

# Guidance for Examiners 2024/25



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## 1. Introduction to the Guidance for Examiners

This guidance is designed to assist with the smooth-running of Mitigation Committees and Boards of Examiners. It summarises relevant rules and requirements that are laid out in the University's regulatory framework, in particular, the [Credit Framework](#) and [Codes of Practice for Taught Courses](#).

The School of Pharmacy and the Kent and Medway Medical School are governed by distinct sets academic regulations, and these differ in several areas from the guidance in this document. Other collaborative courses leading to joint or dual awards may also be subject to alternative sets of bespoke academic regulations. For detailed information see [Regulatory Framework - University of Kent](#).

## 2. What's new

### 2.1 Academic Management Structure

A new academic management structure was recently launched which saw a move from six Divisions to ten Academic Schools, changes in academic role titles and responsibilities, and realigning of professional service teams. A revised regulatory framework reflecting these changes is in the approval process and will be launched in September. As we transition to the new framework, note that some wording in existing regulatory policy and procedure is now out of date.

### 2.2 Transition to new course and module structures

Courses have been redesigned in-line with EM25 principles, and these will commence in September 2025. Existing students will move to new course and module structures. As students transition from modules of multiples of 15 to multiples of 20, additional guidance was approved by the Education and Academic Standards Committee on 13 May 2025 to assist Boards to make decisions for students who have failed credit. The additional guidance is attached (Appendix 1) and noted at the appropriate points throughout this document. Senate approved the guidance on 11 June 2025.

### 2.3 Teach-out of subject closure areas

Where a course has been closed due to the Kent2030 Size and Shape strategy, guidance has been approved by EASC (13 May 2025) to assist Boards making

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decisions related to these courses. The additional guidance is attached in Appendix 2. Note that this guidance is **not** to be used for business-as-usual course closures because subject areas will remain open and alternative modules will continue to be available to students.

## 2.4 Industrial Action

Senate approved the implementation of a number of special rules intended to mitigate the impact of industrial action on student performance (see [Senate Paper: S2023-25](#) approved on 6 March 2025). If it becomes necessary to invoke these rules, further information will be circulated and attached.

## 2.5 Mitigation of extenuating circumstances relating to specific situations

The DVC Education and Student Experience has approved (on behalf of EASC) a variation to the usual mitigation application process for certain extenuating circumstances. For this year, students whose extenuating circumstances relate to the following are not required to produce supporting evidence. Boards are encouraged to be as sympathetic as possible about how they may have been impacted:

- Ukraine/Russian conflict
- Israel/Gaza conflict
- India/Pakistan conflict
- Lack of ADHD medication
- Supreme Court ruling around the definite of 'sex' within the Equality Act.

## 2.6 PGT Trailing Allowance

In 2020/21, temporary provision was made to increase the limit of credit that can be trailed by PGT students. This provision has been extended to include 2024/25.

- The limit of credit that can be trailed by PGT students from Stage 1 to Stage 2 of a Masters degree, at the discretion of the examiners, is 50% of the credit available for the stage.
- The discretion to permit additional trailing above the standard 25% maximum may also be used in combination with the standard



provisions for compensation and condonement, for a maximum cumulative total of 50% of the credit available for any stage.

- This provision is in place to facilitate student progression due to the current timing of Boards of Examiners meetings for PGT students.

### 3. Former practices to be aware of

#### 3.1 Safety Net calculation

To mitigate the impact of missed teaching due to the pandemic, the safety net calculation offered students a stage average based on the volume of work they had successfully completed before lockdown in the 2020-21 academic year. Where the safety net average produced an improved result, the student's stage average was updated at the 2021 Board of Examiners and there is, therefore, no need for further action.

#### 3.2 Borderline rule for postgraduate courses

Pre 2019-20 Postgraduate students could be awarded a higher classification than the system calculation if there was evidence that their marks were not an accurate reflection of their performance and if two more marks per module would push them into the higher classification. Note that, as of June 2025, there are only 18 students with a registration date prior to 2019, all in Arts and Humanities Schools. Details on this rule can be found in point [12.4.9 of the Credit Framework](#).

### 4. Overview of Boards of Examiners and Mitigation Committees

The scheduling of Mitigation Committees and Boards of Examiners meetings is presented in Figure 1. It is not essential to hold a Pre-Board meeting (sometimes called an Interim Board), however, it can be useful to hold one to decide which students might be brought to the attention of the External Examiner, reviewing the range of marks for each module and identifying issues or concerns for further consideration at the Main Board.

For detailed information see [Annex J: Meetings of Boards of Examiners](#).

