



Re-sits/Repeats/Condonation Policy

Approved by Academic Council 23 April 2009

Note: Repeats and Re-sits for students receiving failing grades, to take effect from the academic session 2009/10; changes to compensation arrangements are under review

1. Definitions

- 1.1. Remediation: The suite of approaches whereby a student is facilitated in remediating a failed module. These may comprise opportunities made available during the offering of a module to diminish the possibility of failure or following the completion of a module where a student has been awarded a failing grade. The term encompasses resits and repeats, which are also defined below.
- 1.2. Resit: A resit assessment is an opportunity to obtain credits for a failed module during the next teaching semester. It does not involve re-attendance at the module. The assessment produces a pass/fail result only.
- 1.3. Repeat: A repeat attendance is where a student registers for a second (or subsequent) attempt at a module.

Both resits and repeats have fee implications for the student.
- 1.4. Semester: A reference to a semester is to one of the teaching periods September to December or January to May. The 'Summer Term' refers to the period June to August. All dates are inclusive.

2. General Principles

Where a student has completed and passed a module, the student:

- Is awarded credit for the module.
- Is exempt from further examination in the module.
- May not repeat the module or resit the assessment unless it is necessary to satisfy Programme requirements, as approved by the Programme Board.
- A student may elect to attempt to improve an M grade by making use of the appropriate remediation opportunities available for the relevant module.

3. Approved Approaches to Remediation

- 3.1. For all modules the opportunities to remediate a failure will usually comprise some combination of the following.
 - 3.1.1. Prior to the award of a grade by a Programme Examination Board
 - 'Make-up' assessments during or immediately after the completion of the module.
 - 3.1.2. Following the award of a grade by a Programme Examination Board
 - A resit assessment
 - Including oral examinations; papers, assignments or practical work completely autonomously by students during the summer.
 - Substitution of another module for a core module with the approval of the Programme Board. This substituted module becomes a core module for the student.
 - Repeat the module, combined with an opportunity to take other modules during the time period until the module (or its substitute) is next offered.

4. Decision Making

- 4.1. A School decides on the remediation opportunities for its modules, choosing from the university-approved approaches as it deems appropriate. In coming to its decisions, a School will have regard to the impact that failure in any particular module has on the progress of a student through a degree and will aim to minimize that impact. Particular attention should be given to providing remediation opportunities prior to the determination of a module grade. It is expected that resits will be among the suite of remediation opportunities available where failure in a particular module would prevent progression or restrict access to other modules.
- 4.2. A School is entitled to provide different remediation opportunities for different modules.
- 4.3. All students taking a particular module shall have the same remediation opportunities.
- 4.4. Programme Boards exercise oversight on the remediation opportunities provided for modules offered to its Programmes. Where it is of the view that these opportunities are not satisfactory, the Board shall be entitled to require the School providing the module to make the necessary amendments.

5. Information and Registration

- 5.1. Remediation opportunities will be set out in the module descriptor. Where a resit is made available, information will be provided on the nature and timing of the resit assessment. Only in the most exceptional circumstances may changes be made to the assessment strategies (including remediation) once registration to modules has begun.
- 5.2. The University will put in place appropriate mechanisms to ensure that students receive timely and complete information on how to remediate a failure. It will be the responsibility of the student to inform themselves and to take the indicated action.
- 5.3. Where a resit is made available, a student who has failed the module will automatically be registered to it. It is the responsibility of the student to make any necessary amendments to this automatic registration and to comply with the module requirements.
- 5.4. There will only be one opportunity for remediation for each offering of a module. Where this is a resit, it is offered in the next semester following the completion of the module. A student who does not avail of this single resit opportunity must repeat (or substitute if permitted) the module.

