'How To' Guide to SRS
Degree Classification via Grade Point Average (GPA)
Postgraduate Taught programmes

[updated May 2017]

> **These Degree Classification screens can only be used for students entering their PGT programme since September 2014;   i.e. for students whose award has been fully assessed using the Common Grading Scale (CGS).**

NB: Academic Judgement and discretion should be used in deciding the final degree class at Examiners' Meetings

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Summary

This screen relates to the calculation of degree programme award and classification for Postgraduate Taught programmes, as laid out in Appendix 1, and in the Code of Practice on Assessment.

This guide addresses:

- Running the classification extract to extract the data, calculate the GPA, Median and Degree Award, and producing reports thereof
- Amending individual student details in regard to courses that should/shouldn't be included in GPA and Median calculations
- Amending Degree Classifications of individual students, including borderline students, and students who would have received a higher award via the Grade Spectrum approach to classification
- Confirming Degree Classifications - committing the results and producing the documentation to be signed by the Head of School and one other member of the examiners meeting before submission to Registry

It is <u>strongly recommended</u> that you read the whole document before trying to use the system, as the notes that follow the instructions are crucial to the operation and explain the logic behind the rules.

Contents

Select *Maintenance Screens, Departmental, Degree Classification:*

This page allows for the extract of data and for the running of reports. The extract of data may be carried out by:

- (i) Discipline/Qualification Group,
- (ii) Individual Programme (*the default setting*) or
- (iii) Individual student ID number.

(a) Enter the details of the *individual programme* <u>or</u> *student ID* <u>or</u> *qualification group* and the *Date of Assessment* e.g. 15-Aug-2015. Alternatively, click on the *Yellow Buttons* to receive options.

Ignore the 'weighting by programme year/course level' option buttons – circled above - these are for honours programmes only.

(b) Click on the *Run Classification* button – this will (i) run the extract that will retrieve details of any students who have a Programme Assessment status of 'W' (waiting), and (ii) check that grades are CGS grades and not CAS marks. If the latter, degree classifications must be processed manually using the Grade Spectrum (section 3.3) and entered manually via *Maintenance Screens, Departmental, Process Exam results for Programmes*.

(c) When the data extract has been completed a message box will appear on the screen. Click *OK*.

Reports can then be obtained of the data extracted. There are 4 report options; a summary report and a detailed report both available as PDF or Excel download (see Appendix 3 for details).

(d) Select the report option(s) required and click *Run Report.* Options to print the reports will follow standard PDF or Excel protocol.

NB1:   This data reflects the state of the SRS when the extract was made. ***If any changes e.g. an awaited exam result for a student occurs, then the extract would need to be re-run.***

NB2:   The extract can be run as many times as required for students whose data *has not yet been confirmed* (section 3).

NB3:   If a student is missing from the list that you think should be there, please contact the Student Records Team on x 3580 or email studentrecords@abdn.ac.uk.

NB4:   Only one person can run a particular programme, or Qualification Group, or Student ID at a time; if you attempt to extract data another user is working on, a warning message will appear:
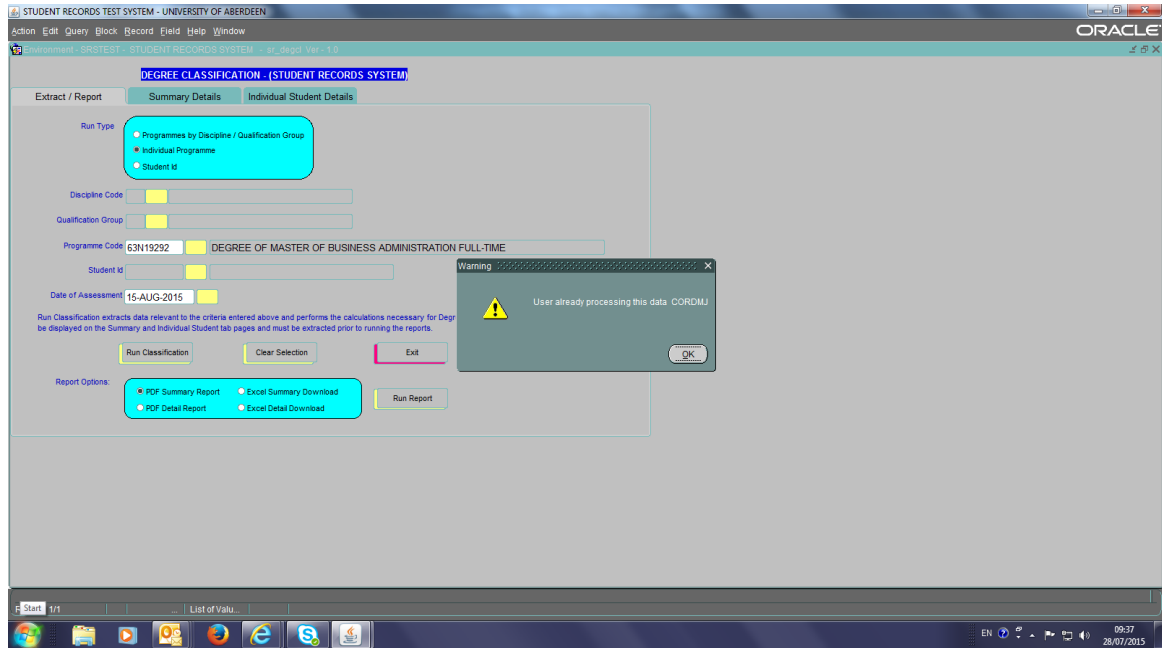
2. Displaying the details on screen