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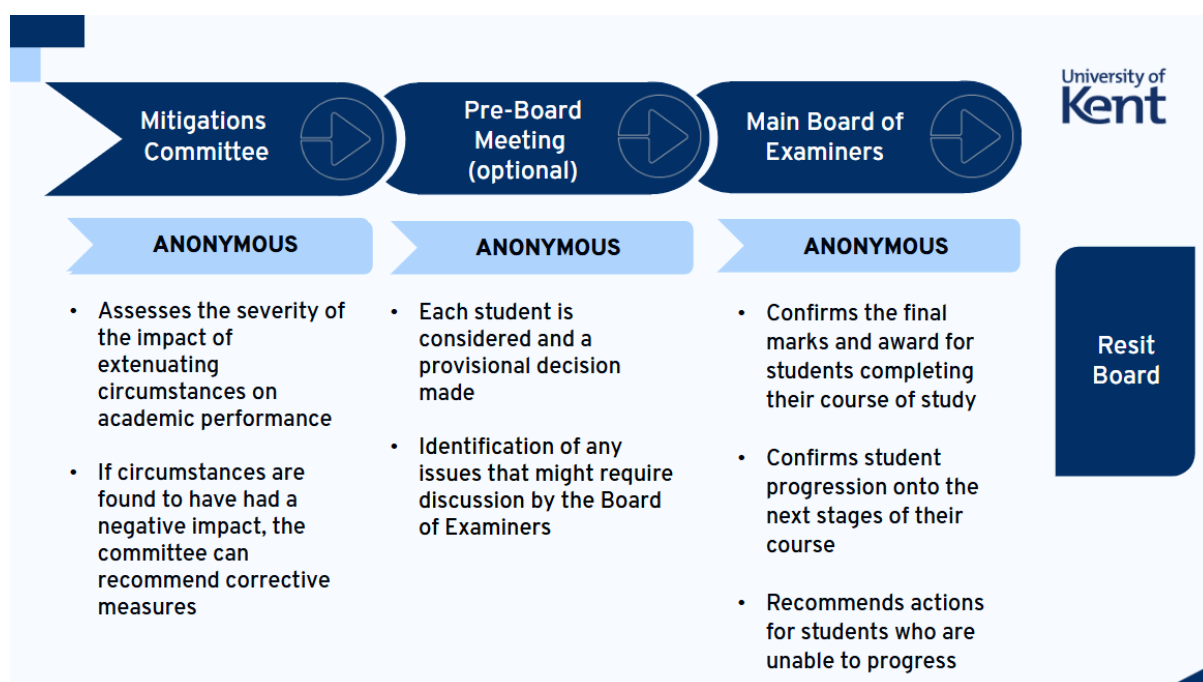


Figure 1 The scheduling of Mitigation Committees and Boards of Examiners meetings

## 5. Boards of Examiners

For detailed information see [Annex J: Meetings of Boards of Examiners](#).

### 5.1 Membership

The membership of a Board of Examiners consists of:

- Chair (normally the Assessment Lead for the School)
- External Examiners for the course(s)
- Directors of Studies for the course(s)
- Optional: Module convenors for the modules
- In attendance: Secretary from the Programme Administration Team; Quality Assurance and Compliance representative (where available)

A minimum of three members of the Board are required for the Board to be considered quorate. If an External Examiner is unable to attend the meeting, this



must be approved the DVC Education and Student Experience – email [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) for assistance.

Resit Boards are held after the resit period and consist of the same membership as above. The External Examiner(s) should be invited but it is not essential that they attend because consideration of outcomes took place at the main Board. Where a member is unable to attend the meeting they can communicate their comments via correspondence, eg, email.

## 5.2 Responsibilities of Boards of Examiners

Boards of Examiners are responsible for:

- Reviewing and confirming the marks to be awarded for all modules
- Making recommendations for the award of Certificates, Diplomas and Degrees for students who have completed their course
- Making recommendations with regard to progression, retrieval of failed credit and termination of registration
- Agreeing the award of prizes to outstanding students, as relevant
- Agreeing the recommendations of the Mitigation Committee

The Chair must ensure that the meeting follows the standard [Boards of Examiners Agenda](#) available in Annex J and that Minutes are taken.

The recommendations of the Board are recorded by the Secretary on the KentVision secretary screen. Discussion of all other Agenda items are recorded on the Minutes. The Minutes serve to confirm the External Examiners' presence and agreement with the recommendations (it is not necessary to obtain a physical signature from the External Examiner(s)).

## 5.3 External Examiners

External Examiners are full members of Boards of Examiners. They are involved in:

- Decisions concerning awards
- All retrieval of failed credit decisions
- Decisions regarding progression (other than between Stages 1 and 2 of an undergraduate course).

They are required to attend Boards of Examiners meetings where decisions will be taken about awarding a qualification (eg, final stage undergraduate and postgraduate taught Boards). They are invited to Resit Boards but are not required to attend because they have been involved in consideration of outcomes at the Main Board. They can be invited to Stage 2 Boards considering progression, but are not required to attend. They are not required to attend or be invited to Stage 1 or Stage 0 Boards.

Their full responsibilities are detailed in [Annex K: External Examiners and External Advisors for Taught Courses](#).

## 5.4 Actions available to Boards of Examiners

Where students have failed credit, Boards of Examiners are able to take action to allow them to graduate or progress to the next stage of their course. When taking these actions, the requirements of the course specification must be met, academic standards must be upheld and students must be treated fairly.

There are two types of actions:

1. Standard actions that can apply to all students where the course specific permits.
2. Actions to mitigate for the impact of extenuating circumstances. Where there is impact of extenuating circumstances, the Mitigation Committee will have reviewed the marks profile and made a recommendation to the Board. It is usual for the Board to accept the Mitigation Committee's academic judgement.

### 5.4.1 Standard Actions

All standard actions result in a penalised mark, ie, capped at the pass mark and counted as an opportunity to pass the module. This is also known as "referral". The maximum number of attempts to retrieve credit is three.

**5.4.1.1. Retrieve credit** – if a student fails a module (or a pass-compulsory assessment within a module), they may retrieve credit through the designated reassessment method which is laid out on the module specification. If a module's credit must be retrieved by repeating only, this will also be laid out in the module specification.

