

Guidance for the Conduct of Moderation and Examination Meetings and Boards

(from September 2014; revised June 2016; revised June 2017)

1.0 Overview

- 1.1 All Moderation and Examination Meetings and Boards derive their authority from the University Board and report to the Academic Board;
- 1.2 Awards validated by The Open University Validation Partnerships (OUVP) section of The OU's Learning and Teaching Innovation (LTI) portfolio are subject to moderation and review by the relevant meetings and boards;
- 1.3 The University Exam Board will confirm the UK degree classification and make recommendations in accordance with OUVP procedures;
- 1.4 Recommendations for degrees awarded under the licensure of the Department of Education in Delaware, and under the accreditation of the Middle States Commission on Higher Education are made to the Provost and confirmed by the University Examination Board;
- 1.5 The University follows a four stage process when agreeing final grades for courses and arriving at final degree classification:
 - 1.5.1. Moderation and Reconciliation Meetings;
 - 1.5.2. Degree Programme Internal Assessment Boards (aka "internal boards");
 - 1.5.3. Formal School Exam Boards;
 - 1.5.4. The University Exam Board.
- 1.6 These guidelines must be considered alongside the Richmond *University Catalogue*, the Richmond *Quality Manual*, the OUVP *Handbook for Validated Institutions*, and the *Regulations for Validated Awards of The Open University for Institutions Offering Dual Awards*.

2.0 General Responsibilities and Obligations of Moderation Meetings and Examination Boards

- 2.1 Moderation Meetings and Examination Boards act in accordance with relevant Richmond policies, procedures and regulations in force for the period under assessment. It is the responsibility of the Meetings and Boards to ensure that the assessment of awards is fair and equitable for all candidates and that the process is undertaken in a timely and effective manner.
- 2.2 Moderation Meetings and Examination Boards will meet at agreed and designated periods in the academic year.

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- 2.2.1 Moderation Meetings and Degree Programme Internal Assessment Boards normally occur at the end of each semester.
 - 2.2.2 The Formal School Exam Boards occur annually (normally in May or June) on dates to be published in the academic calendar.
 - 2.2.3 The University Exam Board normally occurs at the end of each semester.
 - 2.2.4 Moderation meetings and exam boards may take place at other times, but only in exceptional circumstances and subject to the agreement of the University Examination Board, or the agreement of University Board in the case of the University Examination Board.
- 2.3 Registry Services and the Office of the Provost will ensure that all necessary information is made available to the Meetings and Boards. The information required may vary with the designation of the Meeting or Boards.
- 2.4 Degree Programme Internal Assessment Boards and Formal School Exam Boards will review the entire student record as students have progressed at Richmond, through QCF Level 3, and through FHEQ Levels 4-7. Degree classification calculations are also considered at these boards.
- 2.5 The University Exam Board is primarily concerned with the award of the final degree and with the progression of students at FHEQ Levels 6 and 7, but may request additional information at the lower division if necessary.
- 2.6 All assessment information will be treated as strictly confidential and in accordance with the Data Protection Act, FERPA, and any other relevant legislation.
- 2.7 Where possible, all Meetings and Boards shall make decisions and recommendations by unanimous decision. In circumstances where members are unable to reach a unanimous decision, the outcome shall be determined by a simple majority where each member present has a single vote. Where there is an equal division of votes, the Dean shall have an additional casting vote, and the decision referred to the Provost for review.
- 2.8 Any Meeting or Board member who considers that there may be a potential conflict of interest pertaining to any candidate and any evaluation of grade assessment or award must make this known to the Associate Dean or the Dean in advance of the meeting. The Associate Dean or the Dean will then decide if the member should absent themselves for all or part of the proceedings.
- 2.9 All Meetings and Boards are expected to exercise general discretion to ensure that policy and process do not result in an injustice to the student. Details of deliberations at all meetings and boards are confidential and only the agreed award is released. Exam materials are strictly confidential. All material used during meetings and boards (outlined below) is collected at the end of the meeting or board, and that not required for the formal record is destroyed.

