

School of Languages, Linguistics and Film

Postgraduate Taught Programmes

Assessment Handbook

2015-2016

SLLF PGT Chair of Examiners:	Dr Jeremy Hicks	j.g.hicks@qmul.ac.uk
SLLF PGT Deputy Chair of Examiners:	Professor Kathryn Richardson	kathryn.richardson@qmul.ac.uk
MA Convenors:		
Anglo-German Cultural Relations:	Professor Ruediger Goerner	r.goerner@qmul.ac.uk
Applied Linguistics for English Language Teaching	Professor Kathryn Richardson	kathryn.richardson@qmul.ac.uk
Comparative Literature:	Dr Lucinda Newns (until March 2016)	l.newns@qmul.ac.uk
	Dr Shital Pravinchandra (from April 2016)	s.pravinchandra@qmul.ac.uk
Documentary Practice:	Ms Athena Mandis	a.mandis@qmul.ac.uk
Film Studies:	Dr Steven Eastwood	s.eastwood@qmul.ac.uk
Linguistics	Dr Esther de Leeuw	e.deleeuw@qmul.ac.uk
PGT Exams and Assessment Officer	Mrs Heather Heiner	h.heiner@qmul.ac.uk

The information in this document is based on a combination of QMUL Regulations and School practice and policy, the former being reproduced here either word for word or modified where appropriate.

QMUL Academic Regulations and Assessment Handbook can be accessed here:

<http://www.arcs.qmul.ac.uk/quality/examination-boards/index.html>

SLLF Handbook for MA students can be accessed here:

http://www.sllf.qmul.ac.uk/sites/default/files/handbookma15_16_1.pdf

Contents

PGT Assessment Schedule 2015-2016	3
Coursework.....	5
Deadlines	5
Extensions and Extenuating Circumstances.....	5
Late Submission without an agreed extension.....	6
Word Limit.....	6
Return of Coursework to Students.....	6
Assessment Offences.....	6
Coursework Marking	8
Double Marking	8
Moderation	9
Coursework Feedback Sheet	9
External Examination	10
Dissertations/Research Project	10
Allocation of Supervisory Arrangements.....	10
Submission Arrangements.....	10
Marking - Dissertations.....	11
Marking – Film Studies Research Project	11
Disagreements between markers	11
Agreed Marks.....	11
Mark Entry and External Examination.....	11
Feedback to Students.....	12
Subject Examination Boards	12
Academic Requirements for Award	12
Classification of Award	12
Borderline Policy	13
Failure	13
Extenuating Circumstances at the SEB	15
APPENDIX I - Taught Postgraduate Marking Criteria.....	18
APPENDIX II – Coursework Feedback Sheet	19
APPENDIX III – Dissertation Feedback Sheet	20
APPENDIX IV – External Examiner Contact Details.....	21

PGT Assessment Schedule 2015-2016

Monday 21 September 2015	Semester 1 begins
Friday 18 December 2015	Semester 1 ends
Monday 11 January 2016	Semester 2 begins
Tuesday 2 February 2016 at 17:00	Deadline for entering first semester only Associate students Final Marks into MySIS
Thursday 11 February 2016 at 14:00	Subject Examination Board for first semester only Associate students. Attended by the Chair, Director of Taught Programmes and Associate Co-ordinator only.
Friday 1 April 2016	Deadline for semester 1 module marking to be finalised and for samples to be sent to the external examiner.
Friday 1 April 2016	Semester 2 ends
Tuesday 3 May 2016	Semester 3 begins
Tuesday 3 May 2016	Deadline for all finalist students (except those on the MA in Linguistics and MA in Documentary Practice programmes) to submit their provisional dissertation/research project title and 500-word proposal.
Wednesday 18 May 2016	MA convenors (except Linguistics and Documentary Practice) to finalise Dissertation Supervisory arrangements and to forward these to the Exams and Assessment Officer.
Friday 27 May 2016	Deadline for semester 2 module marking to be finalised and for samples to be sent to the external examiner.
Friday 24 June 2016	Deadline for FINAL Taught Module marks (that is marks confirmed by the external examiner) to be inputted into MySIS. NB: MySIS will shut down for mark entry on Tuesday 14 June. If you need to amend a mark after this date, please email your amendment to Heather.
Friday 24 June 2016	EC Deadline. Final Deadline for students to submit EC application in respect of taught modules. No applications for taught modules will be accepted beyond this date.
Thursday 30 June 2016 at 14:00	Summer PGT SEB to approve taught module results.
August – September 2016	Re-sit period for students who have failed to pass taught modules. Precise submission deadlines to be set with module co-ordinators.
Wednesday 31 August 2016	Dissertation/Research Project submission Deadline.
Wednesday 14 September 2016	Deadline for agreed Dissertation/Research Project Marks and any re-sit marks to be submitted. A sample is then sent to the External Examiners for moderation by the Exams and Assessments Officer.
Thursday 29 September 2016	Deadline for External Examiners to return their comments on the dissertation sample.
Thursday 29 September 2016	Extenuating Circumstances Application Deadline.