- Resubmission of coursework
- Resitting examinations
- Repeating failed credit in attendance (NB, students can opt to withdraw and undertake resits/resubmissions in May/June of the following year)

Where a student has failed 50% or more of the stage, it is recommended that they repeat the failed credit in attendance rather than resit/resubmit in the August resit period.

**EM25 transition** – up to 75 credits can be retrieved in the August resit period

**5.4.1.2. Repeating** – If a student has failed 50% or more of their stage, it is recommended that they repeat the modules in attendance the following academic year. Students may opt to withdraw from the University and resit/resubmit the work in May/June of the following academic year. If the module is not running in the following year, the Board will recommend alternative appropriate modules.

**EM25 transition** – When recommending that students repeat credits, Boards must ensure that the learning outcomes of the pre-EM25 modules can be achieved by the new module(s). The following limits apply:

- 120 failed credits = repeat 120 credits
- 105 failed credits = repeat 100 credits (5 credits waived )
- 90 failed credits = normally repeat 100 credits (only charged for 90 credits) – if, for pedagogical reasons, the recommendation is repeat 80 credits, refer to QACO
- 75 failed credits = resit 75 credits or repeat 80 credits (only charged for 75 credits)
- 60 failed credits = resit 60 credits or repeat 60 credits
- 45 failed credits = resit 45 credits or trail 45 credits (see note below on trail repeat)
- 30 failed credits = resit 30 credits or trail 30 credits (see note below on trail repeat)
- 15 failed credits = resit 15 credits or trail 15 credits (see note below on trail repeat)

Some students may elect, or be required, to “trail repeat”. In this situation, contact QACO for advice as there may be implications for waiving credit, module fees and timetabling logistics.

**5.4.1.3. Compensation** – awarding credit for failed module(s) where a student fails the module(s) within 10 percentage points of the pass mark (30%-39% for modules at levels 3 to 6; 40-49% for modules at level 7). This is

limited to 25% of credit for each stage of the course and requires evidence that the course learning outcomes have been met.

**When considering compensation:**

- Marks will not be changed, but transcripts will show which credits were awarded through compensation.
- The pass mark (40% for undergraduate and 50% for postgraduates) will be used to calculate stage averages and classifications.
- Some modules may not be eligible for compensation and this is listed in the course specification.

For detailed information see [6.3 of the Credit Framework](#).

**EM25 transition:** there is no change to the limit on compensation.

**5.4.1.4. Trailing Credit** – Students may be permitted to progress to the next stage carrying failed modules from the previous stage. These credits must be retrieved alongside studying the next stage. This is known as trailing credit.

When considering trailing credit:

- Some modules are not permitted to be trailed: these will be clearly stated in the course specification.
- Trailing is limited to 25% of credit for the stage (50% for PGT where progressing to a dissertation).

For detailed information see [7.8 of the Credit Framework](#).

**EM25 transition:** trailing permitted to a maximum of 45 credits for a 120 stage.

### 5.4.2 Waived credit

A waiver to progress or receive an award with fewer than the standard number of credits was approved by Senate on 11 June 2025. This is called “waived credit”. **The**

**maximum credit that can be waived is in this way is 20 in total across stages contributing to an award.**

Where a Board's recommendation results in waived credit, a list of affected students and amount of credit waived must be recorded. This must be emailed to [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) immediately following the Board meeting.

Where Boards recommend more than 10 credits for a stage to be waived, this must be escalated for co-ordination of next steps. This is done by adding a general progression note on the KV Secretary screen that starts with the unique identifier ESCALATE, and making a clear note of the Board's discussion and the reasons for the recommendation. QACO will coordinate next steps.

#### 5.4.3 Actions to mitigate for extenuating circumstances

All mitigating actions result are unpenalised. This means that, where a module is failed for the first time, reassessment is not capped at the pass mark or counted as an opportunity to pass the module. If a student is already taking the module for a capped mark, then their reassessment attempt will continue to be for a capped mark but will not count as an opportunity to pass the module. This is also known as "deferral".

**5.4.3.1. Condonement** – If a student fails a module due to extenuating circumstances, the Board may allow the failure to be condoned and award credits for the module, even if assessments have not been submitted or passed. This is limited to 25% of the stage of the course and subject to students meeting the course learning outcomes.

When considering condonement:

- Marks for the affected modules will not be adjusted, but transcripts will note which credits were granted via condonement.
- When calculating the final award classification, marks for condoned modules will be excluded.
- Some modules may be designated as not eligible for condonement in the course specification.

For detailed information see [6.2 of the Credit Framework](#).

**EM25 transition:** there is no change to the limit on condonement.

**5.4.3.2. Disregard** – excluding individual assessment(s) from the final module mark(s) calculation to arrive in an overall pass to the module(s). The learning outcomes for the module must have been met by the passed assessments and the adjusted marks must represent the students' overall achievement on the module.

**When considering disregarding:**

- Where a student **fails**, limited to 25% of credit for the stage subject
- No limit on **passed** modules
- If a pass-compulsory element of assessment is failed, this cannot normally be disregarded. However, if the student has already demonstrated the relevant learning outcome in the same or an earlier stage of the course it might be possible with the approval of the Director of Education.