3.0 Moderation and Reconciliation Meetings

Responsibilities and Obligations of Moderation and Reconciliation Meetings

- 3.1 To agree the overall grade for each student in the course designated and propose the grade to the Degree Programme Internal Assessment Board;
- 3.2 To reconcile grades where there is a difference of opinion. When grades cannot be reconciled, to inform the Chair of the Degree Programme Internal Assessment Board;
- 3.3 To conduct the moderation process in line with the processes outlined in the Richmond *Quality Manual*, Section I “Assessment and Internal Moderation, and to ensure that University procedures regarding grading, including allowances for Special Educational Needs and disabilities, are correctly adhered to;
- 3.4 To ensure that the sampling is representative and in accordance with prescribed criteria;
- 3.5 To consider other matters arising from the assessment process and to provide comment on them to the Associate Dean for consideration at the Degree Programme Internal Assessment Board.

Membership of Moderation and Reconciliation Meetings

- 3.6 The membership of Moderation and Reconciliation Meetings comprises:
 - 3.6.1. The faculty member who taught the course (the ‘instructor’);
 - 3.6.2. A moderator appointed by the Dean;

Conduct of Moderation and Reconciliation Meeting

- 3.7 All parties should consult the Richmond *Quality Manual*, Section I, “Assessment and Internal Moderation”, for detailed guidance on timing, sampling, internal moderation processes, and forms.
- 3.8 The Moderation and Reconciliation Meetings will take place at the end of each teaching semester/summer session.
- 3.9 The instructor and the moderator will review the syllabus, paying particular attention to the learning outcomes and assessment norms;
- 3.10 The moderator will select an appropriate sample of graded work from the course (based on the sampling principles outlined in Section I of the *Quality Manual*). The moderator will review the grades;
- 3.11 When the grades are agreed these will be submitted to the University in the normal manner;
- 3.12 Where the instructor and moderator are not able to reconcile a grade the instructor will notify the Associate Dean or the Dean who will either provide a final recommendation, or appoint a senior faculty member to provide a final recommendation;

- 3.13 The moderation and reconciliation meeting is formally recorded on the Internal Moderator Report form.

4.0 Degree Programme Internal Assessment Boards (“Internal Boards”)

Responsibilities and Obligations of Degree Programme Internal Assessment Boards

- 4.1 To receive and formally record the course grades from the individual course assessments and to affirm the overall grade for each student in each course;
- 4.2 To ensure that the internal moderation process has been conducted in accordance with prescribed criteria;
- 4.3 To ensure that University procedures regarding grading, including allowances for Special Educational Needs and disabilities, are followed and that any mitigating circumstances related to course grades have been considered;
- 4.4 When all course grades have been considered, to recommend to the Formal School Exam Board the overall grade point average for each student in the courses designated for validation purposes;
- 4.5 To verify the names presented on the institutional pass list, which comprises the names of all potential graduates in the degree programme from Summer, Fall, and Spring of the academic year in question;
- 4.6 To make recommendations to the Formal School Exam Board on the classification of the final awards for the degree programme;
- 4.7 To consider other matters arising from the assessment process and to provide comment on them for consideration at the Formal School Exam Board.

Membership of the Degree Programme Internal Assessment Boards

- 4.8 The membership of the Degree Programme Internal Assessment Board comprises:
- 4.8.1 All faculty of the School from the relevant degree programme, both full time and adjunct.
 - 4.8.2 The Associate Dean, who serves as Chair;
 - 4.8.3 The School administrative assistant, who acts as secretary.
 - 4.8.4 A representative from Registry Services (normally the Examinations Officer) who is present to address any queries on the degree classification calculations.
- 4.9 While all faculty members noted in 4.8.1 above are expected to attend, the Board will be quorate when all two-thirds of the full time faculty members are present.

