

## **X. Postgraduate (Taught) Examination Conventions**

*These conventions apply to all students registered on Postgraduate programmes in academic year 2014/15*

### **Passmark**

*The passmark for taught postgraduate programmes is 50, which is also the passmark for level 7 modules. However, any modules of level 6 and below included in a programme as permitted by the University's Qualifications and Credit Framework have a module passmark of 40.*

### **A. Introduction**

1. These conventions shall be understood alongside the definition of terms in the *Postgraduate (Taught) Progress Regulations*, and in conjunction with requirements laid down in the General Regulations of the University, and shall be read together with any examination conventions specific to the programme as approved by the relevant faculty learning, teaching and student experience committee.
2. These conventions will apply to all taught postgraduate programmes unless there are specific requirements relating to professional or accrediting bodies. Where this is the case, boards of studies should submit separate examination conventions. The examination conventions should be included in the programme handbook.
3. Similarly, these conventions will apply to the taught modules of any research programme, unless deviations are approved for individual programmes.

### **B. The Board of Examiners**

4. A board of examiners shall be appointed for each award-bearing programme. A board of examiners may be responsible for a number of programmes. Membership of a board of examiners shall include the relevant degree programme directors, named representatives of the main areas of study involved in the programme and the appointed external examiners.
5. The membership of each board of examiners shall be proposed by the relevant board of studies and names of the chair and secretary reported to the appropriate faculty learning, teaching and student experience committee and to the examinations office.
6. The relevant degree programme directors and named representatives of the main areas of study involved in the programme shall be present at meetings of the board of examiners. The appointed external examiners shall normally be present at meetings of the board at which qualifications are awarded.
7. Where it is necessary to call an additional or reconvened meeting of the board of examiners, the external examiners shall be notified and, if they are unable to attend, shall be given the opportunity to make known in writing their views on the cases to be discussed.

### **Chair of the Board**

8. The chair of the board of examiners shall be appointed by the head of school and this appointment reported to faculty learning, teaching and student experience

committee. The chair is responsible for conducting all meetings of the board, and for ensuring that all decisions are taken by the board in the full knowledge of all the performances for each student. In appropriate cases, the board may delegate to the chair the right to consider and make decisions. In so doing, the chair should consult as many members of the board as possible (including the external examiners). Action taken by the chair must be reported to the next scheduled meeting of the board. The chair shall exercise discretion only in a manner consistent with the normal practices and any additional agreed principles of the board. All agreed mark sheets, confirming decisions taken by the board, shall be signed by the chair.

### **Secretary**

9. The board of studies shall appoint a secretary who shall be responsible for ensuring that all members of the board of examiners, including the external examiners, are informed of meetings. The secretary shall also be responsible for keeping a record of all decisions reached by the board. In all cases of the exercise of discretion, the reason for the decision shall be recorded.

### **External Examiners**

10. Procedures for appointing external examiners are outlined in the *Policy and Procedures for External Examiners of Taught Programmes* at [www.ncl.ac.uk/aqss/qsh/](http://www.ncl.ac.uk/aqss/qsh/).

11. The external examiner is required to report to the Vice-Chancellor on the sufficiency and integrity of the examinations, and on the standards of student attainment. In order to carry out this task, the external examiner shall have the right to see any materials relevant to the process of assessment.

12. External examiners shall have the right to speak on any matter at the meeting of the board of examiners, regardless of whether their opinion has been specifically invited. The board of examiners shall take into account, but need not defer to, the views of external examiners in taking decisions.

13. Final classification lists shall be signed by the chair, and, normally, by the external examiners. The external examiners shall make an annual report (and a final report at the end of the period of duties) to the Vice-Chancellor. These reports may include comments and recommendations. In addition, external examiners may make a confidential report at any time on any matter to the Vice-Chancellor.

### **Personal Extenuating Circumstances (PEC) Committee**

14. A Personal Extenuating Circumstances (PEC) Committee shall be appointed by each board of studies to review and consider medical and mitigating circumstances which may have an effect on a student's performance. This committee shall normally consist of a chair, secretary and two other senior members of academic staff, one of whom should be selected from outside of the academic unit. The chair should be a senior member of academic staff with experience of sitting on a board of examiners. If the secretary is not a member of academic staff then a fourth senior member of academic staff must be appointed to the committee. The chair of the PEC Committee shall report the committee's recommendations, including a summary of action taken throughout the year by the PEC Committee, members and delegated staff, to the chair of the board of examiners. The board of examiners shall, accordingly, be made aware if medical or other circumstances have been put forward for or by a student;

however, no more detail than is necessary shall be disclosed, and this shall include no personal or medical details. All personal information shall be handled by the PEC committee and the board of examiners in accordance with the requirements of the Data Protection Act.