2.1 The **'Summary Details'** tab displays summary details of each student in the extracted data. This screen is where you will confirm the degree classification for each student via the '*Confirm?*' box.
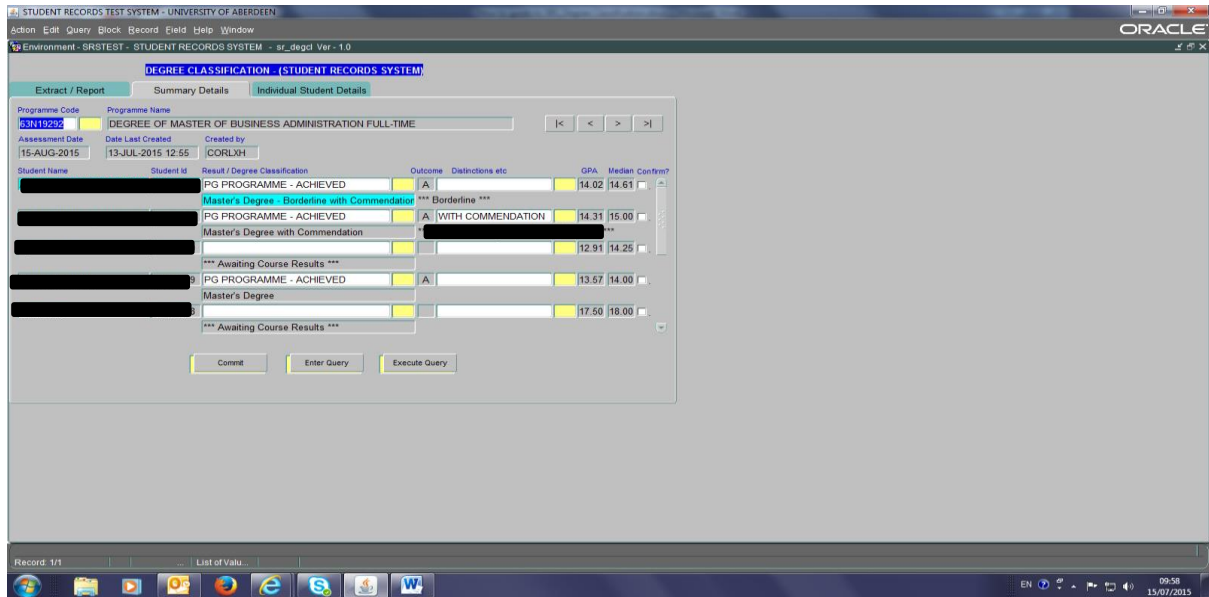

This tab displays each student, in alphabetical order, together with their calculated Degree Classification, commendation or distinction as appropriate, GPA and Median. It also displays any significant points of note such as if the student is *borderline*, or still *awaiting results*. Importantly, if the student is *not yet SCQF compliant* in the number of credits s/he has achieved, the system will highlight this.