Conduct of Internal Degree Programme Exam Board Meetings

- 4.10 On completion of the moderation and reconciliation meetings at the end of each semester the Dean will convene a meeting of the faculty to evaluate all assessment grades that contribute to an award;
- 4.11 The suggested awards will be determined by the final UK grade point average (UK GPA) achieved and classified in accordance with the table as set out in Appendix 1.
- 4.12 The bases for the suggested classification of awards differs according to year of admission as follows. There may be additional requirements which vary from degree to degree. See Appendix 2 for full details of the award classification calculations.

Undergraduates Admitted from Fall 2013 Onwards

- 4.12.1. For undergraduates admitted from Fall 2013 onwards, the suggested classification of undergraduate awards will normally be based upon a calculation which weights the results of 60 US/240 UK credits at FHEQ Levels 5 and 6.
- 4.12.2. Grades awarded for 30 US/120 UK credits at FHEQ Level 5 represent 33.3% of the total UK GPA. Up to 15 US/60 UK transfer credits (which are GPA-neutral) may be included in this calculation
- 4.12.3. Grades awarded for 30 US/120 UK credits at FHEQ Level 6 represent 66.7% of the total UK GPA. All Level 6 credits must be completed at Richmond in the major.
- 4.12.4. These calculations are conducted by Registry Services and provided to the School administrative assistants.

Undergraduates Admitted Prior to Fall 2013

- 4.12.5. For undergraduates admitted prior to Fall 2013, the suggested classification of the awards is normally based on the best 45 US upper-division credits (normally 15 courses).
- 4.12.6. These calculations are conducted by the School administrative assistants.

Postgraduate Students

- 4.12.7. It is not necessary to calculate a separate UK GPA for postgraduate awards. Postgraduate awards are based upon the overall GPA achieved across the course of study.
- 4.13 The GPA to degree classification calculations can only be determined on the basis of the aggregate of agreed marks provided by the moderation and reconciliation meetings. "Borderlines" are built into the degree classification to GPA equivalencies, and so should not need to be discussed at either the Degree Programme Internal Board or the Formal School Exam Board. See Appendix 1 for the chart of UK GPA and degree classifications.
- 4.14 A detailed record of the proceedings of the internal board must be made but the details of deliberations are confidential and only the agreed award is released. Exam materials are strictly confidential. The records of the Degree Programme Internal Assessment Boards shall include, but not necessarily be limited to, the following:

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- 4.14.1. An "Institutional Pass List" outlining the names and UK degree classification of graduates from Summer, Fall and Spring of a given academic year;
 - 4.14.2. A schedule of the agreed grades for each student;
 - 4.14.3. A schedule of the suggestion for the degree classification of each student;
 - 4.14.4. Minutes of the meeting.
- 4.15 The Board may offer comments on the exam process and curricula matters to the School Exam Board.

5.0 Formal School Exam Board

Responsibilities and Obligations

- 5.1 The Formal School Exam Boards will be constituted and conducted in accordance with the requirements of Richmond, The American International University in London and, where appropriate, The Open University Validation Partnerships (OUVP) section of The OU's Learning and Teaching Innovation (LTI) portfolio. Its main responsibilities and obligations are as follows:
- 5.2 To confirm that the internal moderation process has been correctly adhered to and that the sampling is sufficient and in accordance with prescribed criteria;
 - 5.3 To receive and formally record the final agreed course grades from the individual course assessments, together with the final recommendations and advice on the final award classifications from the Degree Programme Board;
 - 5.4 To determine the final award and degree classification for all assessed candidates presented to the Board for recommendation to the University Examination Board;
 - 5.5 To review the comparability of the awards and classifications of the degrees across the concentrations and degree programs;
 - 5.6 To consider cases of mitigation / extenuating circumstances;
 - 5.7 To consider comments on the exam process and curricula matters made at the Degree Programme Internal Boards and to make further comments to the University Exam Board.