15. The Personal Extenuating Circumstances Committee shall have the power to grant the following, subject to the appropriate evidence being provided for or by the student;

- a) Extensions within and beyond those permitted as part of the Submission of Work policy;
- b) Exemptions from minor elements of assessed work (normally a maximum of 20% of the module in question);
- c) Deferral of a formal examination or assessment attempt to the next normal occasion (generally August);
- d) Deferral of a formal examination or assessment attempt to a later normal occasion;
- e) Extraordinary examinations, including those outside of the regular assessment periods;
- f) Setting aside previous attempt(s) at a module, semester or stage and allowing repeat tuition if required;
- g) Allowing a student to retake a module, semester or stage with tuition (subject to payment of the appropriate tuition fees);
- h) Allowing a student to proceed to the next Stage of a programme carrying fails  
And
- j) To provide boards of examiners with an assessment of the scope and severity of mitigating circumstances affecting a student, which have not been addressed by a-h above (i.e. to recommend the use of discretion)

16. A PEC Committee may, on occasion, need to consider other adjustments in response to a student's Personal Extenuating Circumstance case. Adjustments other than those listed in 15. a-j above must be approved by the appropriate Dean.

**Notes:**

- i) For clarity, the PEC Committee must only approve such actions if there is an evidenced case presented for or by the student.**
- ii) Where appropriate, Schools may convene one School Personal Extenuating Circumstances Committee to consider cases for more than one programme.**

**Guidance on PEC procedures is provided by the Student Progress Service ([www.ncl.ac.uk/students/progress](http://www.ncl.ac.uk/students/progress))**

17. Students shall be reminded annually by notice (in electronic or paper form) of the Personal Extenuating Circumstances procedure and reminded that applications should be made in a timely manner. A student who fails to disclose relevant circumstances to the Committee at the time of impact should be aware that this may have a bearing on any future case.

### **Board of Examiners Procedures**

18. Members of the board of examiners should declare any personal (i.e. non-academic) interest relating to any individual students to the Chair of the Board prior to the meeting. Such declarations are required despite the anonymity of the board of examiners meeting.

19. Notwithstanding any numerical or other conventions, the board of examiners shall have discretion to pass any student, in the whole (or any part) of the assessment, at any stage. This discretion shall not be exercised to deprive a student of some advantage to which the student would otherwise be entitled under regulations or examination conventions. The board shall ensure that all similar cases are treated consistently. The reason for the exercise of discretion or, where appropriate, the reason for not exercising discretion, shall be recorded by the secretary to the board.

20. Where the board of examiners is unable to reach a decision on any issue by common consent, a vote shall be taken and the matter shall be decided by the majority of members then present and voting. The academic members of the board, including the external examiners and the chair, shall each have one vote. In the event of a tied vote, the chair shall have a casting (i.e. second) vote.

21. As soon as possible, following the meeting of the board of examiners, students will be notified of the decisions of the board by the secretary to the board. In the case of final year students, the decisions of the board will normally be released within 48 hours of the meeting of the board.

### **C. Absence from Examinations, Failure to Submit Assessed Work and Assessment Irregularities**

22. Where a student has been absent without formal approval from an examination, a mark of zero shall be returned for that component of the assessment. Where a student has failed to submit any other element of the assessment, a mark of zero shall be returned for that element. Any late submissions must be considered in line with the University's Submission of Work Policy, available at [www.ncl.ac.uk/quilt/atoz/policies](http://www.ncl.ac.uk/quilt/atoz/policies).

23. Where a student has failed to comply with any other assessment requirement, the consequence, if any, stipulated in the programme handbook shall apply.

24. The University's procedure for assessment irregularities shall apply to any reported or suspected cheating or plagiarism. It should be clear that sanctions imposed under the Assessment Irregularity Procedure takes precedent over Board of Examiners, and therefore cannot be overturned. The procedures are available at; [www.ncl.ac.uk/students/progress/staff-resources/procedures.htm](http://www.ncl.ac.uk/students/progress/staff-resources/procedures.htm).