For detailed information see [5.2 of Annex 9, Appendix 1: Conventions for the Mitigation of Extenuating Circumstances](#).

**5.4.3.3. Combined Actions** – students failing up to 50% of the stage may potentially have 25% of the credit disregarded to allow compensation/condonement on the remaining 25%.

**5.4.3.4. Notwithstanding** - a recommendation used for exceptional cases in response to unique and severe extenuating circumstances of an individual student. Seven-eighths of the credit for the award must be obtained (including credit awarded via condonement and/or compensation). The recommendation must not lower the classification that the student would have received through the normal classification process.

For detailed information see [12.4.10 of the Credit Framework](#).

## 6. Special Dispensation

EASC is authorised to approve exceptions to the **Credit Framework** for individual students, under special circumstances as long as there is good reason to do so. Special circumstances include extreme events beyond the control of the student which have

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caused severe difficulty. This will be considered by the DVC Education and Student Experience on behalf of EASC. Requests must be submitted to [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) with a full rationale.

Special dispensation from the **course specification** is considered by the School Director of Education. Requests must be submitted to the School QA Partner who will coordinate the request and keep a record of the outcome.

For detailed information see [6.4 of the Credit Framework](#).

## 7. Mitigation Committees

Before each Board of Examiners meeting, a Mitigation Committee meeting is held to consider applications for mitigation of extenuating circumstances that have impacted on students' academic performance.

### 7.1 Membership

A Mitigation Committee consists of:

- The Chair of the Board of Examiners chairs the committee
- Senior Tutor (or equivalent)
- A third academic member of the Board of Examiners
- In attendance: a member of the Student Engagement team; Quality Assurance and Compliance representative (where available)

The External Examiner is not involved with the Mitigation Committee or recommendations about mitigation for specific students.

### 7.2 Responsibilities of Mitigation Committees

Mitigation Committees are responsible for:

1. Considering the impact of a student's extenuating circumstances upon their academic performance. This is done by reviewing their marks profile to compared the marks covered by the period of extenuating circumstances, with those that have not been affected.
2. Based on the impact, making recommendations to the Board of Examiners about mitigating actions (see 5.4.2, Actions to mitigation for extenuating circumstances).

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3. Keeping a record of recommendations.
4. Ensuring that student anonymity is maintained at all times to ensure that sensitive information is kept confidential.

For detailed information see [7 of Annex J: Meetings of Boards of Examiners](#) and [Annex 9: Mitigation of Extenuating Circumstances](#).

## 8. Classification of Awards

For Honours degree courses, only marks from Stages 2, 3, and, if applicable, Stages S and 4 will count towards the award classification. Marks from the first year (Stage 1) and any foundation year, year abroad or intercalated year will not be included in the Honours classification. For all other courses, marks at all stages of study will count towards classification.

Taught courses at both undergraduate and postgraduate taught level will automatically be classified by both the 'average' and the 'preponderance' methods, with students awarded the best result.

### 8.1 Average method

Honours degree classifications are based on the rounded weighted average mark, calculated to two decimal places, using agreed module weightings from Stages 2, 3 and, where relevant, Stage 4 of the course. Classification boundaries are as follows:

First Class Honours/Distinction	70% and above
Upper Second Class Honours/Merit	60 – 69.49%
Lower Second Class Honours/Pass	50 – 59.49%
Third Class Honours/Pass	40 – 49.49%

If the final weighted average mark is within 0.5% of the next higher classification it will be rounded up to the next whole number.

### 8.2 Preponderance method

Honours degree classifications are based on:

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- Achieving the required number of credits in that class or above **AND**
- Reaching the required weighted average mark for the classifying modules

Class	Average mark over all modules contributing to the classification	Number of credits in class or above
First	67	For degrees with 240 contributing credits: 120 For degrees with 260 contributing credits: 140 For degrees with 360 contributing credits: 180
Upper Second	57	For degrees with 240 contributing credits: 120 For degrees with 260 contributing credits: 140 For degrees with 360 contributing credits: 180
Lower Second	47	For degrees with 240 contributing credits: 120 For degrees with 260 contributing credits: 140 For degrees with 360 contributing credits: 180
Third	N/A	For degrees with 240 contributing credits: 240 For degrees with 260 contributing credits: 260 For degrees with 360 contributing credits: 360

## 9. Useful links

[Credit Framework](#)

[Annex 9: Mitigation of Extenuating Circumstances](#)

[Annex 10: Academic Misconduct](#)

[Codes of Practice – Annex J: Meetings of Boards of Examiners](#)

[Codes of Practice – Annex K: External Examiners and Advisors for Taught Courses](#)

## 10. Useful contacts

### 10.1 Quality Assurance and Compliance Office

The Quality Assurance and Compliance Office provides advice and guidance related to the QA requirements of the examination process. They attend Mitigation Committees, Pre-Boards and Main Boards to provide this information

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and support. They facilitate and/or keep records for special dispensation requests and other non-standard outcomes.