NB1: For students, where the Programme Award (MSc) has **not** been achieved, a compensatory award of lesser credit value may be suggested. E.g. '**Eligible for Postgraduate Diploma**' should appear if the student has only achieved 150 of the 180 credits necessary, i.e. is not SCQF-compliant, for a Master's degree.

NB2: If the extract has been run by 'discipline qualification group', individual programmes can be found using the **< >** buttons in the top right hand corner of the screen.

2.2 The **'Individual Student Details'** tab allows for the full details for a student highlighted in turquoise on the summary details tab to be displayed:
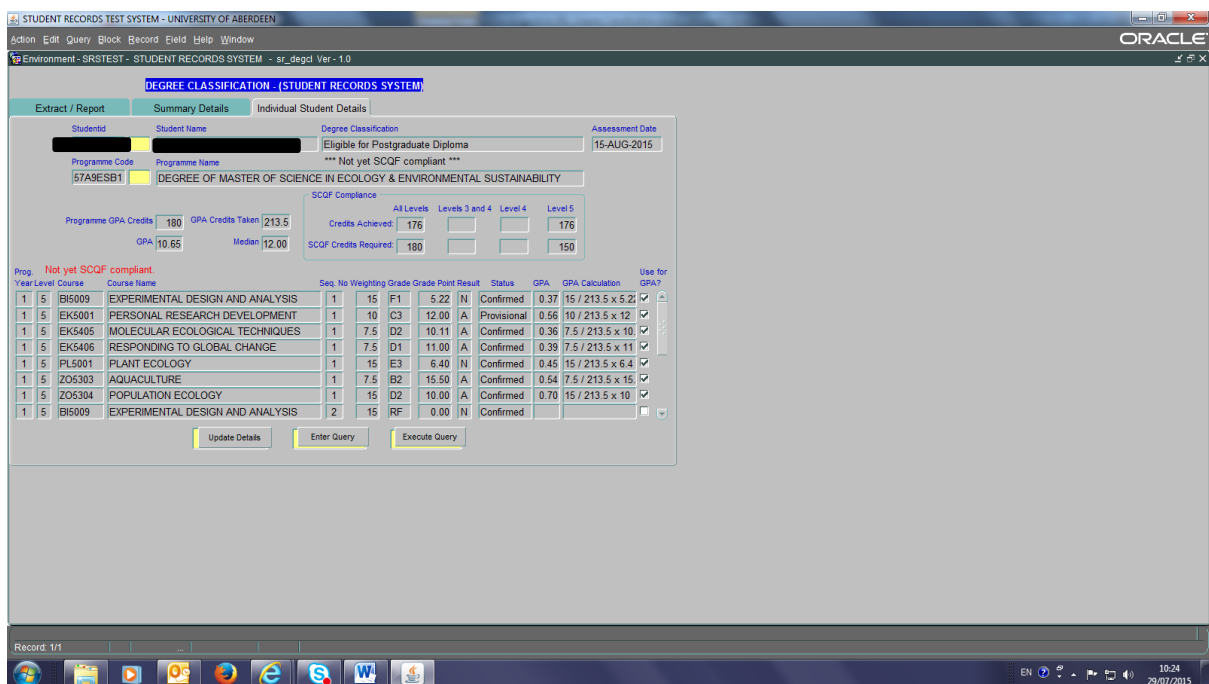
3. Confirming the Degree Classification