	Deadline for students to submit EC applications in respect of the dissertation/research projects and re-sit modules
Wednesday 5 October 2016 at 14:00	PGT Subject Examination Board
Friday 21 October 2016 (TBC)	PGT Arts Degree Examination Board (attended by the Chair and Exams and Assessment Officer only).

Coursework

Deadlines

All coursework must normally be submitted electronically via QMplus and deadlines must normally be set as 23:55 on a Sunday (unless the nature of the coursework means that either the electronic submission or the Sunday deadline are not practical). Beyond these restrictions module organisers are free to set deadlines at their discretion. Arrangements can be made with Has Yate via the coursework printing calendar to print hard copies for marking.

Extensions and Extenuating Circumstances

Extenuating circumstances are circumstances beyond students' control which have had a significant negative impact on students' actual performance in a particular module. These include medical and personal circumstances such as bereavement, but do not include events such as:

- planned holidays
- mis-reading timetables
- computer failure
- not being aware of rules, regulations or procedures

QMUL operates a strict 'fit to sit' policy with regard to examination attendance and coursework submission. If a student is not fit to sit an examination or submit coursework, they **MUST NOT** attempt to sit the examination or submit the coursework but should obtain the necessary medical or other evidence and apply for extenuating circumstances so that they may be given another opportunity to submit the assessment. If they sit an examination or submit coursework they may not normally apply for extenuating circumstances for that module as they have declared themselves 'fit-to-sit' and the mark that they have obtained for that module will stand.

If a student is unable to meet an assessed coursework deadline (including in-class tests) owing to documented extenuating circumstances they may make an application to apply for an extension. Students must submit applications before the assessment deadline; applications submitted more than 24 hours after the assessment deadline will be rejected.

Students must submit their applications via the School's online EC form:

http://slf.qmul.ac.uk/Extenuating_Circumstances

Students are required to submit documentary evidence to support their application.

For further information regarding what circumstances are considered extenuating circumstances and for what documentation is required, please see the Advice and Counselling's Extenuating Circumstances leaflet:

<http://www.welfare.qmul.ac.uk/documents/leaflets/extcircs/151311.pdf>

The online system will forward the students' application to the MA convenor for consideration. The MA convenor is the only member of staff who can grant extensions.

The MA convenor will review the students' applications and make a decision. The MA convenor will enter the details of their decision onto the system which will automatically inform the student and the module organiser. If the MA convenor grants an extension the new deadline will also be communicated to both the student and the module organiser. If a student suffers from a long term ongoing condition the MA convenor and/or Adviser will work with the student to manage their study plan. If it becomes apparent that the student's condition means that they cannot cope with full time study options such as changing to part time study and/or interruption of studies will be considered as appropriate.

Extensions are only granted for a short period. The date given for any extension will extend beyond two weeks of the original assessment deadline (or date of class test).

For extenuating circumstances pertaining to Dissertations and Research Projects, students must also apply for an extension by submitting the same extenuating circumstances form which the MA convenor will review. Due to the very tight marking timescales an extension can only really be logistically granted for another week or so after the deadline. If the MA convenor grants an extension s/he will communicate this to both markers and also the Exams and Assessment Officer. If it is apparent that this short extension will not be enough time for the student to submit their dissertation then the student's application for Extenuating Circumstances will be considered by the EC sub-committee (see section below on Extenuating Circumstances at the SEB).

Late Submission without an agreed extension

If a piece of coursework is submitted up to two weeks after the deadline without an agreed extension, the mark should be penalised at the rate of 5 marks deduction for each 24 hour period after the set submission time. Work handed in more than 120 hours (5 days) late without an agreed extension will receive a mark of zero.

If a late penalty is applied to a piece of work, the penalised mark should be entered into MySIS and the grade should be amended to 'PL' or 'FL' retrospectively (whether the mark is a pass or a fail mark) to denote that this penalty has been applied.

Word Limit

The word count for all assessed work includes footnotes (but excludes bibliography and appendices).

Work submitted with a word count of over 10% above the specified limit or Production work submitted with a time count over 10% will be considered as a deficiency in handling the assignment brief and any such deficiency will be reflected in the grade awarded and noted in the feedback received.