## D. Aural and Oral Examinations

25. The details of any aural or oral assessment must be published in the appropriate programme handbook. The chair of the appropriate board of examiners shall be responsible for ensuring that students are informed of the timing and form of any such assessment.

## E. Marking Procedures

26. It shall be a duty of all examiners to carry out all assessments in accordance with the published assessment criteria approved by faculty learning, teaching and student experience committee and normally available in programme handbooks.

27. In line with the University Guidance on Moderation and Scaling (available at [www.ncl.ac.uk/quilt/atoz/policies](http://www.ncl.ac.uk/quilt/atoz/policies)), the following shall constitute the procedure and, where appropriate, minimum requirements, for marking throughout the University;

- a) All marking shall be guided by explicit statements of standards, which shall be published in the programme handbook;
- b) Each board of examiners shall have a written Moderation and Scaling policy which should comply with the University's guidance

## F. Return of Marks

28. The mark for each module on a Masters degree programme, postgraduate diploma or postgraduate certificate must be returned to the board of examiners and disclosed to students using the University Common Scale for the return of marks below:

	<b>Marking scale applicable to level 7 modules and master's programmes</b>	<b>Marking scale applicable to modules below level 7</b>	<b>Marking scale applicable to postgraduate certificate and diploma programmes</b>
0-39	Fail	Fail	Fail
40-49	Fail	Pass	Fail
50-59	Pass	Pass	Pass
60-69	Pass with Merit	Pass with Merit	Pass
70-100	Pass with Distinction	Pass with Distinction	Pass

29. The final mark returned for the assessment of any module, shall be rounded to the nearest whole number before being returned to the relevant board of examiners.

*The rounding of marks shall follow the convention: decimal marks with a decimal component of 0.5 or larger shall be rounded up to the next whole number; marks with a decimal component of less than 0.5 shall be rounded down to the next whole number. Averages for the purpose of determining awards shall be calculated using the same method.*

## **G. Releasing and Adjusting Marks**

30. Marks awarded for course work shall be disclosed to students as soon as they are available and within 20 working days. It should be made clear to students that such marks are provisional and will be subject to review, and to possible moderation.

31. Provisional module marks awarded at the end of the Semester 1 assessment period shall be disclosed once they are available, and within 20 working days of the end of the exam period, but it should be made clear to students that the marks are provisional and will be subject to review and to possible moderation.

32. Any adjustment of marks of a cohort shall take place prior to the meeting of the board of examiners. Once marks have been returned to the board of examiners they shall not be adjusted, except that the correction of errors in the transcribing of marks is permitted. It should be noted that the conventions governing the award of classes of degrees and particularly the use of discretion by the board of examiners, shall not result in any adjustment of marks.

## **H. Credits Required and Using Credit Value**

33. Students are required to study 60 credits for a postgraduate certificate, 120 credits for a postgraduate diploma and 180 credits for a Masters degree in line with the requirements outlined in the University's *Qualifications and Credit Framework*. All modules of a programme contribute towards the final award and its classification. The weighting of modules for assessment purposes shall correspond to the credit value of the module specified in the relevant programme regulations. Such weighting of modules may be adjusted in accordance with any programme regulations only to allow for additional weighting allocated to non-modular aggregated assessment.

## **J. Progression within Taught Postgraduate Programmes**

34. Where there are progression requirements specified in the programme regulations, a student must, before proceeding from one stage to another, satisfy the examiners in the assessment for each module of that stage including the possible exercise of compensation. This may require the internal members of the board of examiners to meet at the end of the taught component and liaise with the external examiner(s) as appropriate.

## **K. Principles of Compensation**

Please note that this section (Conventions K35 to K42) applies only to candidates commencing a Master's programme in 2013/14 or earlier. For the sake of clarity, there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years.

35. A **Masters degree student** who fails up to 40 credits of the taught element of the programme shall still be awarded a Masters degree provided the following compensation rules are met:

- a) the average mark over all of the assessments (including any reassessments) for the whole programme, based on simple aggregation (taking into account the credit value of the modules) is at least 50;
- b) no single mark for any module of levels 4-6 assessed is below 35;
- c) no single mark for any level 7 module assessed is below 40;
- d) no such compensation is permitted for core modules (PGT Progress Regulation B 4(d)) and the dissertation module.

