

Post Board Supplementary Student Email

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
	Initial Draft	V Harte	November 2023
	Revised Draft based on PEG comment	V Harte	16/01/2024

1. Summary and other guides this links to

This Guide provides the process through which a Programme Assessment Board would identify a student to be sent a supplementary email as part of the post Board processing. This individually tailored email would detail reassessment attempts and any other complex aspects of the student's record. The Guide includes suggested criteria against which a student record could be assessed to determine if the email is beneficial for them. Any email sent is always supplementary to the results publication information students receive through their eStudent record.

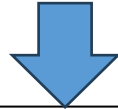
Although there are a series of PASS Process Guides in relation to [Post Programme Assessment Board Processing](#), this PASS Process Guide is a stand-alone document.

2. Step-By-Step Instructions

Summary process: A Programme Assessment Board can request that, on results publication, the relevant School Support Administrator email a student with a tailored communication to help ensure that student understands the outcome of the Board and impact on action needed. A template for the email is provided under section 3. In making its decision a Board will consider a range of factors including (but not limited to) whether the student has:

- Multiple valid extenuating circumstances across separate trimesters of study.
- Missing credit through non-module enrolment.
- Been given a Fail Repeat Year (FRP/FRPM) decision.
- At least 80 credits worth of outstanding module reassessments across separate trimesters of study (FRA/MRR/FRAM/MFRAM).
- An AP decision for a module.

1. PASS Manager circulates the above **summary process** to Convenors and those with Programme Administration responsibilities prior to the Programme Assessment Boards (Boards).



2. Following deliberation the Board can request that a student be sent an email.



3. Following the prompt of the Board the School Support Administrator supporting the Board will annotate the Programme Assessment Board paper for any student identified by the Board as requiring the email with the text “and email”. The annotation should follow the ‘any other narrative’ annotation rules defined by the [Preparing and Annotating Board papers](#) guide.



4. The supplementary email is sent to all specified students within two working days of results publication date. The template email (section 3) is used and updated with the relevant information. Each email will be marked as high importance and sent to the student’s University email account.



5. Once all the specified students have been contacted a copy of the ‘sent’ emails is uploaded to a SharePoint folder (location advised by each PASS Manager). The Programme Leader (and where applicable year tutor and cohort leads) will be contacted and sent a link to their relevant folder. Emails will be stored in line with the retention schedule (Current academic year +7).

3. Additional Information

This section provides the template email to be sent to the student. The highlighted text is to be deleted/edited as appropriate.

Email Subject Line: MATRICULATION Number – Assessment Board follow-up email

Dear Student Name,

Page 2 of 4 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.

As you will be aware from your e-student record on your MyNapier page, the Programme Assessment Board for your programme has considered your academic profile. Specific information on your results and your associated (re)assessments are detailed below. It is important that you take the following actions:

Remove, edit, and combine the below examples as necessary to suit the academic profile and results of the student.

2.3.1 Valid Extenuating Circumstances example

Module Name (MODULE CODE) – Trimester of Study – Academic Year

- As a result of a valid extenuating circumstances application, you are required to re-attempt both components of these modules in the current trimester (Tri2 2022) – which includes any Coursework and/or Examination. Details of the coursework, including submission deadlines are available on the module Moodle pages.

2.3.2 Missing credit through non-module enrolment example

Module Name (MODULE CODE) – Trimester of Study – Academic Year

- The above module was not enrolled onto your student record and as a result you do not have sufficient credits to continue your programme. Please can you contact me as a matter of urgency so that we can put a plan in place to address the shortfall in credits.

2.3.3 Award of RP for a module(s) example

Module Name (MODULE CODE) – Trimester of Study – Academic Year

- You have had a full repeat in the above module approved by the Programme Assessment Board. You will be enrolled onto the module at the next available opportunity. You will receive both an initial assessment and re-assessment attempt at the module which will supersede any marks you have previously received for this module.

2.3.4 Modules with outstanding reassessments

Module Name (MODULE CODE) – Trimester of Study – Academic Year

- You are required to re-attempt the timetabled examination component of this module in the reassessment examination diet. The reassessment examination diet is scheduled for July 2022 and the examination timetable detailing the specific dates will be published by ENTER DATE.

I understand that these may not be the results you hoped for, and it may be upsetting for you. The university is committed to supporting your academic success and your wellbeing and we would encourage you to access support. **I strongly advise that you contact your Programme Leader/ year tutor** (enter Programme Leader or year



tutor contact address or in SCEBE PDT) so that they/we/I can provide you with academic support and assist you in putting together a plan to assist your studies.

In addition the University has a range of support mechanisms offered through University Wellbeing and Inclusion Team, including [Counselling and Mental Wellbeing](#) and [Disability Inclusion](#). More information on Student Wellbeing and Inclusion Services can be found through [this link](#). This also includes information about out of hours support if required You can also access information and advice through [ENSA](#).

Kind regards,

Programme Leader & where applicable Year Tutor

PROCESS NOTE ENDS