Return of Coursework to Students

Coursework should be returned to students within 4 weeks of it being submitted. Coursework that is required to be double-marked or moderated should not be returned to students before it has been double-marked or moderated. It is good practice to give oral feedback to students on their coursework. Marks should be entered into MySIS once the internal marking has been completed and not left until the deadline for submission of marks. For assistance with entering marks into MySIS please refer to the separate Mark Entry onto MySIS training manual available on QMplus (Staff Resources).

When coursework marks are given to students, it must be emphasised that these marks are provisional until confirmed by the SEB.

Assessment Offences

Under the Academic Regulations, QMUL defines an assessment offence as:

- offences relating to an invigilated examination (includes in-class tests):
 - unauthorised access to an examination paper before an examination
 - forgery of an examination timetable produced by QMUL
 - removal of an question paper, answer script or other examination stationery from an examination venue
 - causing a disturbance during an examination, either physically, verbally, or through an electronic device

- refusal to cooperate with an invigilator (this includes any member of staff supervising in-class tests), or to follow an invigilator's instructions
 - possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets)
 - access, possession or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination
 - communicating with another candidate while under examination conditions
 - copying, or attempting to copy, the work of another candidate
 - having writing on the body in an examination venue
- plagiarism
 - the fraudulent reporting of source material
 - the fraudulent reporting of experimental results, research, or other investigative work
 - collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted
 - use, or attempted use, of ghost writing services for any part of assessment
 - submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution)
 - impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.

QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at QMUL or at another institution - without properly referencing yourself (known as 'self plagiarism') shall also constitute plagiarism.

Coursework submissions on QMplus must be set up to enable turnitin to scan each students' submission. There is a guide with set by set instructions how to enable this on the SLLF staff resources QMplus page (<http://qmplus.qmul.ac.uk/course/view.php?id=1526>). Turnitin will generate an originality report for each coursework submission. An originality report takes a copy of the essay and highlights any passages which have been taken from the web or from an essay in the Turnitin database, which is constantly being updated (all essays submitted for checking are added to the database). Although the use of this service will reduce the need for colleagues to find the original sources and highlight the plagiarism themselves, Turnitin may not identify certain cases of plagiarism (e.g. because of access rights or because of the use of foreign accents/scripts or plagiarism from printed matter). In any event, colleagues will nonetheless be required to interpret the originality report, especially since the report will also highlight correctly referenced citations as well as bibliographical material. If having read the originality report or if the examiner has other evidence of that an assessment offence may have been committed, the examiner considers that the coursework is plagiarised or contravenes another assessment offence regulation, the following steps should be taken.

The coursework along with the originality report, any other supporting documentation and an Assessment Offence allegation summary form, which can be downloaded from the SLLF Staff Resources QMplus site to the Deputy Chair of the UG Board of Examinations (to whom this responsibility for investigating Assessment Offences at all academic levels is delegated by the Head of School), who will investigate the allegation. The UG Deputy Chair will either deal with the allegation themselves (depending on the weighting of the item of assessment within the module or if the student has previously been found guilty of an assessment offence) or refer it on to be investigated by QMUL's Assessment Offences Panel.

Coursework Marking

The SLLF Taught Postgraduate Marking Criteria can be found in appendix 1 of this handbook.

QMUL Academic regulations state that at least 50% of the assessment for any module should be double marked or moderated. This is 50% of the elements of assessment, not 50% of the students or 50% of the content for each element of assessment. For example, where a module comprises a project (60 percent) and an essay (40 percent), the project would have to be double marked/moderated. All examination papers must also be double marked or moderated (whether they equate to more or less than 50% of the assessment for the module). It is up to each individual module organiser to determine how these regulations are complied with. It is not required that the double marking or moderation should be done blind, but it is expected that the second marker or moderator should arrive at an independent evaluation.

The process by which this is done must be visible on all assessment. It is therefore recommended that both internal examiners should write their comments on examination answers in different coloured ink or labelled different text boxes if marking electronically. At least one member of the double-marking or moderation pair must be a member of QMUL's academic staff. It is important that work marked by part-time staff be second marked or at least moderated by another internal staff member.

Double Marking

Where double marking is used, the second marker must double mark the full work of all students taking the assessment. If disagreements arise between the two markers the following procedure must be followed;

1. The markers shall attempt to resolve the difference through discussion, and to agree upon a mark.
2. Where the markers fail to agree upon a mark:
 - i. Where the difference is of ten percent of the total marks available or fewer: The markers may split the difference, rounding to the nearest whole number.
 - ii. Where the difference is greater than ten percent of the total marks available, or the markers do not wish to split the difference: The assessment shall be marked for a third time, and that third mark shall stand. The third marker shall review the marking trails of the first two markers when deciding upon a mark.