36. A **Postgraduate Diploma student** who fails up to 40 credits of the taught element of the programme shall still be awarded a Postgraduate Diploma provided the following compensation rules are met:

- a) the average mark over all of the assessments (including any reassessments) for the whole programme, based on simple aggregation (taking into account the credit value of the modules) is at least 50;
- b) no single mark for any module of levels 4-6 assessed is below 35;
- c) no single mark for any level 7 module assessed is below 40;
- d) no such compensation is permitted for core modules (PGT Progress Regulation B 4 (d)).

37. In cases where a Postgraduate Diploma student is taking further credit to 'top-up' from a previously awarded Postgraduate Certificate (entry award), only 20 credits can normally be compensated out of the additional 60 credits taken to gain the higher award. The Principles of Compensation (36 a-c) apply.

38. A **Postgraduate Certificate student** who fails up to 20 credits of the taught element of the programme shall still be awarded a Postgraduate Certificate provided the following compensation rules are met:

- a) the average mark over all of the assessments (including any reassessments) for the whole programme, based on simple aggregation (taking into account the credit value of the modules) is at least 50;
- b) no single mark for any module of levels 4-6 assessed is below 35;
- c) no single mark for any level 7 module assessed is below 40;
- d) no such compensation is permitted for core modules (PGT Progress Regulation B 4 (d)).

39. All calculations used to determine a student's right to pass modules by Compensation (under Conventions 35-38) must use the best module marks that are available, regardless of whether the assessments are first or second attempts.

40. Programme regulations specify whether and how compensation may be applied to non-modular aggregated assessment.

41. Programme regulations may specify local variations to the above principles of compensation as a result of professional accreditation requirements.
42. Where the rules for compensation do not apply, the board of examiners may still exercise discretion under Conventions L 43 - 45.

## **L. Principles of Discretion**

43. Notwithstanding the student's results, and without prejudice to the requirements for professional accreditation, the board of examiners may, in its ultimate discretion:

- a) deem a student to have passed specific modules – including core modules,
- b) deem a student to have passed the stage of a programme.
- c) deem a student to have progressed to the next stage of a programme, despite not meeting a specific progress regulation or examination convention.
- d) recommend a final stage student, or other student eligible to leave the University with an award, for a higher award or degree classification (See conventions 53-55).

44. The exercise of discretion does not set a precedent as each individual case should be considered on a case by case basis. However, in any discussion regarding the possible exercise of discretion, the board shall ensure that no student in similar circumstances has been treated less favourably.

45. The reasons for exercising or not exercising discretion shall be recorded in the minutes of the proceedings in every case where the exercise of discretion is considered, both those where such consideration is required under Convention 54 or where it is considered on other grounds. The minutes shall record the issues raised and the decisions reached, whilst maintaining, wherever possible, the anonymity of board members contributing to the debate. Chairs of Boards of Examiners should report in writing annually to the relevant Board of Studies on the exercise of discretion for the recent examination sessions. Reports should then be forwarded to faculty learning, teaching and student experience committees for review.

## **M. Reassessment**

46. A student who passes a module (including by compensation [for those commencing a Master's programme in 2013/14 or earlier] or discretion) cannot be reassessed for any component of that module.

47. A Masters degree or Postgraduate Diploma student who fails up to 40 credits of the taught element of the programme has the right to one reassessment for each module failed. The form of the reassessment at any stage may vary from the original, at the discretion of the board of studies. Note that the board of studies may delegate this authority to the board of examiners, but that the students who are to be reassessed must be informed of the style of reassessment to be adopted.

48. A Postgraduate Certificate student who fails up to 20 credits of the taught element of the programme has the right to one reassessment for each module failed. The form of the reassessment at any stage may vary from the original, at the discretion of the board of studies. Note that the board of studies may delegate this



authority to the board of examiners, but that the students who are to be reassessed must be informed of the style of reassessment to be adopted.

49. A Masters or Postgraduate Diploma student who fails more than 40 credits, or a Postgraduate Certificate student who fails more than 20 credits, of the taught element of the programme will not normally be permitted to continue or be reassessed without the support of the chair of the board of examiners.

50. In cases where a Postgraduate Diploma student is taking further credit to 'top-up' from a previously awarded Postgraduate Certificate (entry award), only 20 credits can normally be reassessed out of the additional 60 credits taken to gain the higher award.