3.1   This is undertaken using the **Summary Details** tab. For each student the derived degree classification will already be entered.
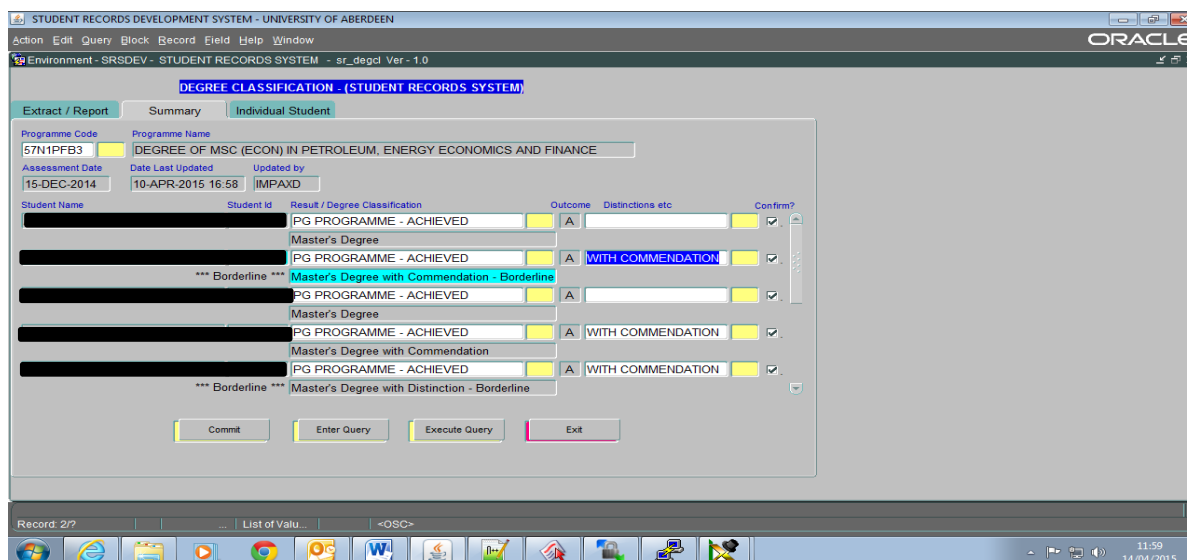
3.2   Changing the degree classification

3.2.1   **Median Grade**: If the Median Grade is in a higher degree classification band than the GPA grade, and thus provides a higher degree classification, the student will receive the **higher** award and this screen <u>must be changed manually</u>. The SRS no longer does this automatically.

3.2.2   **Borderline** cases will be clearly identified on the reports for discussion at examiners' meetings. The GPA (and Median) values considered as borderline are detailed in Appendix 4. In borderline cases the SRS will always display the *lower* of the two options; e.g. if the student is awarded an MSc but is borderline for MSc with Commendation, it is the MSc degree that is awarded in the summary tab.

3.2.3   **Grade Spectrum**: For 2014-2015 until 2017-2018 it has been agreed that students should be classified using <u>both</u> the GPA method and the 'old' Grade Spectrum approach, with the student receiving the higher of the award outcomes should differences occur. The grade spectrum classifications cannot be derived electronically by the SRS; Schools must do this manually as in previous years.

3.2.4   **Academic Discretion**: Academic Judgement and discretion should be used in deciding the final degree class at Examiners' Meetings

In all cases where the degree classification award is amended, the rationale for the final degree class given must be clearly recorded in the minutes of examiners' meetings.

If the higher award is decided upon by the examiners this will need to be changed via clicking the *Yellow Box* and choosing, for example, the commendation option (see screen shot overleaf).
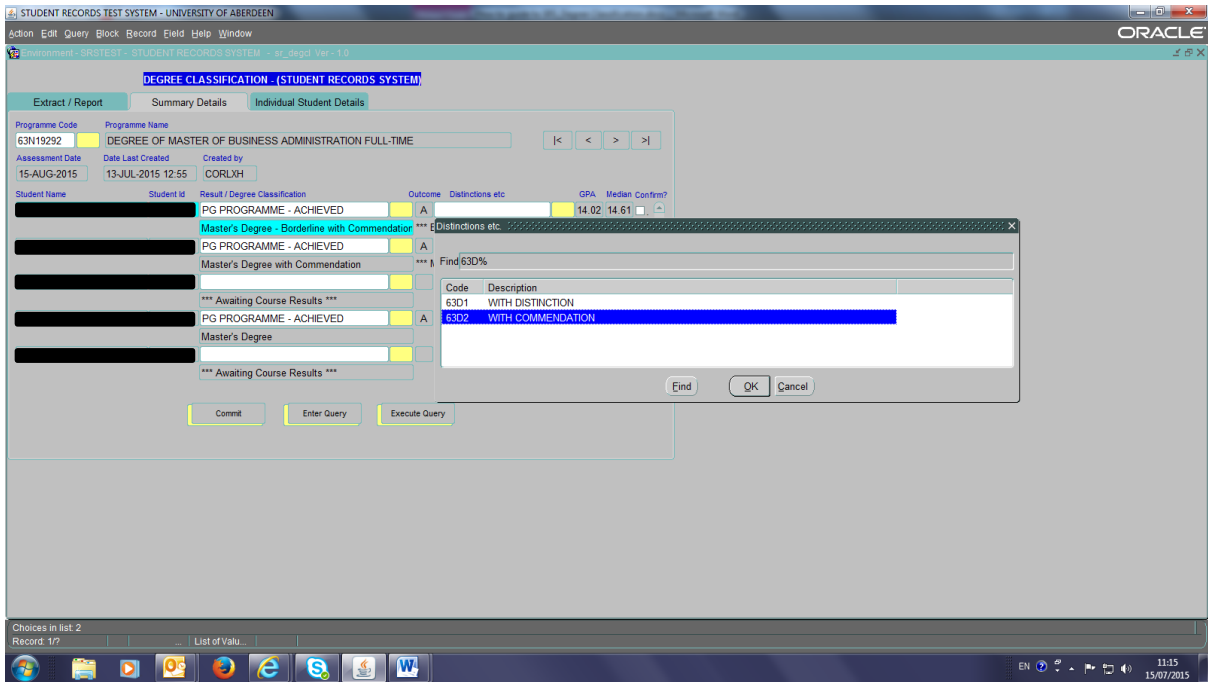
Confirming Awards:

Once the School is satisfied with the degree classification awarded to each student:

(a)   Click the *Confirm? tick* box against each student and
(b)   Click the *Commit* button.
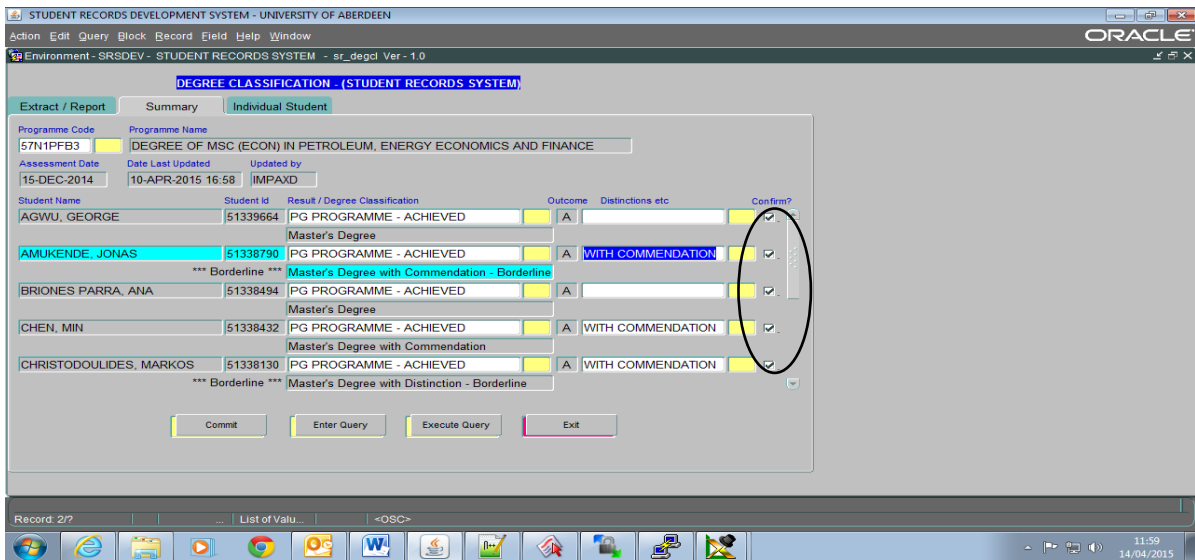
This will (i) update the assessment data in the SRS and (ii) automatically produce a **confirmation 'Examination Results' report** of the degrees classified, which is to be signed by the Head of School and another member of the external examiners meeting before being faxed/taken to Registry:

UNIVERSITY OF ABERDEEN   EXAMINATION RESULTS   AB_EXMPR

57B800CD DEGREE OF MASTER OF SCIENCE IN MEDICAL IMAGING
Assessments Dated: 15-DEC-14

This list should be signed by the Head(s) of School(s) and by the External Examiner(s) concerned or another Examiner Meeting Member and hand delivered or faxed on 01224 272050 to Registry Services, University Office, King's College, Aberdeen AB24 3FX

Name	ID	Grade	Result
███████	████	WITH COMMENDATION	A
		WITH COMMENDATION	A
		No Classification	N
		No Classification	A