Membership of the Formal School Exam Board

- 5.8 The membership of the Degree Programme Internal Assessment Board comprises:
- 5.8.1 the relevant Associate Dean who serves as Chair of the Formal School Exams Board. The Associate Dean must be satisfied that all members of the Board are familiar with the regulations for the award and the general regulations of Richmond regarding assessment;
 - 5.8.2 the appointed external examiners for each degree or concentration for which awards are to be considered;
 - 5.8.3 all faculty of the School, both full time and adjunct;
 - 5.8.4 where appropriate, a nominated OUVP observer (often the Academic Reviewer);
 - 5.8.5 a representative from Registry Services (normally the Examinations Officer);
 - 5.8.6 the School administrative assistant, who acts as secretary.

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5.9 The Board will be quorate when all of the external examiners are present and two thirds of the full time faculty members are present. External examiners and faculty must give priority to the Board meetings, over all other commitments. In extraordinary circumstances where an External Examiner cannot attend an agreed-upon Formal School Exam Board, his or her reason for non-attendance must be entered into the record, and the External Examiner report be read in his/her absence. Institutional Pass Lists and other documentation for External Examiner signature must be forwarded to him/her and returned to the University as soon as possible, so that confirmation of students' results by The Open University is not delayed.

Conduct of the Formal School Exam Board

5.10 The Board will be convened by the Dean of the School in agreement with the External Examiners on a date no later than six weeks after the last day of the final examinations of the spring semester;

5.11 The agenda for the meeting must include but is not limited to:

- 5.11.1 Minutes of the previous Formal School Exam Board for approval;
- 5.11.2 Where applicable, the OUVP "F7" form;
- 5.11.3 An "Institutional Pass List" outlining the names and UK degree classification of graduates in each relevant degree programme from Summer, Fall and Spring of a given academic year;
- 5.11.4 A schedule of the recommendations for the degree classification of each student, including the grades for each course contributing to the classification;
- 5.11.5 Where applicable, an OUVP summary schedule of statistics for results in each degree programme.

5.12 Confidentiality of all of the students' work, grades and Board discussions are of the utmost importance and circulation of all materials must be restricted to members of the Board and those persons required to administer the procedures of the Board.

5.13 At the conclusion of the meeting the Chair must ensure and certify that the following actions are completed:

- 5.13.1 That all points of the agenda have been covered;
- 5.13.2 That thanks is offered to external examiners for their participation;
- 5.13.3 That all relevant documents have been signed by all appropriate members and original copies forwarded to the Head of Registry Services. Particularly important here are the items outlined in items 15.11.2-6, which must be signed by the External Examiners before being forwarded to OUVP/the UEB;
- 5.13.4 That all confidential material is disposed of in accordance with regulations.

5.14 A detailed record of the proceedings of the meetings of the Formal School Exam Board must be made, which shall include, but not necessarily be limited to, the minutes taken by the Board secretary, and the signed-off items specified in the agenda (see 5.11 above).

6.0 University Exam Board (UEB)

Responsibilities and Obligations

- 6.1 The University Exam Board will be constituted and conducted in accordance with the requirements of Richmond, The American International University in London;
- 6.2 The UEB is responsible for determining that University regulations have been met for the US awards licenced by the Department of Education in the state of Delaware, and accredited by the Middle States Commission on Higher Education
- 6.3 The UEB is responsible *pro tem* for confirming the final cumulative Grade Point Average of all graduating undergraduates and postgraduate students;
- 6.4 The UEB is responsible for the final recommendation of the UK undergraduate degree award and degree classification to The Open University Validation Partnerships (OUVP) section of The OU's Learning and Teaching Innovation (LTI) portfolio for validation.