## QA Partners

- Apprenticeships – Kit Williams ([C.J.Williams-71@kent.ac.uk](mailto:C.J.Williams-71@kent.ac.uk))
- Arts and Architecture – Ben Martin ([artshumsqa@kent.ac.uk](mailto:artshumsqa@kent.ac.uk))
- Collaborative partners – Ben Martin ([B.A.Martin@kent.ac.uk](mailto:B.A.Martin@kent.ac.uk)) and Philip Blake ([P.Blake@kent.ac.uk](mailto:P.Blake@kent.ac.uk))
- Computing – Mita Mondal ([cemsqa@kent.ac.uk](mailto:cemsqa@kent.ac.uk))
- Economics, Politics and International Relations – Alyson Hunt ([hssqa@kent.ac.uk](mailto:hssqa@kent.ac.uk))
- Engineering, Mathematics and Physics – Mita Mondal ([cemsqa@kent.ac.uk](mailto:cemsqa@kent.ac.uk))
- Global and Lifelong Learning – Kit Williams ([C.J.Williams-71@kent.ac.uk](mailto:C.J.Williams-71@kent.ac.uk))
- Humanities – Kit Williams ([artshumsqa@kent.ac.uk](mailto:artshumsqa@kent.ac.uk))
- Kent Business School – Ella Delamare ([kbsqa@kent.ac.uk](mailto:kbsqa@kent.ac.uk))
- Kent International College – Kit Williams ([C.J.Williams-71@kent.ac.uk](mailto:C.J.Williams-71@kent.ac.uk))
- Kent Law School – Nicola Johnson ([klsqa@kent.ac.uk](mailto:klsqa@kent.ac.uk)) ([lssjqa@kent.ac.uk](mailto:lssjqa@kent.ac.uk))
- Kent and Medway Medical School – Ella Delamare ([E.Delamare@kent.ac.uk](mailto:E.Delamare@kent.ac.uk))
- Language Centre – Ben Martin ([artshumsqa@kent.ac.uk](mailto:artshumsqa@kent.ac.uk))
- Medway School of Pharmacy – Jana Moehren ([J.Moehren-2269@kent.ac.uk](mailto:J.Moehren-2269@kent.ac.uk))
- Natural Sciences – Philip Blake ([natsqa@kent.ac.uk](mailto:natsqa@kent.ac.uk))
- Psychology – Alyson Hunt ([hssqa@kent.ac.uk](mailto:hssqa@kent.ac.uk))
- Social Sciences – Nicola Johnson ([lssjqa@kent.ac.uk](mailto:lssjqa@kent.ac.uk))

## General QA advice and guidance

- Quality Assurance and Compliance Office – [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk)

## Head of Quality Assurance

- Alison Webster ([A.R.Webster@kent.ac.uk](mailto:A.R.Webster@kent.ac.uk))

## 10.2 Programme Administration Team

The Programme Administration team provides support on marks queries, general student record support, and module registration queries. They also run module statistic reports for Boards using the reports service online. The team will oversee resit submissions and assessments as support for module convenors and Schools generally.

- Tom Finley (Senior Programme Administration Manager) – [T.Finley@kent.ac.uk](mailto:T.Finley@kent.ac.uk)
- Email for all teams – [progadmin@kent.ac.uk](mailto:progadmin@kent.ac.uk)
  - Arts and Architecture – Team C
  - Computing – Team B
  - Economics, Politics and International Relations – Team A
  - Engineering, Mathematics and Physics – Team B
  - Humanities – Team C
  - Kent Business School – Team A
  - Kent Law School – Team C
  - Natural Sciences – Team B
  - Psychology – Team D
  - Social Sciences – Team D

## 10.3 Student Engagement Support Team

The Student Engagement Support Team manage requests for mitigation of extenuating circumstances. They determine whether the request meets the criteria laid out in the Mitigation of Extenuating Circumstances Policy and is, therefore, eligible to be taken to the Committee for consideration. They manage the Mitigation Committee process and provide support to students as appropriate.

- Halley Brown (Head of Student Engagement) – [H.Brown-567@kent.ac.uk](mailto:H.Brown-567@kent.ac.uk)
- Arts and Architecture – [artshumssupport@kent.ac.uk](mailto:artshumssupport@kent.ac.uk)
- Computing – [cemssupport@kent.ac.uk](mailto:cemssupport@kent.ac.uk)

- Economics, Politics and International Relations – [HSSsupport@kent.ac.uk](mailto:HSSsupport@kent.ac.uk)
- Engineering, Mathematics and Physics – [cemssuport@kent.ac.uk](mailto:cemssuport@kent.ac.uk)
- Humanities – [artshumssupport@kent.ac.uk](mailto:artshumssupport@kent.ac.uk)
- Kent Business School – [kbssupport@kent.ac.uk](mailto:kbssupport@kent.ac.uk)
- Kent Law School – [lssjengagementsupport@kent.ac.uk](mailto:lssjengagementsupport@kent.ac.uk)
- Natural Sciences – [natssupport@kent.ac.uk](mailto:natssupport@kent.ac.uk)
- Psychology – [HSSsupport@kent.ac.uk](mailto:HSSsupport@kent.ac.uk)
- Social Sciences – [lssjengagementsupport@kent.ac.uk](mailto:lssjengagementsupport@kent.ac.uk)

## Appendix 1 – guidance for courses affected by EM25 transition

### 1. Principles

1. This guidance is to assist with the progression of students who are transitioning to a new course structure in-line with the Education Modernisation 2025 strategy.
2. Existing students will be progressing to their new course structure, which includes moving from modules in multiples of 15 credits to multiples of 20. The aim is to provide a smooth transition and ensure no student is disadvantaged academically or financially (where they are required to retrieve failed credit). Students who pass the stage will progress onto the modules they selected during Online Module Registration.
3. Due to the change in module credits, students who repeat credits may end up with more than or fewer than credits for their award. Where retrieval of credit results in additional credit for the award, this is acceptable within the [Credit Framework](#) and the sector-recognised Standards.
4. A waiver to progress or receive an award with fewer than the standard number of credits has been agreed by Senate. This is called “waived credit”. The maximum credit that can be waived in this way is 20 for contributing stages. Where Board decisions result in this outcome, a list of affected students and credit waived must be sent to [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk).
5. Fees for repeating students will reflect the pre-EM25 credit structure, ie, a student repeating 80 credits will only be charged 75 credit module fees.