The third marker shall be an independent and experienced marker with appropriate subject experience; this shall normally be a member of QMUL staff, but may be an external examiner (by specific agreement with the external, as this is not part of their core responsibilities).

Moderation

Where moderation is used, a defined minimum percentage of the students' assessments (within the 50 percent element of assessment rule) are reviewed by a second individual, the moderator. The full spread of marks for all students in the cohort shall normally be made available to the moderator.

The percentage to be moderated (sample size) shall be dependent upon the nature of the assessment, and determined by the table below. However:

- there shall always be a minimum sample of ten students; *and*,
- numbers in samples shall be rounded *up* – to the next whole number.

Minimum sample	Assessment types
10 percent of the cohort (or ten students, whichever is greater)	Examinations, coursework, practical assessment or professional capability assessments with short-answer questions or detailed marking schemes that allow little or no discretion to the marker.
25 percent of the cohort (or ten students, whichever is greater)	Examinations, coursework, practical assessment or professional capability assessments that do not have short-answer questions or detailed marking schemes allowing little or no discretion to the marker (notably including essay-based and discursive assessments).
Moderation not permitted	<ul style="list-style-type: none">• Dissertations and projects• Oral examinations• Any assessment with a cohort of <10 students

The sample shall include assessments from across the range of performance, where possible taking equal numbers from each decile/quartile (as determined by the sample size).

The moderator does not have the power to change individual marks when reviewing a sample, as this would be unfair to the students not included in the sample. Instead, the moderator may:

- approve the marking for the assessment, for all students;
- approve the quality of the marking, but deem it either too lenient or too stringent across the cohort in the marks awarded, recommending that marks for the entire cohort be either raised or lowered by an appropriate amount;
- approve the quality of the marking for part of the cohort, but deem that the full range of marks has not been used effectively, recommending that marks falling within certain affected range(s) be either raised or lowered by an appropriate amount;
- reject the marking as unsound, requiring second marking of the full set of assessments by an experienced and independent marker with appropriate subject knowledge.

Double marking (not moderation) should be carried out in all cases where the first marker is marking for the first time.

Coursework Feedback Sheet

A Coursework Feedback Sheet must be completed for all marked coursework (in addition to any comments made on the coursework). The template can be found in Appendix 2 of this handbook and can be downloaded from the QMplus Staff Resources Area.

External Examination

Either the module organiser or the MA convenor will send a sample of students' work to the External Examiner. A copy of the Coursework Feedback Sheet must be sent with each piece of coursework as well as the MySIS print out showing the spread of marks across the module. The deadlines by when samples should be sent to the External Examiners for moderation can be found the PGT Assessment Schedule on page 3. Contact details for the External Examiners can be found in Appendix 4 of this handbook.

Dissertations/Research Project

Allocation of Supervisory Arrangements

All MA programmes except Linguistics and Documentary Practice

From January, students are asked to think about a possible dissertation/project topic and formulate a dissertation proposal. Students may seek advice on formulating their topic from Advisers and other staff working in relevant fields. A provisional dissertation title and 500-word proposal will then be submitted at the start of the Examination term for approval by their MA Convenor who will allocate supervisors and co-markers on the basis of this information.

Linguistics

Students will work towards establishing a dissertation topic as part of the Dissertation Proseminar module. During this period they will be assigned a provisional supervisor, with whom they will agree a provisional topic, and they may also consult their Adviser. The provisional dissertation title and 1000-word proposal must be submitted as the final assignment for the Dissertation Proseminar. These will be approved by the MA Convenor for Linguistics and students will have a formal supervisor confirmed on the basis of this information.

Documentary Practice (N.B. This also applies to Film Studies Students who take the Film Studies Research Project instead of the Dissertation)

From January, students are asked to think about possible Research Project topics, and to consult with the module convenor, course tutors and personal advisers to agree a provisional topic and start preliminary reading for it. The provisional title, a 500-word proposal and short bibliography must be submitted via email to the module convenor by week 12 of the second semester. Students will be allocated a supervisor for the research project on the basis of this information.

Submission Arrangements

All MA programmes except Film Studies

The deadline for submission is **Wednesday 31 August at 23:55**. Students submit in electronic format only via QMplus. The Exams and Assessment Officer will co-ordinate the printing of hard copies for markers who do not wish to mark electronically.

