the examination room 5 minutes before the start of the examination.
- Place your library/registration card on the corner of your desk.
- Bring as little as possible with you to the examination, you will be expected to leave any bags outside the room.
- Do not bring your mobile phone to the examination
- Do not bring your own paper, other stationery should be loose or in a clear pencil case or clear bag.
- Calculators are only permitted if specified by your department. Calculators that hold text are not permitted unless specifically agreed by the department. The storage of text is classified as cheating.
- You may only leave the examination room with the permission of, and for reasons approved by, the invigilators present. If permitted to leave the examination room temporarily you may do so only if you are accompanied by an invigilator or by another authorised person. You are not allowed to leave the examination room without good cause during the first half-hour of the examination.
- Silence must be preserved in the examination room in fairness to the other candidates. Smoking is not allowed, nor can you take in food or alcoholic beverages.
- You must not remove any written material from the examination room.
- Before leaving ensure that you have correctly labeled your examination book and make anonymous.

Impaired Performance

- If you sit your examination but feel that your performance was impaired because of illness or other grave cause, you must produce documentary evidence and present it immediately to your department if you wish the matter to be considered at the board of examiners. Likewise if you feel that your assessment in general has been impaired because of illness or other grave cause, you must produce documentary evidence and present it to your department before the meeting of the board of examiners. Your department will be able to inform you of the latest date. Please note, however, that such information will not automatically make a difference to your results.

Cheating

- It is an academic offence to attempt to communicate with or copy from any other student during an examination; to communicate during an examination with any person other than a properly authorised invigilator or other member of the University staff; to introduce any unauthorised material into an examination room; to gain access to unauthorised material during or before an examination or in other ways to attempt to provide false evidence of knowledge or understanding.
- Having a mobile phone or an electronic dictionary in an examination is an academic offence.
- You will be expected to co-operate fully with any investigation if you are suspected of cheating. If you are in any doubt about what you can or can't do - **ASK**. Falling under suspicion of cheating can be a traumatic experience.

Results

- **All Students**
- To proceed to Part II you must pass all three Part I subjects obtaining a minimum of 45% in your major subject, and 40% in your other subjects. There are, however, some subjects that require more than one pass at 45% and if you are uncertain about the requirements of your scheme of study you should check with your director of studies.
- **Part II second year results** will be confirmed by the Committee of the Senate on Tuesday 12 July 2011. Results will be posted on the WEB as soon as possible together with any details of resit requirements. (Further information to follow). The results shall also be reported to the Part II Board of Examiners in your final year. The University's regulations require that all Part II work shall be finally assessed in the academic session in which it is studied. If you fail any units, the re-assessment shall take place during the resit period mentioned below. You will need to pass a certain number of units in your second year to be allowed to continue into your final year. If after the resits you have failed more than four of the eight second-year marks you will not normally be able to continue with your studies. There are other schemes that also have special progression rules; these include Biology and Engineering. If you are unsure what these are you should check with your director of studies.
- **For final year students**, provisional results will be released in departments shortly after the relevant board of examiners has met. Results are **provisional** until ratified by the Committee of the Senate of the University that will meet on Tuesday 12 July 2011. Results will be posted on the WEB a few days after they have been ratified by Senate. Degrees will be conferred at ceremonies to be held on 19 - 22 July 2011 (inc). <http://www.lancs.ac.uk/users/ceremonies/>

Resit Period.

- **All resits will be held in Lancaster between 22 August and 26 August 2011.** Please note that second year resit examinations cannot be deferred until your final year.

Final degree classification

- Most but not all schemes are assessed on eight units and are classified using the University's standard guidelines. If you are uncertain if your scheme falls under the standard guideline you should check with your director of studies.

For the standard eight-unit scheme, at the end of your studies the examiners will have before them an array of 16 marks. Each whole unit is worth two marks, with each half unit counting as a single mark. The examiners will also have the constituent elements of each mark (usually coursework and examination and where appropriate supplementary evidence).

Where specialist regulations have been approved, these take precedence. Specialist regulations apply to: BSc Management – Meng – MSci – LLB(ELS) – BBA – BA within European Languages and Culture – Mchem – Mphys – 4 year BSc with a year derived from work experience – BSc/BA Psychology.

A given class shall normally be awarded as follows and all failed marks have been condoned or proposed for condonation.

- *a I honours degree either when six of the sixteen marks are first class and the average mark, calculated from all sixteen marks, does not fall below 68%; or when eight of the sixteen marks are first class and the average mark, calculated from the best fourteen marks, does not fall below 68%*
- *a II(i) honours degree shall be awarded if at least eight of the sixteen marks attain that class and the average mark, calculated from all sixteen marks, does not fall below 58.0%*
- *a II(ii) honours degree shall be awarded if at least eight of the sixteen marks attain at least that class and the average mark, calculated from all sixteen marks, does not fall below 48.0%*
- *a III honours degree shall be awarded if at least twelve of the sixteen marks attain at least that class and the average mark, calculated from all sixteen marks, does not fall below 40.0%*
- *the average mark is at or above the class boundary, 70%, 60%, and 50%. This is to be used as a single criteria irrespective of the number in the class (Does not apply to third class degrees)*
- *If a candidate does not qualify for an honours degree, a Pass degree at the discretion of the Part II board of examiners may be awarded if both the following conditions prevail:*
 - (a) *the average of the sixteen marks attains at least 38%; and*
 - (b) *there are no more than four uncondoned marks below 40% out of sixteen.*
- *Departments can condone or propose for condonation up to 4 failed marks.*
- *A degree shall not normally be awarded, where there are nine or more marks below 40% or where the average calculated from all sixteen marks is less than 38%.*

UK Scholarship Progression Requirements

If you are in receipt of a £1000 UK Scholarship, this will only continue in the subsequent year if:

If at the end of Part I all subjects have been passed and you qualified to proceed at the first attempt attaining an overall average mark of 55%

If at the end of the second year you have passed all modules at the first attempt attaining an overall average from all the Part II modules of at least 58%.

Full award regulations can be found at <http://www.lancs.ac.uk/sbs/registry/undergrads/ugfees.htm>