6. Core, Option and Elective Modules

- 6.1. Where a student does not pass a core module, they must remediate this failure as prescribed for that module. A Programme Board may prescribe another module which replaces, supersedes or substitutes for the failed module.
- 6.2. Where a student does not pass an option module, they must remediate this failure as prescribed for that module or substitute another module compatible with the requirements of the Programme.
- 6.3. Where a student does not pass an elective module, they must remediate this failure as prescribed for that module or substitute another module.
- 6.4. Where a student chooses to attempt to improve an M grade for a module, points 6.1, 6.2 and 6.3 above apply with respect to the substitution of core, option and elective modules.
- 6.5. Grades for all attempts by a student at a module, including resit assessments and repeat attempts, in the course of a Programme are recorded in a student's record.
- 6.6. When a resit assessment is taken and passed, the P(R) grade is awarded to indicate it was obtained on a resit attempt at the module and a grade point of 2.0 applies.
- 6.7. When a module is repeated, the grade for each repeat is shown on the student's record. The passing grade is suffixed (R), for example D+(R) or B-(R), to indicate it was obtained on a repeat attempt at the module and a grade point of 2.0 applies.
- 6.8. Where a student has been awarded a grade of M, F, NG, WL or IP in a core module and substitutes that module in accordance with regulation 6.1, the attempt at the substituted module is treated in the same way as a repeat attempt.
- 6.9. Where a student has been awarded a grade of M, F, NG, WL or IP in an option or elective module and substitutes that module in accordance with regulation 6.2 or 6.3, the student is

considered to be attempting the substituted module for the first time, the full grade point is awarded, and the suffix (R) is not applied.

- 6.10. Where a student has been awarded a grade of W or WX in a module and the student repeats (or substitutes in accordance with regulations 6.1 - 6.3) they are considered to be attempting the module for the first time, the full grade point is awarded, and the suffix (R) is not applied.
- 6.11. A student who has been awarded an IX grade and who meets the requirements of the module within the prescribed time is awarded the full grade point associated with the module grade achieved. The incomplete is removed from the student's record.

7. The Resit

- 7.1. A resit assessment will be graded as pass (P), fail (F) or no grade (NG) with grade points of 2.0, 0.0 and 0.0 respectively.
- 7.2. The resit assessment does not have to be identical to the assessment associated with the original offering of the module, nor do the different components of the assessment need to be reproduced and repeated in full; specifically, it does not mean that continuous assessments need to be repeated. It may be a single terminal examination, or may require the completion of coursework or other assessment tasks during the semester (or during the Christmas or summer breaks), or both. The resit assessment is a simple pass-fail instrument. It should be the minimum assessment required to determine whether or not the student has satisfactorily achieved the major learning outcomes of the module, and may be significantly different from the original assessment approach.
- 7.3. Passing grades from components of the original assessment may be carried forward to the resit by the module co-ordinator and will substitute for equivalent components of the resit, where this is specified in the module descriptor. The aggregate result of carried-over grades and resit grades will determine the outcome of the resit attempt.
- 7.4. The design of the resit assessment will be a matter for the module co-ordinator, working within the norms established by the School, and subject to the policies and regulations of the University.

8. The Repeat

- 8.1. Students must repeat a failed module where they have not availed of remediation opportunities or where they have not obtained a pass from such a remediation attempt.
 - 8.1.1. Where the assessment strategies for the repeat attempt are the same as for the original attempt at the module, passing grades from components of the original assessment may be carried forward.
 - 8.1.2. Where the assessment strategies for the repeat attempt differ from the original attempt or a substitute module is being taken, the School will determine what recognition should be given for learning outcomes already achieved.
- 8.2. Full attendance is expected at a repeat attempt but, with the approval of the Programme Board, a student may be exempted from attendance at those components of the module for which grades have been carried forward under 8.1.1 above. In addition and only in special cases, a student may be exempted from attending some or all classes where (i) timetable clashes prevent the student from attending or (ii) the student has previously attended laboratory classes, fieldwork or other specialist classes which form part of the module. The use of this exemption is subject to review by the Programme Board.