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6. Boards of Examiners must make recommendations based on their academic judgement ensuring that academic standards are maintained, ie, course and module learning outcomes must be met, and requirements of PSRBs must be adhered to where applicable.
7. Adjustments made must result in outcomes that accurately reflect the student's academic performance; ie, actions should neither disadvantage nor overly inflate student marks.
8. Students should not be put in a position where they are likely to fail by being asked to take on more work or assessments than they can manage, or by moving on to the next stage of study without being properly prepared.
9. Relevant External Examiners must be informed of these principles and available actions in this Addendum in order to ensure transparency. Assessment Leads will liaise with their External Examiners and QACO will provide general guidance.
10. This addendum should be read alongside the Conventions for the Classification of Awards: Guidance for Examiners.
11. This addendum was approved by Education and Academic Standards Committee on 13 May 2025.

## 2. Compensating and/or condoning failed credit

There is no change to the amount of credit that can be compensated or condoned. For 2024/25, the limit remains at a maximum of 25% of the stage. As per the Credit Framework, if a Board wishes to exceed this limit, a request for special dispensation should be sent to [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk).

## 3. Trailing failed credit

The limit for trailing failed credit has been increased beyond the normal maximum of 25% of the stage for undergraduate students (NB postgraduate taught students are already permitted to trail 50% of the stage if they are progressing to the dissertation). Trailing can be recommended for a maximum of 45 credits of a 120-credit stage.

## 4. Retrieving failed credit – resitting and repeating

The maximum recommended limit for resitting failed assessments during the August resit period has been increased to allow students to resit more than 50% of the stage,

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rather than requiring them to repeat. Where it is determined that a student has a realistic

opportunity to succeed at resit (as this attempt will count towards their allowed number of opportunities unless mitigation is being applied), the following limits apply.

120 credit stage:

§ 120 failed credits = repeat 120 credits

§ 105 failed credits = repeat 100 credits (5 credits waived )

§ 90 failed credits = normally repeat 100 credits (only charged for 90 credits) – if, for pedagogical reasons, the recommendation is repeat 80 credits, refer to QACO

§ 75 failed credits = resit 75 credits or repeat 80 credits (only charged for 75 credits)

§ 60 failed credits = resit 60 credits or repeat 60 credits

§ 45 failed credits = resit 45 credits or trail 45 credits (see note above on trail repeat)

§ 30 failed credits = resit 30 credits or trail 30 credits (see note above on trail repeat)

§ 15 failed credits = resit 15 credits or trail 15 credits (see note above on trail repeat)

When recommending that students repeat credits, Boards must ensure that the learning outcomes of the pre-EM25 modules can be achieved by the new module(s).

Where students are recommended to trail credit, it is normal that they will undertake reassessment during May/June of the following academic year. They will be reassessed on the original module content. However, some students may elect, or be required, to “trail repeat”. In this situation, contact QACO for advice as there may be implications for waiving credit, module fees and timetabling logistics.

Note: For information, Appendix 1 provides an overview of reassessment pass rates based on resitting or repeating credit.

## 5. Waived Credit

A waiver to progress or receive an award with fewer than the standard number of credits has been agreed by Senate. This is called “waived credit”. The maximum credit that can be waived in this way is 20 in total across stages contributing to an award. Where Board recommendation result in waived credit, a list of affected students and amount

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of credit waived must recorded. This must be emailed to [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) immediately following the Board meeting.

Where Boards recommend more than 10 credits for a stage to be waived, this must be escalated for co-ordination of next steps. This is done by adding a general progression note on the KV Secretary screen that starts with the unique identifier ESCALATE, and include a clear note of the Board's discussion and the reasons for the recommendation. QACO will coordinate next steps.

## Appendix A

Kent 2023 credit retrieval pass rates

Credits Failed	Resit Pass Rate	Repeat Pass Rate
45	80%	n/a
60	62%	27%
75	42%	69%
90	30%	53%
105	8%	40%
120	12%	43%

Students who fail fewer credits are much more likely to pass at resit. As the credit burden increases, the likelihood of passing at resit drops significantly. Where students have retrieved 60 credits, a high proportion successfully do so by resitting rather than repeating, making this a viable option for some students.

The repeat pass rate is highest for students failing 75 credits, suggesting that some students may benefit from repeating their studies rather than attempting to resit in August.