Film Studies

The deadline for submission is **Wednesday 31 August at 16:00**. Students submit two hard copies and one electronic copy via QMplus. This does not apply to those Film Studies students taking the Film Studies Research Project who will submit in electronic format only.

Marking - Dissertations

Dissertations are blind double marked. Both the dissertation supervisor and the co-marker each receive a copy of the dissertation and both markers mark simultaneously independently of each other. Once each marker has completed marking, the markers confer to agree marks. Each marker will complete a separate Dissertation Feedback Sheet with their individual comments, numerical mark and grade. The Dissertation Feedback Sheet template can be found in Appendix 3 of this handbook or downloaded from QMplus (Staff Resources).

Marking – Film Studies Research Project

The Film Studies Research Project is double marked. Markers should complete one Coursework Feedback per submission.

Disagreements between markers

It is usual for there to be some disagreement between markers, particularly where blind double marking is used. If disagreements occur the following procedure should be followed:

1. The markers shall attempt to resolve the difference through discussion, and to agree upon a mark.
2. Where the markers fail to agree upon a mark:
 - i. Where the difference is of ten percent of the total marks available or fewer: The markers may split the difference, rounding to the nearest whole number.
 - ii. Where the difference is greater than ten percent of the total marks available, or the markers do not wish to split the difference: The assessment shall be marked for a third time, and that third mark shall stand. The third marker shall review the marking trails of the first two markers when deciding upon a mark.

The third marker shall be an independent and experienced marker with appropriate subject experience; this shall normally be a member of QMUL staff, but may be an external examiner (by specific agreement with the external, as this is not part of their core responsibilities).

Agreed Marks

The deadline for agreed Dissertation and Research Project marks to be submitted is **Wednesday 14 September 2016**. Once markers have agreed marks, both markers should submit their Feedback sheets to the Exams and Assessment Officer. Both Feedback sheets should show the individual marks awarded by each examiner and the agreed mark. If either of the markers has made any comments on the dissertations/research projects (in either electronic or hard copy form) these should also be returned to the Exams and Assessment Officer.

Mark Entry and External Examination

The Exams and Assessment Officer will enter the provisional mark into MySIS and, in consultation with the MA Convenor, send the work to the appropriate External Examiner. The Exams and Assessment Officer will notify internal examiners of any recommended changes made by the External Examiner and will then enter the confirmed marks directly into MySIS. Examiners do not need to enter the dissertation/research project marks into MySIS or send work to the external examiner.

Feedback to Students

The Feedback sheets will be sent to students after the Examination Board. Students will only ever see the agreed mark – the provisional marks and any reference to a provisional mark in the comments that differs from the agreed mark will be removed from the sheet before it is sent to students. All other comments will be released to students unless they are clearly marked as confidential. Confidential comments should be put in square brackets [...] on the feedback sheet. Dissertations and Research Projects are not returned to students. There will be an online archive of past dissertations available to current MA students on QMplus. Students are able to opt out of having their dissertation published in the archive.

Subject Examination Boards

The PGT Subject Examination Board meets twice per year; once in the summer and once in the autumn.

The summer meeting of the SEB will take place on **Thursday 30 June 2016** at 2pm. All MA convenors are expected to either attend the SEB or to send a representative. All MA module organisers are invited to attend the meeting.

The autumn meeting of the Subject Examination Board will take place on **Wednesday 5 October 2016** at 2pm. All MA convenors are expected to either attend the SEB or to send a representative. All MA module organisers and dissertation markers are invited to attend the meeting.

At least one external examiner will need to be present at each meeting.

The summer SEB meeting will consider and approve the taught module marks, confirm any module failures and therefore re-sit opportunities. Once the summer SEB has approved the taught module marks these cannot be amended or changed at any further Board. The summer SEB also considers any extenuating circumstances applications submitted by students in relation to taught modules (see below).

The October SEB meeting will consider and approve the results for the dissertation module, any taught modules which have been re-sat and it also recommends the classification awarded for the overall MA programme. This classification is then approved by the Humanities and Social Sciences Degree Examination Board which meets later in October.

Academic Requirements for Award

To be eligible for the award of MA a student must:

- i. take modules to the value of 180 credits - normally comprising a dissertation or project of 60 credits and a taught component of 120 credits;
- ii. take modules to a minimum value of 150 credits - including the dissertation or project - at Level 7;
- iii. pass all 180 credits, including the dissertation or project.
- v. achieve a minimum College Mark of 50.0.

Classification of Award

A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.

The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken. The College Mark is calculated to one decimal place.