Membership of the University Exam Board

- 6.5 The UEB comprises:
 - 6.5.1 the Provost, who serves as Chair;
 - 6.5.2 the Head of Registry Services, who serves as Secretary, and records the minutes of the meeting;
 - 6.5.3 the Vice-Provost for Academic Affairs, who serves as Chair if the Provost is unable to attend;
 - 6.5.4 the Dean and Associate Deans of the Richmond Business School
 - 6.5.5 the Dean, Associate Dean, and Heads of Department of the School of Communications, Arts and Social Science
 - 6.5.6 the Dean and Associate Dean of the School of General Education
 - 6.5.7 the Dean of International Programmes
 - 6.5.8 the Dean of Quality Assurance and Accreditation
 - 6.5.9 four Faculty Representatives/Heads of Department
 - 6.5.10 an OU appointed representative who acts as an observer.
- 6.6 The UEB is quorate when the Chair and 2/3 of the membership of the board are present.
- 6.7 An 'Executive Group' of the University Exam Board may be called with to address urgent matters arising outside the usual meeting schedule of the UEB. The quorum for the 'Executive Group' is three (3) and must include the Chair or Deputy Chair, one School Dean or Associate Dean, and one member of the University Exam Board and the Academic Board who is not the Chair, Deputy Chair, or the previously-mentioned Dean or Associate Dean.

Conduct of the University Exam Board

- 6.8 The Board will be convened by the Provost in agreement with the External Examiners at a date no later than six weeks after the last day of the final examinations of the fall semester and the spring semester. Summer sessions will be considered at the following Fall UEB;

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- 6.9 The agenda for the meeting must include but is not limited to:
- 6.8.1 A schedule of the recommendations for the final US cumulative GPA of each student;
 - 6.8.2 A schedule of the recommendations for the degree classification of each student (the “institutional pass lists” considered at the Formal School Exam Boards);
 - 6.8.3 A summary oral or written report from each Formal School Exam Board;
- 6.10 Confidentiality of all of the students’ work, grades and Board discussions are of the utmost importance and circulation of all materials must be restricted to members of the Board and those required persons administering the procedures of the Board;
- 6.11 The University Exam Board verifies that due process has been followed at all preceding Meetings and Boards;
- 6.12 The University Exam Board checks the calculation of grades, confirms the final overall GPA, and makes a final recommendation to OUVP on degree classification of the OU award;
- 6.13 The University Exam Board considers the comments and advice of the Degree Programme Exam Meetings and School Exam Boards and makes recommendations to Academic Board, University Board, and other relevant committees;
- 6.14 The UEB Chair may invite comment from the OU representative;
- 6.15 At the conclusion of the meeting, all documents distributed will be collected by the Secretary and only those copies necessary for the records retained;
- 6.16 At the conclusion of the meeting the Provost must ensure and certify that the following actions are completed:
- 6.15.1 That all points of the agenda have been covered;
 - 6.15.2 That all relevant documents have been signed and forwarded to the Head of Registry Services;
 - 6.15.3 That all confidential material is disposed of in accordance with regulations.
- 6.17 A detailed official record of the proceedings of the meetings of the University Exam Board must be made, consisting of the minutes and the documentation outlined in the Agenda (see 6.8 above).

Appendix 1: US to UK Degree Classification Conversion

RICHMOND, THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON GPA-TO-HONOURS CONVERSION
Approved at Academic Council 30 November 2012 /Applies to Graduates from May 2013 onwards

| GRADE | A/A- | B+/B | B/B- | C+/C | C- | D+ to F |
|-------|-------------|-------------|-------------|-------------|-------------|-----------|
| GPA | 4.000-3.550 | 3.549-3.000 | 2.999-2.550 | 2.549-.2.00 | 1.999-1.850 | 1.849-0.0 |
| HONS | 1st | 2-1 | 2..2 | 3rd | Pass | Fail |

This model is based upon established GPA borderlines between Richmond overall letter grades awarded for courses (see below), with the following exceptions:

- To divide the three-grade B range into 2.1 and 2.2, there must be an absolute division between the two. A student must obtain a “true” B (3.0 and above) in order to obtain a 2.1.
- To retain the 2.0 minimum for a third (equivalent to a pass at Richmond), this must also be an absolute divider, i.e. a “true” C.
- All students MUST continue to obtain an overall cumulative GPA of 2.0 and a GPA of 2.0 in all courses in the major, in order to be awarded a US Richmond degree and be considered for OU validation.** Students whose overall cumulative GPA is 2.0, but whose OU GPA is between 2.0 and 1.85 will be awarded an Open University pass degree. This non-honours classification would be reserved *solely* for such marginal cases.