## Appendix 2: Guidance for courses affected by subject closures

### 1. Principles

1. This guidance is to assist with the progression and graduation of students whose course is closing due to the reshaping of the course portfolio because of the Size and Shape (Kent2030) strategy.
2. Academic standards must be maintained, ie, course and module learning outcomes must be met, and requirements of PSRBs must be adhered to where applicable.
3. Adjustments made must result in outcomes that accurately reflect the student's academic performance; ie, actions should neither disadvantage nor overly inflate student marks.
4. Students should not be "set up to fail" by the application of an action that will put them under undue pressure to undertake additional credit or assessment beyond that which they are capable of, or to be underprepared to take on the higher level of study required at the next stage.
5. Relevant External Examiners must be informed of these principles and available actions in this Addendum in order to ensure transparency.
6. Relevant External Examiners must be consulted prior to requesting Special Dispensation for students who are being considered for an award
7. The Quality Assurance and Compliance Office will keep a record of actions taken by special dispensation.
8. This addendum should be read alongside the [Conventions for the Classification of Awards: Guidance for Examiners](#).
9. This addendum was approved by Education and Academic Standards Committee on 13 May 2025.

### 2. Compensation

1. Where appropriate, students should be compensated for the maximum allowable credit, ie, 25% of the stage.
2. Where appropriate, and with good reason, compensate credits beyond the maximum allowed (ie, >30 credits for undergraduate students). This will require special dispensation by the Deputy Vice Chancellor for Education and Student Experience. Email [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk) with the request for special dispensation, setting out the rationale.

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3. Where modules are non-compensatable, it *might*, nonetheless, be possible to compensate as long as the requirements of the course specification are met. This will require special dispensation from the School Director of Education (DoE) – Contact the School QA Partner.

### 3. Trailing

4. The recommendation of trailing for undergraduate students is normally reserved for Resit Boards as the Main Boards in June should be seeking to offer resits in August or compensation in the first instance.
5. Where appropriate, students should be permitted to trail the maximum allowable credit into their next Stage of study, ie, 25% of the stage.
6. Where appropriate, and with good reason, students may be permitted to trail credits beyond the maximum allowed into their next Stage of study (>30 credits for undergraduate students). This will require special dispensation by the Deputy Vice Chancellor for Education and Student Experience. Email [gaco@kent.ac.uk](mailto:gaco@kent.ac.uk) with request for special dispensation, setting out the rationale.
7. Where modules are non-trailable, it *might*, nonetheless, be possible to trail as long as the requirements of the course specification are met. This will require special dispensation from the School Director of Education (DoE) – Contact the School QA Partner.
8. Consider providing an opportunity for students to trail and submit reassessment before May/June 2026 (eg, during Autumn term) in order to bring assessment closer to the study period and increase the chance of success.

### 4. Notwithstanding Rule for Finalists

9. Boards of Examiners have discretion to make recommendations notwithstanding the Conventions in exceptional cases provided that this does not lower the classification arising on the application of the Conventions and that the student has obtained at least seven eighths of the credit required for the award of the qualification. This includes credit awarded via condonement and/or compensation. **For finalists only and where all other actions have been exhausted** , consider applying the notwithstanding rule to mitigate for the unique and exceptional circumstances relating to subject closure.

## 5. Mitigation of Extenuating Circumstances

10. Where students have applied for mitigation of extenuating circumstances, there might be, for good reason, a case for the application of Special Dispensation. Examples include exceeding limits on condonement and/or disregarding. Contact the School QA Partner for advice.

## 6. Extensions

11. Where appropriate, and logistically possible, permit extensions to reassessment coursework or override late submission penalties.

## 7. Course Transfer

12. Where appropriate, offer the student the opportunity to transfer to a different course and retake their current Stage on the new course.

## 8. Withdrawal from University

13. Where appropriate, and as a last resort, the student is facilitated to transfer to a different HEI.
14. Where this isn't possible, award an Alternative Exit Award if the student wishes to exit higher education.