Students who commenced their programme of study in 2013/14 or later

The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

Students who commenced their programme of study in 2012/13 or earlier

The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
65.0 or higher	N/A	Merit
50.0 or higher	N/A	Pass

Borderline Policy

With effect from 2014/15 all SEBs must apply the QMUL borderline policy to all borderline candidates:

1. Students with College Marks within one per cent of a borderline (except at the pass/fail border) shall be determined to fall within the 'zone of consideration'.
2. Students with College Marks within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;
3. All students falling within a zone of consideration shall be considered as possible cases for application of the borderline policy;
4. Students falling within the zone of consideration and with at least half of all credits (90 credits) at PG level with marks at the level of the upper classification (or higher), shall be raised to the higher classification. The dissertation/project does not have to be among the credits at the higher level;
5. Students falling within the one per cent zone of consideration and not meeting the requirements of point 4, but with significant extenuating circumstances in the final year not taken into account elsewhere shall be raised to the higher classification provided the SEB is confident that – without the effect of the extenuating circumstances – the student would have achieved the higher classification.

Failure

Extenuating Circumstances will be dealt with in the following section.

Students have two attempts to pass a module: one original attempt and one re-sit attempt. If a student is eligible for a re-sit attempt they must take the re-sit attempt at the next opportunity.

The taught module results will be confirmed at the summer SEB. Any student who has failed to pass a taught module will be offered a re-sit attempt. The re-sit attempt will take place in the late summer.

The precise deadline will be set in consultation with the module organiser and communicated to the student. The work will need to be submitted in time for it to be marked for the deadline for agreed marks to be submitted (Wednesday 14 September).

The overall module mark for re-sit modules is capped at the pass mark (50%) and therefore students are not allowed to re-sit modules which they have already passed.

If a student fails to pass (does not attempt) the re-sit attempt, the October SEB will consider whether the failed taught modules can be condoned. SEBs can condone failure in taught modules up to the value of 30 credits where;

- i. the module is not a core module (modules which are compulsory can be condoned)
- ii. the student has achieved a module mark of 40.0 or more; and,
- ii. the average achieved across all modules is 50.0 or greater.

Condoned failure is not permitted for core modules, research projects, or dissertations.

If the failed modules qualify for condonement the SEB will award condonement in the failed module(s) and an MA degree classified according to the scale above. The marks achieved in the condoned failed module(s) will be included in the calculation for the College Mark used to classify the degree.

A student who graduates with a condoned fail becomes ineligible to resit or retake failed modules.

Failed modules can only be considered for condonement once the re-sit attempt has taken place as it is considered in the context of the overall degree result. Students who fail to pass a module are expected to re-sit the module in the summer following the July Board.

If the failed modules do not meet the criteria for condonement and/or a student has failed to pass the dissertation module which cannot be condoned; the students' case will be considered as follows by the Autumn SEB:

- Students who have passed the dissertation module but failed to pass taught modules:

Students have one attempt to re-sit any failed modules. For taught modules this attempt is in the late summer following the July Board. This counts as a used attempt even if the student does not submit any work unless an Extenuating Circumstances application is submitted and accepted. Therefore any students in this situation will be out of attempts to qualify for an MA degree.

An MA student who does not meet the requirements for award and who has exhausted all resit attempts, but who meets the requirements for the alternative exit awards of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

To qualify for a Postgraduate Diploma, students must;

- i. Pass modules to the value of 120 credits of which 90 credits must be at level 7.
- ii. Achieve a minimum College Mark of 50.0

To qualify for a Postgraduate Certificate, students must;

- i. Pass modules to the value of 60 credits of which 45 credits must be at level 7.
- ii. Achieve a minimum College Mark of 50.0.

Both awards are classified to the following scale using the College Mark:

College Mark	Classification
70.0 – 100.0	Distinction
65.0 – 69.9	Merit
50.0 – 59.9	Pass

The same borderline policy for MA programmes (see above) is used for PG Dip and PG Cert.

If a student does not qualify for either a Postgraduate Diploma or Postgraduate Certificate, their registration will be terminated with no award made.

- Students who fail to pass the dissertation module

Students who fail to pass the dissertation module at the October SEB will have one further attempt to re-sit the dissertation. This attempt will take place during the following academic year with the deadline being 31 August. As with all re-sit marks the re-sit dissertation mark will be capped at the pass mark (50%). Students who re-sit their dissertation will then be re-considered for classification at the following October SEB.