As borderlines are built-in to this model, there should be **no additional consideration of “borderline” cases**. Exam boards are not permitted to raise or lower the overall cumulative GPA of any candidate which is close to a boundary. Revision of grades is only permissible at the level of an individual course when based on clear evidence that the grade does not accurately reflect the candidate’s performance.

| UNDERGRADUATE GRADING – OVERALL FINAL GRADES | | |
|--|-----------|--|
| Grade | Grade Pts | Univ Borderlines for Overall Course Grades |
| A | 4 | >=3.85 |
| A- | 3.7 | 3.84 – 3.55 |
| B+ | 3.3 | 3.54 – 3.15 |
| B | 3 | 3.14 – 2.85 |
| B- | 2.7 | 2.84 – 2.55 |
| C+ | 2.3 | 2.54 – 2.15 |
| C | 2 | 2.14 – 1.85 |
| C- | 1.7 | 1.84 – 1.55 |
| D+ | 1.3 | 1.54 – 1.15 |
| D | 1 | 1.14 – 0.85 |
| D- | 0.7 | 0.85 – 0.55 |
| F | 0 | <0.55 |

Appendix 2: The UK Degree Classification Calculation

- Ap2 1 All degree classification calculations will be made by Registry Services, based upon a list of potential graduates verified by the Academic Schools.
- Ap2 2 As noted in Section 4.12 above, for students admitted in Fall 2013 or later, UK degree classifications will be based on 60 US / 240 UK credits at FHEQ Levels 5 and 6 as follows:
- 4.12.1. Grades awarded for 30 US/120 UK credits at FHEQ Level 5 represent 33.3% of the total UK GPA. Up to 15 US/60 UK transfer credits (which are GPA-neutral) may be included in this calculation
 - 4.12.2. Grades awarded for 30 US/120 UK credits at FHEQ Level 6 represent 66.7% of the total UK GPA. All Level 6 credits must be completed at Richmond in the major.
- Ap2 3 LEVEL 6: 30 US/120 UK credits are required at Level 6 in the major. These courses must be completed at Richmond (including any eligible courses offered at the Italian Study Centres). There is no transfer credit at Level 6. Therefore grades awarded in all 30 US/120 UK credits used for the degree at Level 6 are included in the degree classification calculation.
- Ap2 4 LEVEL 5: 30 US/120 UK credits are required at Level 5. A minimum of 18 US/72 UK credits (normally 6 courses) are required at Level 5 in the major. Therefore grades awarded in these courses AND in Level 5 courses *outside* of the major (electives) will be included in the degree classification calculation. This takes the total number of L5 courses used in the degree classification calculation up to 30 US/120 UK credits. These electives are legitimately counted in the UK degree classification as they contribute towards the "combined studies" element of the award.
- Ap2 5 Grades awarded in all mandatory upper-division (FHEQ L5/L6) major requirements must be counted in the UK GPA calculation.
- Ap2 6 Then grades awarded for major options (from the "plus x of the following) are included. If a student takes more courses from the major options than are required, the best grade is chosen as the nominated major option.
- Ap2 7 Students who transfer credit in from other institutions at Level 5 will NOT have these courses included in the UK GPA calculation (although they count towards the required 120 credits at L5). Note that a maximum of 15 US/60 UK transfer credits can be used in the classification calculation. The degree classification calculation will be made on a reduced amount of credit (a smaller number of courses) for these students. It is a fundamental principle of transfer credit that credit transfers and grades do not.
- Ap2 8 If a student has completed additional Richmond-graded credit at Level 5 AND transfer credit, the transfer credit (with its GPA-neutral value) must be used if it represents a major requirement, and must be used if it represents the only major option taken by the student (one of "plus x of the following"). After that, in line with Ap2 6 above and Ap2 10 below, the courses of most benefit to the GPA will be chosen.
- Ap2 9 COURSES VS. CREDIT: Where a student completes a 6 US / 24 UK credit internship as an option in the major, the internship's increased credit count means that a smaller number of *courses* will be used in the UK GPA calculation. The grading spreadsheet makes the

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credits assigned to each course very clear, in order to avoid confusion on the part of External Examiners and reviewers.