- 9. Condonation** [Note: condonation arrangements are not in effect. For information on compensation please refer to General Regulations 5.7, 5.7.1, 5.7.2, 5.7.3, 5.7.4 and 5.7.5.]
- 9.1. Condonation will apply in all Programmes (undergraduate and graduate).
- 9.2. There are three possible outcomes for a module: Pass, Marginal, Fail.
- Pass: The pass grade is assigned a single letter grade ranging from D- to A+.
- Fail: The Fail grade comprises the current F and G grades and will be designated as an F. A student who is awarded an F grade receives no credits for that module and a GP value of 0. In circumstances where it is necessary to have percentage equivalence, this grade describes a range 0.01% to 34.99%.
- The NG grade describes a student who has had no engagement with the assessment for the module. This also is considered a failing grade and receives no credits and a GP value of 0.
- Marginal: The Marginal Grade, designated as 'M', replaces the 'E' grade. It is a marginal performance in the module which receives a GP value of 1.4 and the credit value of the module. It is a final result; a student is not required to remediate this module. However a student may elect to attempt to improve this grade by following the appropriate remediation options for the module. If successful, the GP value will rise to 2.0 and the grade is changed to D-(R) or PR, as appropriate, on the student's record.
- In circumstances where it is necessary to have percentage equivalence, this grade describes a range 35%-39.99%.
- 9.3. A student must achieve a minimum Stage GPA of 2.0 to be deemed to have completed a stage. A minimum Degree GPA of 2.0 is required in order to graduate.
- 9.4. A Programme Board may set an upper limit on the total amount of credit achieved from M grades. When this total is reached, any further M grades will be regarded as Fails, awarded the F grade, a GP value of 0 and no module credit. These grades must be redeemed in the normal way. Subject to Programme Regulations, a student may elect to remediate previously awarded M grades in order to remain below the required threshold.
- Any such limit on the amount of credit from M grades shall not be less than 25% of the total credit achieved by the student.
- 9.5. When pre-requisites are specified for a module, an M-grade in the required module will be acceptable as meeting the pre-requisite, unless otherwise approved.

Note: This policy is not designed to be a standalone policy but rather it is intended that it will be integrated into the University's General Regulations.

10. POLICY WORKING GROUP

Policy Working Group			
Name	Role/position	e-mail	Tel
Dr Joe Brady (Chair)	Dean of Arts	joe.brady@ucd.ie	8484
Ms Bianca Cranny	Administrative Support, Office of the Dean of Academic Affairs	bianca.cranny@ucd.ie	1479
Prof. Mark Rogers	Dean of Science		
Dr David Timoney	Dean of Engineering		
Dr Jason Last	Director of Pre-clinical Studies, School of Medicine & Medical Science		
Dr Aileen Pierce	Director, Quinn School of Business		
Mr John O'Dowd	Head of Teaching & Learning, School of Law		
Ms Annette Forde	Programme Office Director, Science		
Dr Ann Bourke	VP T&L College of Business and Law		
Ms Karen O'Shea	(Interim) Director, Assessment		
Mr Michael Sinnott	Director, Administrative Services		
Ms Elizabeth Noonan	Director, Academic Secretariat (until 1 July 2008)		
Dr Sinead Critchley	Director, Academic Secretariat (from 1 July 2008)		
Ms Kym McCourt	Senior Policy Officer, Academic Secretariat		
Mr Ciaran O hUltachain	Policy Officer, Assessment		

POLICY CONSULTATION AND APPROVALS PLAN

Consultation and Approval					
Committee/Group	Date		Vern	Action	Decision
	Meeting	Circulation			
Initial Draft			V.1.1 – V.1.3		Changes made by Chair
Policy Working Group	1 Oct 08	25 Sept 08	V.1.4 – V.1.5		Working Group amendments incorporated
Policy Working Group	10 Oct 08	9 Oct 08	V.1.6		Working Group amendments incorporated
Policy Working Group		10 Oct 08	V.1.7 – V.1.8		Working Group amendments incorporated
UUPB	29 Oct 08	-----	V.1.8		Approved with suggestions
UGPB	31 Oct 08	----	V.1.8		Approved with suggestions
Oversight Group	19 Nov-08	----	V.1.9		Approved with suggestions
UGPB	5 Dec-08		V1.10		Approved
UUPB	10 Dec-08	----	V1.10		Approved
Academic Council	12 Dec 08		V1.10		Approved with suggestions
Academic Council	19 Feb 09		V1.11		First reading of condonation concept
Policy Working Group	Feb/March		V1.12		Integration and revision
Academic Council	23 Apr 09		V1.13		Approved

