**PARAGRAPHS FOR PGT FINAL BOARD OUTCOME LETTERS**

Advice for Staff

* *Below are a number of paragraphs which you will need to customise before you can add them to letters.*
* *You can still add additional paragraphs with individual instructions for the student where necessary.*
* *You will need to remove any references to capping or paying for reassessment in cases where the Board is offering resubmission or reassessment for uncapped marks.*
* *Please note that the template letters are not entirely created in Word but import some data from the database. This means that you may not have the normal flexibility regarding the formatting.*
* *Once you have approved the letter for sending, the letter will be transferred automatically into the body of an email which is sent directly to the student rather than being sent as an email attachment.*

**STANDARD ADDITIONAL PARAGRAPHS**

**Arrangements for Resubmitting the Dissertation**

*Department to customise the paragraph to include the following info:*

*Deadline for submission - give the student the same deadline that you typed in the Reassessment screen on RPS, and state how and where they should submit the dissertation.*

[*If not using FASER for resubmission*]

You must send the work by a secure method which requires staff to sign for its receipt, and you must keep a copy of your work.

If you are intending to resubmit your dissertation please make your choice via your results page on the online system. <http://www.essex.ac.uk/results/>. The deadline for letting us know is **14 December 2016**.

**Arrangements for Reassessment**

*Department to customise the paras and include the following info depending on whether student has to do c/wk or exams.*

The arrangements for reassessment are as follows:

The [Exams Office](http://www.essex.ac.uk/students/contact/exams.aspx) will provide you with information about exam entry and the dates of the exams. Please make sure you check your Essex email address regularly and keep your password up-to-date.

You must submit the following coursework (*provide details)* to X in the Department. (*Explain how the student must submit the work. If not using FASER for resubmission, include the following:*]

You must send the work by a secure method which requires staff to sign for its receipt, and you must keep a copy of your work.

**Making your choice of reassessment**

*[include this paragraph where the student has been given a choice of modules in which to be reassessed – i.e the ones you have flagged as ‘Compulsory Choice’]*

You have been offered a choice of module in which to be reassessed. You must choose a minimum of XX credits and a maximum of YY credits.

Please make your choice via your results page on the online system. <http://www.essex.ac.uk/results/>. The deadline for letting us know is **14 February 2017**. After that date it will be too late to pick a module for assessment.

It is probably obvious that you should undertake reassessment in the module(s) where you believe that you stand the best chance of achieving a mark of 50. However, you must bear in mind that the mark for the second attempt will count even where it is lower than the original mark, and this could result in a fail. If you are worried that you might do worse in a module, please seek advice from staff before deciding which reassessment to take.

**Where taught course average is below 50**

*[Include the following paragraph in cases where the taught course average is below 50, meaning that reassessment is needed in order to condone marks in 40-49 range]*

Your overall weighted average for the taught modules is below 50, meaning that marks of 40 cannot be condoned at the moment. You will need to do well enough in your reassessment to raise your overall weighted average to 50. The uncapped mark will be used to calculate whether you have reached this level, and then the capping at the pass mark of 50 will be applied. *[delete this last sentence if the board decided it should be a first attempt in light of ext circs.]*

**Obtaining More Advice**

*[rather than amending paragraphs in the letters, you may wish to add a separate paragraph at the end telling the students who to contact for advice and giving their contact details.]*

Dw/z/assessment team/exam boards 2016/web and letter templates/ standard additional paras for pgt final bd lettersoct16.doc