Ap2 10 If a student exceeds 120 credits at Level 5 or Level 6 *by taking additional courses at these levels*, the following principles apply to which courses should be selected for inclusion in the UK GPA:

- a. Students who exceed the 30 US/120 UK credit requirement at Level 5 because they have voluntarily taken extra courses will be expected to have all credit completed in the validated major counted (so not simply the best grades at Level 5, but the most relevant credit).
- b. Any *extra* options that are taken by a student in the major *cannot* be used to replace the grade awarded to a required course. All mandatory courses in the major must be counted in the UK GPA. So it is not possible, for instance, to exclude a 6-credit Senior Project on the basis of two additional courses taken from the major options list.
- c. However, if a student has completed additional credit at Level 5, and this includes two or more courses that could be used as a major option, the higher grade should be chosen for the degree classification calculation.
- d. Transfer credit is GPA-neutral (see Ap2 7 above). If the student has completed transfer credit that could serve as a major option, but has also completed another major option at Richmond with a grade higher than C, then the Richmond course should be used (because using the Richmond grade here will raise the student's GPA).

Ap2 11 Although the norm (and minimum required number of credits) at each FHEQ level is 30 US/ 120 UK credits, some majors require students to complete more than 30 US credits/120 UK credits at an FHEQ level. This is because certain required courses are more than 3 credits – examples include the Theatre and Psychology degrees. All courses required in the major at Levels 5 and 6 must be used towards the UK GPA, even if this means more than 30 US/120 UK credits will be used in the calculation.

Ap2 12 **EXAMPLE: Where a degree programme requires students to complete more than 30 US/120 UK credits at Levels 5 and/or 6**

- a. PSY students must complete four 4-credit courses (2 at L5 and 2 at L6), and therefore the total number of upper-division credits completed by psychologists for the major exceeds that in other majors. So to complete major and core curriculum requirements, all students in Psychology will have completed a *minimum* of 32 US / 128 UK credits at Level 5 and 32 US / 128 UK credits at Level 6.
- b. This is further complicated by the fact that PSY students also have the option of taking additional 4-credit courses as options in the major at Level 6.
- c. A psychology student could therefore complete Level 6 requirements by completing either:
32 US / 128 UK credits Or 34 US / 136 UK credits
- d. Where the credits are unequal like this, they cannot be excluded from their context as a part of a course. So you would not be able to remove 1 credit from a 4-credit course (even if the course is an option within the major or taken as an elective). A D- awarded in a 4-credit course must have the full quality points awarded for those 4 US/16 UK credits.

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Ap2 13 **Credit Level Exceptions:** Students admitted to the University in the FA13-SP14 academic year are permitted some leeway on “dipping down” of credit from a higher level to satisfy a shortfall at a lower level. All credit level exceptions must be individually cleared by the MRAQCP committee of The Open University (applications are made throughout the academic year). Where a dipdown is allowed of extra credit from Level 6 to Level 5, this may mean that a Gevel 6 course is included in the degree classification calculation at Level 5.

Ap2 14 **Standalone courses:** Prior to Fall 2016 the following courses have not been scrutinised by an External Examiner and so are normally excluded from the Degree Classification Calculation.

| | |
|---------------|---|
| ENV 5100 | Environmental Ethics |
| ISL 5000 | Service Learning and Active Citizenship |
| LIT 5400 | Contemporary London Literature |
| LIT 5405 | British Fantasy Writing |
| MCL 5100/5101 | Chinese Language and Culture III/3 |
| MCL 5105/5110 | Chinese Language and Culture IV/4 |
| MCL 5205 | Chinese Philosophy and Chinese Society |
| RLG 5100 | Comparative World Religions |
| SCL 5450 | Contemporary British Culture |

Ap2 15 Where courses have been excluded, the degree classification calculation must be conducted twice – once with the courses included, and once with them excluded. This is to ensure that exclusion does not negatively affect the degree classification. If a degree classification is lower as a result of exclusion, The OU must be contacted, and the courses in question will be permitted to stand within the classification calculation. We must ensure that the student is not disadvantaged by the exclusion of a course.