Students will not automatically be considered for the alternative exit awards of Postgraduate Certificate or Postgraduate diploma until they have been offered the opportunity to re-sit their dissertation. If a student qualifies for a re-sit they should always be offered the re-sit opportunity to qualify for the award that they have registered for before alternative awards are made. If, however, a student does not wish to re-sit the dissertation module and meets the requirements for an alternative exit award of either the Postgraduate Certificate or Postgraduate Diploma they can request in writing that they wish to turn down the re-sit opportunity and wish to accept the alternative award. If students make this request they will be forfeiting all opportunities to re-sit their dissertation and to qualify for an award of MA.

Extenuating Circumstances at the SEB

If a student has been unable to submit assessed taught coursework by the summer SEB date or re-sit coursework or the dissertation module by the autumn SEB date due to valid extenuating circumstances, the student must submit an application for Extenuating Circumstances. The deadline dates for receipt of applications for Extenuating Circumstances are as follows:

Friday 24 June 2016: Final deadline for EC applications relating to taught modules.

Thursday 29 September 2016 Final deadline for EC applications relating to re-sit attempts in the late summer and dissertation module

No applications will be considered beyond these dates and in particular it is not possible for students to make retrospective applications once their results are released.

To submit an EC application for consideration by the SEB students should submit an application through the School's online EC system:

http://slf.qmul.ac.uk/Extenuating_Circumstances

Appropriate documentary evidence must also be supplied.

The SEB will consider the students' application and recommend one of the following outcomes:

First Sits

A first sit is another attempt at the assessment for a module which replaces an original attempt where the student had extenuating circumstances (i.e. it does not count as another attempt). Marks for

modules which are being first sat are not pegged at the pass mark (unlike re-sit modules) and the full range of marks are available.

If a student is awarded a first sit for taught module at the summer SEB the student will submit their first sit (complete the items of assessment that they have not yet been able to submit) in the late summer. If the student is awarded a first sit in the Dissertation module or in any uncompleted taught modules at the Autumn SEB the first sits will take place in the following academic year.

Discounting Elements of Assessment

Where a student has been unable to submit a minor element (maximum 20% of less of the module mark) of an assessment for a module, the SEB may agree that the element be discounted from the calculation of the module mark. This should only be used where it is impractical for a first sit to take place as a first sit is always preferable where possible.

Discretion in classification

There is a very limited scope for applying discretion in classification for students with EC under the College Borderline Policy. This is for students who meet the following criteria:

EITHER

Students with College Marks within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;

Students falling within the zone of consideration and with at least half of all credits (90 credits) at PG level with marks at the level of the upper classification (or higher), shall be raised to the higher classification. The dissertation/project does not have to be among the credits at the higher level;

OR

Students falling within the one per cent zone of consideration and not meeting the requirement of achieving half of all credits with marks at the level of the upper classification (or higher) but with significant extenuating circumstances in the final year not taken into account elsewhere shall be raised to the higher classification provided the SEB is confident that – without the effect of the extenuating circumstances – the student would have achieved the higher classification.

To recommend that a Postgraduate Diploma or Certificate is awarded (at the student's request)

Where the student's circumstances mean that a first sit would not be practical and with the agreement of the student, the sub-board may recommend that a Postgraduate Diploma or Certificate is awarded where the requirements for that award is met (see above). This must be specifically at the student's request or agreement as by being awarded a Diploma or Certificate the student forfeits their right to first sit or resit the dissertation and ultimately forfeits their right to be awarded an MA degree.

Level 6 modules

There are some MA programmes in the School which allow students to select level 6 modules as part of their diet of modules. (Under the Academic Regulations PGT students can select up to 30 credits of level 6 modules if allowed by their programme regulations).

If a student takes a level 6 module the pass mark for those students remains at the PGT pass mark (50) rather than the UG pass mark (40). However as these modules are level 6 modules the modules will be considered at the Undergraduate SEB not the Postgraduate SEB. Therefore once these results are confirmed at the Undergraduate SEB they cannot be altered by the Postgraduate SEB and any students wishing to make an application for extenuating circumstances in relation to these modules will have to follow the Undergraduate deadlines and procedures.

Results Release Dates 2015-16

QMUL has set the official results dates for 2015-2016 as follows:

- Results for Level 6 Taught Modules: Wednesday 13 July 2016
- Results for Level 7 Taught Modules: Wednesday 27 July 2016
- Results for Dissertation Module, Any late summer re-sits or first sits of Taught Modules and Overall degree result: Friday 4 November 2016

All results are released through MySIS. Students will receive an email when their results are ready to view.