------------------PLEASE ENTER BELOW ANY ADDITIONS/AMENDMENTS--------------------

AB Clarke, ID 5133XXXX, PG Diploma in Medical Imaging, No Classification, Result A, Programme Code: 61B800WB

Convenor   External Examiner(s)   Examiner Meeting Member

NB1: It may be the case that some students' marks are not yet entered into the SRS. In such a case you can choose to confirm the degree classification in 'batches' by just *committing* the data for those students whose records are complete. An Examination Results sheet for each 'batch' would then be produced, but a complete list of results can then be printed using *Reports, Departmental Reports, Print Copy of Programme Results.*

NB2: Any students missing from the list should be written on the bottom of the printed list, together with details of their award and classification.

NB3: Any students not achieving the MSc award should have an N against their entry and if they are eligible for a lower award, e.g. PG Diploma or Certificate, with or without commendation / distinction, this should be annotated on the report, together with the programme code of the lower award. See example A.B. Clarke (5133XXXX) above.

NB4: Provisional marks are not available to students and will not be visible in the Student Record. Results will become visible to students via Student Portals the day after results have been returned to, and confirmed by, Registry following the final examiners meeting. Confirmation occurs after any changes on the *signed Examination Results list* have been made.

4.   Amending the GPA and/or Median of individual students

4.1   Including / Excluding Courses

It may be the case that course(s) which were not intended for inclusion within the GPA/median calculations have been inadvertently included by the SRS, e.g. zero-rated courses that do not have GPA weightings or UNS courses (unspecified credit). Assume, for example, the 'Pharmacovigilance' course listed on the individual student screen below should not have been included:

By (a) clicking the *Use for GPA?* and then (b) the *Update Details* button you can 'un-tick' the course and it will be excluded from the GPA and Median calculations:

By removing this course from the calculations you can see that the GPA, Median (and if appropriate, not so in this example) the degree classification will be amended accordingly. Similarly, any course that is, for whatever reason, not automatically 'ticked' in the SRS can be included in calculations by clicking the *Use for GPA?* to 'tick' the box, and then the *Update Details* button.

5. Appendices

Appendix 1 – Award and Progression at Postgraduate Taught:

From Stage 1 to Stage 2 PG Certificate → PG Diploma	Achievement of 60 credits with a grade of D3 or RP or better in all
From Stage 2 to Stage 3 PG Diploma → MSc award	Achievement of 120 credits with a grade of D3 or RP or better in all

Award of Postgraduate Certificate	Normally achievement of 60 credits with a grade of D3 or RP or better in all
Award of Postgraduate Diploma	Normally achievement of 120 credits with a grade of D3 or RP or better in all
Award of Postgraduate Diploma with Commendation *	Normally achievement of 120 credits with a grade of D3 or RP or better in all and a GPA of 15 or above
Award of Postgraduate Diploma with Distinction **	Normally achievement of 120 credits with a grade of D3 or RP or better in all and a GPA of 18 or above
Award of Master's Degree	Normally achievement of 180 credits with a grade of D3 or RP or better in all
Award of Master's Degree with Commendation *	Normally achievement of 180 credits with a grade of D3 or RP or better in all a GPA of 15 or above, and a grade of B3 or above in the project / dissertation
Award of Master's Degree with Distinction **	Normally achievement of 180 credits with a grade of D3 or RP or better in all, a GPA of 18 or above, and a grade of A5 or above in the project / dissertation

* Candidates achieving a GPA of **above 14, less than 15** will be considered borderline for the purposes of award of Pg Diploma or Master's Degree with Commendation

** Candidates achieving a GPA of **above 17, less than 18** will be considered borderline for the purposes of award of Pg Diploma or Master's Degree with Distinction

For the purposes of Commendation and Distinction classifications the SRS will look to check if a level 5 programme is a PGT project or dissertation. Should Schools have suspicions that this is not being picked up by the SRS, please contact academicservices@abdn.ac.uk or x 3936.