Ap2 16 Moderated samples of student work from these courses offered in 2016-2017 have been sent to External Examiners in cognate subjects or to specially-appointed examiners. Therefore students who completed these courses in Fall 2016 or later will have them included in their degree classifications.

Appendix 3: Schedule of Changes from the 2016 version of this document

| Section | Nature of Change |
|---------|--|
| 1.4 | Clarification of wording regarding US degree -awarding powers. A similar change has been made to point 6.2. |
| 1.5 | Change of title: “Degree Programme Exam Board Meeting” has been changed to “Degree Programme Internal Assessment Board” to better reflect the nature of the meeting, as well as being closer to what people actually call this in day-to-day communication (“Internal Board”). This has also been changed throughout the document, wherever the formal title occurred, including in the title of subsection 4.0. |
| 1.6 | Insertion of reference to the Quality Manual |
| 2.4 | Insertion of reference to the degree classification calculations |
| 2.9 | Inclusion of general reference to confidentiality because it is also outlined in sections 4.0, 5.0, and 6.0, and I think it is of sufficient importance to be included in the general statements. |
| 3.3 | Insertion of reference to the Quality Manual |
| 3.7 | Insertion of new point for reference to the Quality Manual |
| 3.8 | Insertion of reference to the summer session(s) |
| 3.12 | Wording altered to clarify practice – either the Dean/AD OR an appointed Senior Faculty Member will provide the recommendation |
| 3.13 | Wording changed to reflect new administrative process/form. Internal Moderator’s form rather than the MRM1 form |
| 4.5 | Inserted reference to responsibility for the Internal Board to verify the pass list – formalization of existing practice. |
| 4.8.2 | Removal of reference to the Associate Dean acting as Exams Officer – this role has been replaced by Registry Services’ Exams Officer. |
| 4.8.3 | Correction – the School admin assistant acts as secretary to this board, not someone nominated by Registry Services |
| 4.8.4 | Addition of Registry Services rep (normally the Exams Officer) to the membership. |
| 4.12 | This section has been updated to reflect the fact that the majority of Richmond graduates are now FA13 admits (or later). |
| 4.12.7 | Insertion of point addressing MA students (not specifically referenced in the previous guidance) |
| 4.13 | Clarification of policy and practice regarding “borderlines” within the degree classification to GPA equivalency (See Appendix 1). |
| 5.8.1 | Removal of reference to the Associate Dean acting as Exams Officer – this role has been replaced by Registry Services’ Exams Officer. |
| 5.8.4 | Addition of OUPV rep to the membership – formalizes existing practice. |
| 5.8.5 | Addition of Registry Services rep (normally the Exams Officer) to the membership. |
| 5.8.6 | Correction – the School admin assistant acts as secretary to this board, not someone nominated by Registry Services. |
| 5.11.4 | Clarification as to the documentation required surrounding the degree classification. |
| 5.14 | Clarification – change to wording, summarizing and referring to the agenda description, in order to avoid repetition. |
| 6.7 | Insertion of reference to Fall UEB and Summer session as the UEB is held twice yearly |
| 6.8.2 | Insertion of reference to Institutional Pass Lists. |
| | Insertion of Appendix 1 for ease of reference by the Meetings and Boards. The overall final grades chart has been adjusted to better reflect the grades and their borderlines |

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| | Insertion of Appendix 2. This section formalizes existing practice for the classification calculation. It is of most practical use to Registry Services, but members of other meetings and boards may find it helpful in understanding how courses are chosen for the degree classification (when there is a choice). |
| | Insertion of Appendix 3 to describe the differences between the 2016 and the 2017 versions of this document. |