51. The timing of any reassessment will be such that a student's progression is not unduly delayed. The board of examiners may stipulate a period for reassessment which is outside the University's normal assessment and resit periods.

### **Timing of Reassessment**

A student who has the right to a second attempt will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt) or at an alternative occasion designated by the board of examiners.

### **N. Resubmission of Dissertation**

52. A student has the right to one resubmission of their Masters dissertation. This right will not apply to a student who has failed more than 40 credits of the taught element of the programme. Resubmission should be within a defined period agreed by the board of examiners, normally within 3 months of the board of examiners' decision.

### **P. Use of Discretion**

**53. The Board of Examiners under Conventions L 43-45 has a general power to exercise discretion to treat any student more generously than the numerical and other conventions require.**

54. The board of examiners must consider whether or not students should be awarded a higher classification by the exercise of discretion in the following cases:

- a) where there is a positive assessment of the impact of medical or other mitigating circumstances by the Programme Extenuating Circumstance Committee (Convention B14). Discretion may be applied to progression or to classification decisions.
- b) where students have weighted averages of 68 or 69, 58 or 59, 48 or 49 (after rounding of marks)

55. The board of examiners may use discretion either to pass any candidate in the whole or any part of the assessment or to give a higher award than the class of award to which the student is entitled by right (e.g. to give a Pass with Merit or a Pass with Distinction). In any discussion regarding the possible exercise of discretion, the board shall ensure that no student in similar circumstances has been

treated less favourably as a result of any particular decision. The reasons for recommending or not recommending a higher class shall be recorded in the minutes of the proceedings. The minutes shall record the issues raised and the decisions reached, whilst maintaining, wherever possible, the anonymity of board members contributing to the debate. Chairs of Boards of Examiners should report in writing annually to the relevant Board of Studies on the exercise of discretion for the recent examination sessions. Reports should then be forwarded to faculty learning, teaching and student experience committees for review. No student shall be identified by name in this report.

## **R. Use of Marks after Reassessment, Compensation or Discretion**

56. Please note that references to compensation in this section applies only to candidates who started their programmes in 2013/14 or earlier. For the sake of clarity there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years. Where a student has achieved a passing mark following reassessment, or has been deemed to have passed in an assessment by the exercise of compensation or discretion, the overall module mark used by the board of examiners, shall be a mark of 50 except for the purposes of determining eligibility for compensation (K35 - 38). The mark achieved by the student must be recorded on the transcript, with an appropriate note if compensation or discretion has been applied, and a statement that a mark of 50 will be used in any calculations. However, in such cases, the board of examiners may, in its ultimate discretion, have regard to the actual mark obtained at the second occasion of assessment.

## **S. The Award and Classification of Masters' Degrees, Postgraduate Diplomas and Postgraduate Certificates (entry awards)**

57. A student is recommended, as of right, for the award of an appropriate Masters degree, Postgraduate Diploma or Postgraduate Certificate if all the requirements for the award are met and all the modules in the programme are passed.

### **For students starting their programmes in 2014/15 and later:**

A student who passes all core modules and fails up to 20 credits of non-core modules from the taught stage of the programme is recommended, as of right, for the award of an appropriate Master's degree or Postgraduate Diploma, provided that the weighted average mark for all modules and all non-modular aggregated assessment (taking credit values into account) is at least 50. In classified programmes, such a student will be eligible as of right only for the award of a pass. The same principle applies to the award of a Postgraduate Certificate to a student failing up to 10 credits of non-core modules.

58. Postgraduate Diploma and Postgraduate Certificate entry awards may be classified if this is stipulated in the programme regulations. In such cases, the classification is determined by the principles in EC59 a – d below.

59. The class of award is normally determined as follows:

- a) Students are entitled as of right to the class of award yielded by the weighted average mark for all modules and all non-modular aggregated assessment taking credit values into account.
- b) Masters students with weighted averages of 48 or 49, 58 or 59, 68 or 69, (after rounding of marks) shall always be considered for the next higher class of award.
- c) Postgraduate Diploma and Certificate students with weighted averages of 48 or 49 shall always be considered for the award of a Pass. Postgraduate Diploma and Certificate students with weighted averages of 58 or 59, and 68 or 69 shall be considered for the next higher class of award if provision for classification is included in the programme regulations.
- d) All students considered for discretion by the Board of Examiners should have their decisions minuted accordingly, see convention L45.
- e) The board of examiners, when considering the exercise of discretion, shall have regard to the following:
  - i. Any recommendation from the Personal Extenuating Circumstances Committee on the effect and scope of medical or other mitigating circumstances that were submitted to the Personal Extenuating Circumstance Committee, see convention B14.