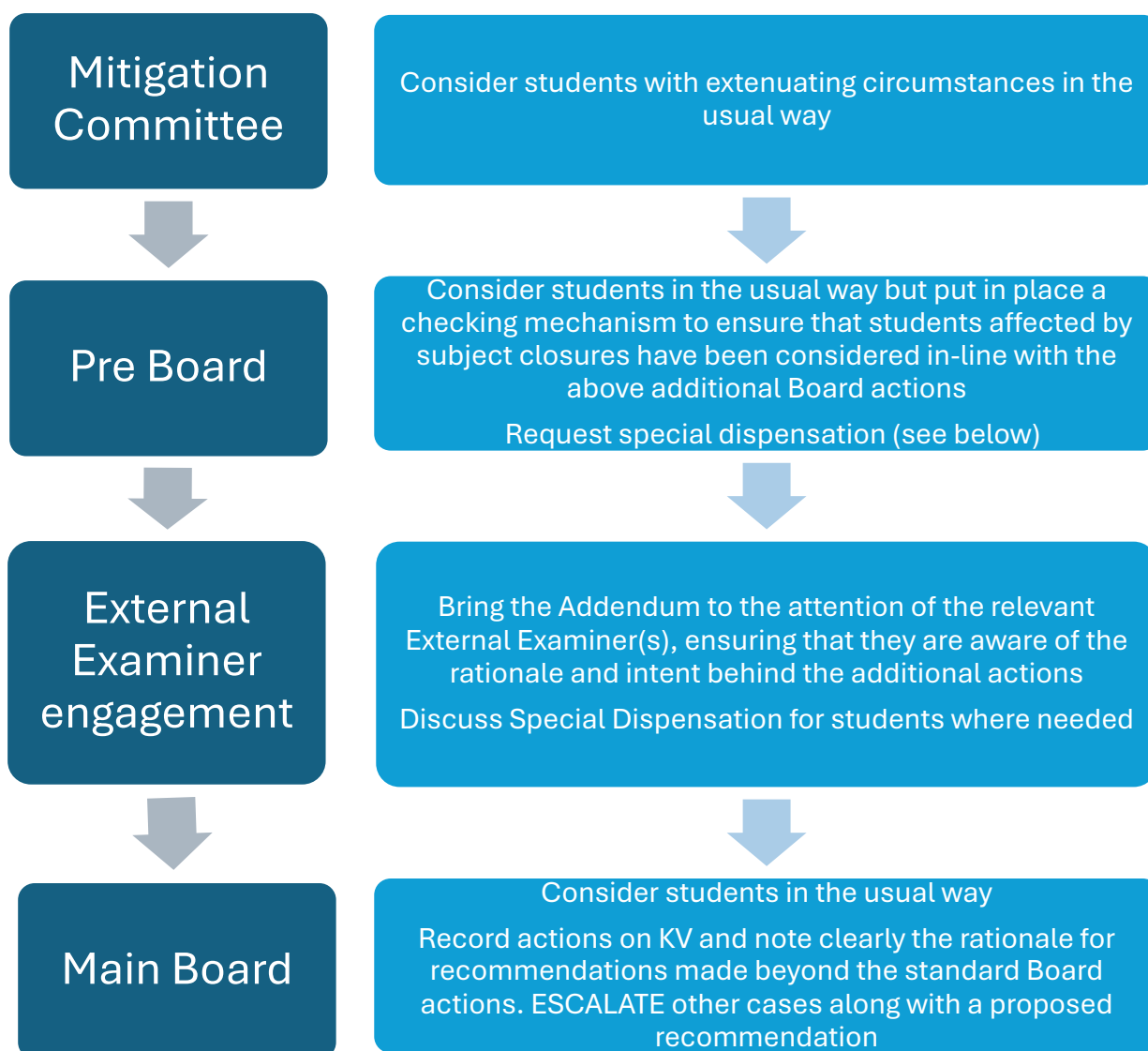
## 9. Appeals Against the Decision of Boards of Examiners

15. Appeals arising from Board of Examiner decisions will follow the Academic Appeals Policy. Where additional information is required to confirm an appropriate outcome, input will be sought from the Office for the VC's teach-out oversight team.

**See next page for procedural guidance**

## 10. Procedures

### Operational Guidance for Boards and Committees



## Board of Examiners Administration

This process lays out how to administer Boards considering students affected by subject closures. The aim is to identify students that the Board cannot progress or confirm an award, so that they can be escalated to the Director of Education for co-ordination of next steps. This will include the participation of Student Engagement, QACO and School colleagues.

1. Where a student has gained sufficient credit to progress or receive an award (including via credit adjustment mechanisms), this should be administered in the usual way.
2. Where a student has failed and the Board is not able to use the mechanisms at its disposal to progress or make an award, they should record this clearly on the KentVision secretary screen. Add a general progression note that starts with the unique identifier ESCALATE, and include a clear note of the Board's discussion and the reasons why the student could not be progressed or receive an award.

For example:

ESCALATE: Student cannot trail 60 credits (MODUXXX1 and MODUXXX2) as modules not running next year. Compulsory to stage and can't compensate or condone, required for PSRB accreditation.

3. For these students, do **NOT** agree the KV record – just save and move on to the next candidate.
4. Secretaries should **NOT** close any Boards where ESCALATE students are identified.
5. The secretary (or nominee) of the Board should make a separate note of the exam numbers of affected students as a backup, and email to QACO (qaco@kent.ac.uk) at the conclusion of their Board in a password-protected file.

## Special Dispensation Process

Recommendations for students that require Special Dispensation and **who will be considered for an award** must be made with the participation of the relevant External Examiner(s). External Examiner input is valued because External Examiners provide impartial oversight that gives assurance that the academic standards of each award are set and maintained at the appropriate level by the University.

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Recommendations made for students other than those being considered for an award do not require the participation of the External Examiner, however, their input can still be sought where external input would be valuable.

Deadlines for approval of Special Dispensation, closure of Boards on Kent Vision and return to Student Records Administration Office are as follows:

Finalists – by 18 June 2025

Stage 2 and PGT – by 20 June 2025

Stage 1 – by 24 June 2025

Resits – by 5:00 pm on 22 August 2025

### Requests to School Directors of Education

1. DoEs are able to consider for approval the following requests:
  - a) Compensation of non-compensatable modules
  - b) Condonement of non-condonable modules
  - c) Trailing of non-trailable modules
2. Requests must be made as soon as possible in order to avoid delays with the processing of Boards on KentVision.
3. Liaise with the School QA Partner to request Special Dispensation.
4. QACO will keep a record of requests and decisions.

### Requests to the Deputy Vice Chancellor for Education and Student Experience

1. The DVC will consider for approval the following requests:
  - a. Compensation of credits that exceed the stage limit
  - b. Trailing of credits that exceed the stage limit
  - c. Application of the notwithstanding rule for Stage 1 students that exceeds the 25% stage limit
2. Requests must be submitted as soon as possible (with a rationale) via the School QA Partner, who will email [qaco@kent.ac.uk](mailto:qaco@kent.ac.uk).
3. QACO will liaise with the DVC and provide a response via email.

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