**PARAGRAPHS FOR PGT INTERIM 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 do the preparation work by creating the customised paragraphs for students in Word in advance of the template letters being produced on backload. You can then add the relevant paragraphs to the student letters as soon as the template letters have been created.
* 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 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://www2.essex.ac.uk/academic/offices/exams/) will provide you with information about exam entry and the dates of the exams which will take place in the first week of September. 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 OCS/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’. This is likely to be because the student has failed more than 40 credits’ worth of non-core modules in the 40+ range.]*

The rules of assessment allow for failure with a mark of 40 or more for up to 40 credits in non-core taught modules to be condoned provided the overall weighted average for all the taught modules is 50. However, you have failed more than 40 credits’ worth of modules in this range. The Board of Examiners has therefore offered you 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 **20** **July 2015**. 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 currently 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.]*

**New guidance and paragraph**

**Where a student has passed a module but is offered voluntary reassessment due to extenuating circumstances**

*[to be used only where the module is flagged as voluntary due to ext circs]*

You will see that the Board of Examiners has offered you voluntary reassessment in light of your extenuating circumstances. You do not have to undertake this if you are concerned about the workload and think it may impact upon your dissertation preparation. According to the Rules of Assessment the mark for the second attempt normally counts even if it is lower than the first mark. However, this will not be the case for your voluntary reassessment due to extenuating circumstances. If you were to get a lower mark then your original mark would be reinstated.

Please talk to XXX if you want to discuss this opportunity further.

Dw/z/exam bds 2015/standard additional paras for pgt interim bd letters.doc