In cases where the weighted average is within two marks of a class boundary as defined in clauses b) and c) above:

- ii. The overall profile of individual marks achieved in modules;
- iii. Exceptional performance in any particular module, including, for example, research based modules;
- iv. Progressive improvement in performance by the student;

60. In exceptional circumstances, an individual programme, with faculty learning, teaching and student experience committee approval, on behalf of university learning, teaching and student experience committee, may set additional criteria which must also be taken into account when determining the class of award. The additional criteria must be written in the individual programme regulations and programme handbooks.

61. Any student may be required to take a *viva voce*, at the discretion of the board of examiners, as a means of monitoring standards or for determining whether a higher classification should be recommended.

## **T. Award of a Postgraduate Diploma (exit award)**

Please note that references to compensation in this section applies only to candidates who started their programmes in 2013/14 or earlier. For the sake of clarity there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years.

62. A candidate for a Masters degree, who fails to meet the criteria for the Masters degree, shall be recommended for the award of a postgraduate diploma by the board

of examiners, provided that there are 120 credits on which the candidate's performance would meet the requirements for the award of a postgraduate diploma under S57-61 (taking into account the compensation rules in convention 36 a - d).

63. A student who is not entitled to a Postgraduate diploma as of right may be recommended for a postgraduate diploma by the board of examiners, using its ultimate discretion, following the principles laid down in Conventions 43-45.

64. The award of a postgraduate diploma is not classified under this provision.

## **U. Award of a Postgraduate Certificate (exit award)**

Please note that references to compensation in this section applies only to candidates who started their programmes in 2013/14 or earlier. For the sake of clarity there will be no compensation on postgraduate taught programmes for those starting their programmes in 2014/15 and later years.

65. A candidate for a Masters degree or postgraduate diploma, who fails to meet the criteria for the Masters degree or postgraduate diploma, shall be recommended for the award of a postgraduate certificate by the board of examiners, provided that there are 60 credits on which the candidate's performance would meet the requirements for the award of a postgraduate certificate under S57-61 (taking into account the compensation rules in convention 38 a - d).

66. A student who is not entitled to a postgraduate certificate as of right may be recommended for a postgraduate certificate by the board of examiners, using its ultimate discretion, following the principles laid down in Conventions 43-45.

67. The award of a postgraduate certificate is not classified under this provision.

## **V. Mid-year Student Withdrawals**

68. A student who withdraws from the University during the academic year will be considered for the appropriate exit award at the next scheduled meeting of the Board of Examiners.

## **W. Aegrotat**

69. The board of examiners may award an Aegrotat degree to a student who has demonstrated postgraduate ability, over typically at least 50% of the programme on which they are registered, but who presents sufficient evidence of ill health or any other extenuating circumstance such that, in the judgement of the board, there is no reasonable possibility that the student can complete the programme. When considering the option of recommending this award, boards of examiners should be mindful of the possibility of enabling the student to sit the assessments at a later date, and so be eligible for a classified award. In addition, the board should consider the appropriateness of recommending the award of a postgraduate diploma or certificate exit award.

70. It is not open to the board to grant an Aegrotat to students registered on certain professionally accredited programmes. A student to whom an Aegrotat is awarded shall be deemed to have obtained the award but without classification.

## **X. Retention of Assessed Work**

71. All material for assessment, which contributes to 30% or more of a final module mark, should be retained for a period of one year after the award of the degree or other qualification. Further information can be found in the Policy on Disclosure of Marks and Return of Assessed Work at [www.ncl.ac.uk/quilt/atoz/policies.htm](http://www.ncl.ac.uk/quilt/atoz/policies.htm).

## **Y. Exemptions to these Conventions: Medical Sciences**

72. The following programmes in the Faculty of Medical Sciences are exempt from the requirements of the Postgraduate Taught Examination Conventions which relate to the use of the University Common Scale:

- Certificate in Clinical Implant Dentistry
- MSc Orthodontics
- Master of Clinical Dentistry in Restorative Dentistry
- Master in Clinical Education