Appendix 2 – SCQF: Credit Requirements for Compliance

	Total	Levels 3+4	Level 4	Level 5
UG Hons	480	180	90	
Enhanced UG Master's	600	180	90	120
Intercalated degree Medicine	480	180	90	
PG Master's degree	180			150
PG Diploma	120			90
PG Certificate	60			40

Appendix 3 – Reports

a)   Summary PDF Report

b)   Detail PDF Report

c)   Summary Excel download

d)   Detail Excel download

Appendix 4: Borderline Scenarios

Commendation

GPA	Median	Project Grade	Award
Rule: GPA and Median grades are classed as borderline value if greater than 14, less than 15			
Borderline, 14<x<15	Borderline, 14<x<15	B3/14.5+	**MSc awarded**, Borderline Commendation identified
Borderline, 14<x<15	Borderline, 14<x<15	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Below borderline	Borderline, 14<x<15	B3/14.5+	**MSc awarded**, Borderline Commendation identified
Below borderline	Borderline, 14<x<15	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Borderline, 14<x<15	Below borderline	B3/14.5+	**MSc awarded**, Borderline Commendation identified
Borderline, 14<x<15	Below borderline	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Borderline	Above Borderline	B3/14.5+	**MSc with Commendation** awarded
Borderline	Above Borderline	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Above Borderline	Borderline	B3/14.5+	**MSc with Commendation** awarded
Above Borderline	Borderline	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Above Borderline	Above Borderline	B3/14.5+	**MSc with Commendation** awarded
Above Borderline	Above Borderline	< B3/14.5	**MSc awarded**, Borderline Commendation identified
Below Borderline	Below Borderline	A5/17.5+	MSc awarded
Below Borderline	Below Borderline	< A5/17.5	MSc awarded

Distinction

GPA	Median	Project Grade	Award
Rule: GPA and Median grades are classed as borderline value if greater than 17, less than 18			
Borderline, 17<x<18	Borderline, 17<x<18	A5/17.5+	**MSc Commendation awarded**, Borderline Distinction identified
Borderline, 17<x<18	Borderline, 17<x<18	< A5/17.5	**MSc Commendation awarded**, Borderline Distinction identified
Below borderline	Borderline, 17<x<18	A5/17.5+	**MSc Commendation awarded**, Borderline Distinction identified
Below borderline	Borderline, 17<x<18	< A5/17.5	**MSc Commendation awarded**, Borderline Distinction identified
Borderline, 14<x<15	Below borderline	A5/17.5+	**MSc Commendation awarded**, Borderline Distinction identified
Borderline, 14<x<15	Below borderline	< A5/17.5	**MSc Commendation awarded**, Borderline Distinction identified
Borderline	Above Borderline	A5/17.5+	**MSc with Distinction** awarded
Borderline	Above Borderline	< A5/17.5	**MSc Commendation** awarded, Borderline Distinction identified
Above Borderline	Borderline	A5/17.5+	**MSc with Distinction** awarded
Above Borderline	Borderline	< A5/17.5	**MSc Commendation** awarded, Borderline Distinction identified
Above Borderline	Above Borderline	A5/17.5+	**MSc with Distinction** awarded
Above Borderline	Above Borderline	< A5/17.5	**MSc Commendation** awarded, Borderline Distinction identified
Below Borderline	Below Borderline	A5/17.5+	MSc or MSc Commendation
Below Borderline	Below Borderline	< A5/17.5	MSc or MSc Commendation

Appendix 5: Processing Exam results for Programmes <u>not</u> classified by SRS GPA system

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'How To' Guide to SRS
Process Exam Results for Programmes
<u>Postgraduate</u> programmes

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These screens should only be used for:

(1) Students entering their PGT programme before September 2014; i.e. for students whose award can only be classified via the Grade Spectrum as their record contains CAS marks, and
(2) Schools with non-standard programmes whose degree classifications cannot be calculated automatically via the SRS.

Summary

This screen relates to the overall result of a programme of study and not to the individual course modules that make up the programme. This screen should only be used if the School cannot make use of the Degree Classification screens that automatically calculate GPA, Median and Degree Award.

Schools should enter their own Degree Programme results into the system. Ensure your entries are correct before committing the results. Mark any errors against the printed report; have it signed by the Head of School and another member of the examiners' meeting. Then fax/take to the Student Records Team in Registry.

NB: it is strongly recommended that you commit every 20 or so entries to guarantee no loss of data. A complete list of results can be printed using *Reports, Departmental Reports, Print Copy of Programme Results.*

[For an explanation as to how Schools can download an excel spreadsheet of all the course marks per student per programme for GPA/Median calculation purposes, re-visit section 1 of this document: Extracting and Deriving the data required for Degree Classification.]