APPENDIX I - Taught Postgraduate Marking Criteria

DISTINCTION (70-100) Exceptional work that presents an excellent understanding and critical ability

Understanding	Use of Sources / Referencing	Argument / Expression	General
A mature understanding of all the relevant issues and theoretical approaches with some original analysis, providing a comprehensive response to the research question	Well chosen sources used to support an original or potentially original argument, impeccably referenced	Coherent, logically structured, nuanced and rigorous argument with close to flawless written expression/presentation of results	(90-100) Highly original work of publishable quality making a genuine contribution to knowledge (80-89.9) Displaying excellent research ability, potentially publishable upon revision (70-79.9) Excellent work showing a high level of analysis of primary sources, very good knowledge of secondary sources, and the ability to construct an independent argument

MERIT (60-69.9) Coherent, well argued work displaying a strong understanding and critical ability

Understanding	Use of Sources / Referencing	Argument / Expression	General
A good command of most to all the relevant issues and theoretical approaches, providing a clear answer to the research question	Good coverage and analysis of the relevant sources, well referenced	Coherent and logically structured argument with very good written expression	Approaching excellence in some but not all areas, evidence of research potential

PASS (50-59.9) Basic to good understanding with limited or some critical ability

Understanding	Use of Sources / Referencing	Argument / Expression	General
Basic to good command of the key issues with limited or some capacity for independent critical evaluation, a basic or competent response to the research question	Basic to good coverage of some of the relevant sources with limited or some ability to independently command them	Basic to good structure and argumentation with significant or some errors in written expression	(60-64.9) Well developed and relevant argument, very good knowledge of the material (55-59.9) Competent argument with a basic command of the subject, some flaws and inaccuracies (50-54.9) Satisfactory argument with significant flaws and inaccuracies

FAIL (0-49.9) Very little to no understanding of the subject

A piece or work will normally be awarded a *fail* if it shows a number of significant shortcomings, such as some, but not necessarily all of the following:

Understanding	Use of Sources / Referencing	Argument / Expression	General
Little to no command of the basic issues, inability to respond to the research question	Little to no evidence of appropriate reading, poorly referenced	Severely under-developed or incoherent argumentation, frequent flaws in written expression	(35-49.9) excessively brief / including substantial irrelevant material / poor presentation (0-34.9) Work falling short of a pass at undergraduate level

APPENDIX II – Coursework Feedback Sheet
School of Languages, Linguistics and Film
MA Coursework Feedback Sheet

Student:	
----------	--

Module:	
---------	--

First Marker Name:	
--------------------	--

Comments:

Second marker Name & comments:	
--------------------------------	--

--

Marking scale:

Distinction	70 - 100
Merit	60 - 69.9
Pass	50 - 59.9
Fail	0 - 49.9

AGREED MARK & GRADE:

--	--

[Results are provisional until confirmed by the Examination Board]

APPENDIX III – Dissertation Feedback Sheet
Queen Mary University Of London
School of Languages, Linguistics and Film

DISSERTATION FEEDBACK SHEET

Student:	
Marker:	

Distinction	70 - 100
Merit	60 - 69.9
Pass	50 - 59.9
Fail	0 - 49.9

NUMERICAL MARK:

GRADE:

Markers Initials

AGREED MARK:

AGREED GRADE:

--	--

Marks are provisional until confirmed by the Examination Board

APPENDIX IV – External Examiner Contact Details

MA Programme	External Examiner
Anglo-German Cultural Relations	<p>Dr Gisela Holfter Senior Lecturer in German School of Language, Literature, Culture and Communication University of Limerick Limerick Ireland</p> <p>Tel: 061/202395; Fax: 061/202556 gisela.holfter@ul.ie</p>
Applied Linguistics for English Language Teaching	<p>Dr Alasdair Archibald Faculty of Humanities University of Southampton Avenue Campus Highfield Southampton SO17 1BF</p> <p>Telephone: (023) 8059 2621 Email: aa3@soton.ac.uk</p>
Documentary Practice	<p>Dr Helen Hughes Senior Lecturer in Film Studies University of Surrey Guildford Surrey GU2 7XH</p> <p>Telephone: 01483 68 2837 Email: h.hughes@surrey.ac.uk</p>
Comparative Literature	TBC
Film Studies	<p>Dr Helen Hughes Senior Lecturer in Film Studies University of Surrey Guildford Surrey GU2 7XH</p> <p>Telephone: 01483 68 2837 Email: h.hughes@surrey.ac.uk</p>
Linguistics	<p>Professor Alison Henry School of Communication University of Ulster at Jordanstown Newtonabbey BT37 0QB N Ireland</p> <p>Telephone: 028 90366544 Email: am.henry@ulster.ac.uk</p>