APPENDIX 1

A sample of approaches to compensation in a various degree Programmes is offered below. All examples are drawn from Marks and Standards (2003/04).

Engineering

Engineering had a subject-based approach. It operated on the basis of 'double the difference' where students who obtained an aggregate pass might compensate up to 30% of their subjects providing that they (a) had better than 30% in the subject they wished to compensate and (b) the surplus of marks above 40% was more than twice the deficiency of marks below 40%.

Compensation

A student may be permitted to use surplus marks in some subjects to compensate for small deficiencies in other subjects. The following rules apply:

- Compensation is permitted in at most two Subjects, except as follows. In the Main examinations, if the number of Subjects in the relevant year of the degree programme is 10 or more, compensation may be permitted in three Subjects. In the supplemental examinations, if a student is being re-assessed in 10 or more Subjects, compensation may be permitted in three Subjects.
- Compensation is not permitted in any Subject where the mark is less than 30% of the available marks, nor where an Inadequate Result has been declared by the Examiners.
- Surplus marks are marks above 40% of the available marks in a Subject, except in Subjects where the assessment consists entirely of Coursework, where only marks above 50% may be used as surplus.
- Compensation is only permitted if the student has surplus marks totalling at least twice the total deficiency. Note that this calculation is done using marks, not percentages.

Commerce

In the Bachelor of Commerce (day) course, there was no system of compensation permitted.

- ii. Courses are taken individually. The pass mark in each course is 40% and no compensation is allowed. The award of a pass mark in a course is subject to the additional regulations concerning course work and project based courses.

Arts

In the Bachelor of Arts regulations, there was no provision for compensation. However, the regulations made it clear that examination was subject based and that exemption was given for further examination in any subject passed. A subject in second or third year would have comprised the equivalent of 30 credits and so a substantial amount of in-subject compensation was permitted. There were very few restrictions on the extent of this in-subject compensation and students could fail individual papers.

- In all Modes Honours shall not be awarded unless all subjects of the examination are passed at the same sitting, in the Summer.
- In the Second and Third Arts Examination in all Modes exemption will be allowed in any subject in which the pass standard is attained.
- No compensation is allowed.
- BA (International) Degree: Regulations applying to students commencing their year abroad in September 2002. Students in the BA (International) Programme will be required to take appropriate courses in their year abroad deemed by the sending department to be the equivalent of 45 ECTS credits and to achieve an overall pass. At its sole discretion, up to 15 of these credits may be obtained by project work set up by the home department.

Notes to specific subjects (the following notes apply to all modes, unless otherwise stated):

- (i) In the subjects named below, a pass mark may not be awarded unless an adequate standard has been reached in the area specified:

Arabic: unprepared translation

French:	French language
Hebrew:	unprepared translation
Geography:	practical work
German:	German language
Greek:	unprepared translation
Irish:	Irish language
Italian:	Italian language and language papers; in the final examination, at least one non-language paper.
Latin:	unprepared translation
Spanish:	Spanish language

Law

The BCL Degree in the Faculty of Law permitted compensation on the basis that one in five courses might be compensated or 20% of the programme in a given year.

- Compensation

Compensation will be awarded in one subject provided that the candidate:

- a. does not fall below 35% in that subject;
- b. has passed four other subjects;
- c. has excess marks in other subjects, whether taken in the Summer or in the Autumn in that year, equivalent to double the deficiency.