

Staff Forms Guide

F3: Module Mark or Grade Amendment

When to use this form

- Use this form if you need to amend a student's mark/grade, and the Examination Committee for the module has already been held.
- This form should not be used to record Examination Committee moderations. Any committee moderations should be entered in the moderated column(s) on the marksheet, and signed by the Exam Committee Chair. Further information on Exam Committee moderations can be found in the Exam Committee Guide which can be found [here](#).
- This form can only be used to record changes on modules for **non-ump** students

How to complete the form

- Log into Moodle. Click on 'Forms', and then select 'Forms List'.
 - *You can also search for the forms on the Brookes website by searching 'staff forms', selecting 'Forms for Staff', and then 'Forms for students on courses outside the Undergraduate Modular Programme'.*

The screenshot shows the Moodle dashboard interface. At the top left is the Oxford Brookes University logo and the language setting 'English (en)'. The main content area is titled 'Dashboard' and features a 'NAVIGATION' sidebar on the left. In this sidebar, the 'Forms' menu item is expanded, and 'Forms list' is highlighted with a mouse cursor. The main content area displays a 'COURSE OVERVIEW (ENHANCED)' for 'Equality and diversity essentials'. On the right side, there are several utility boxes: 'ACADEMIC ADVISERS' with a 'My Academic Adviser' link, 'COURSE SEARCH' with a search input field and a 'Go' button, and 'MOODLE SUPPORT' with links for 'STUDENTS' (Moodle Help, OBIS IT Service Desk, Virtual Gateway for Students) and 'STAFF' (Moodle Help, DMELDs, Virtual Gateway for Staff).

- Select 'F3: Module Mark of Grade Amendment' form.

- The first section requires the module and students details; module number, student number and student name.

FORM F3: MODULE MARK OR GRADE AMENDMENT

Do not use an F3 to record Exam Committee moderations.
Marks/grades should be entered in the moderated column(s)
of the marksheet and signed by the Exam Committee Chair.

MODULE AND STUDENT INFORMATION

Module Code*

Student Number*
Student Surname*
Student Forename(s)*

- In 'Module Mark and Grade Information', state the academic year and the semester that the module mark is currently recorded for. This can be found on the students programme in PIP.

MODULE MARK AND GRADE INFORMATION

Academic Session in which mark is currently recorded:

Academic Year (eg 2014-15)*

Academic Session (eg Semester 1)*

- Next state the mark and grade that was awarded for the module at the Exam Committee.
- If known, please also provide the name of the Chair of the Exam Committee that confirmed the original mark.

Previously reported:

Previous Mark

48

Previous Grade

Fail

Name of Exam Committee Chair

Mr. Exam Chair

- In the 'Amendment' section give the new mark and grade for the module.
- If you are unsure about what grade to give on the form you can refer to the [Grading Schemes regulations](#), or contact the CSA team.

Amendment:

Amended Mark

58

Amended Grade

Pass

- Please also provide the reasons for the amendment, and try to include as much detail as possible. This gives a better understanding as to why the form has been submitted, and prevents delays in processing it.
- If the amendment changes the student's status, such as progression, or the student's award, please also provide information about this in the next field.

The reason for this amendment*

Mark upload error.

If this amendment affects the student status, please give recommendation

- Once you have completed the form, make sure that the details are correct and then click submit.
- It is important that the form is submitted correctly, if the student number/name don't match or the previously reported mark/grade is incorrect, the form will be rejected and a new one will need to be submitted.

For assistance with completing this form e-mail csa@brookes.ac.uk or telephone 01865 483451.

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Submit Cancel

There are required fields in this form marked *.

What happens next?

- Once the form has been submitted it will first be sent to the CSA team to be checked.
- The form will then be sent to the Chair of the Exam Committee for approval.
 - *If the person who has submitted the form is the Chair, it will not be re-directed. CSA will take submission of the form as authorisation.*

- After the form has been approved it will be processed by the CSA team, and the requested amendments made.
- You will then receive an email once the form has been processed, or if it has been rejected. If the form is rejected, the email will detail the reasons why.
- If the F3 form has been submitted as a result of late mitigating circumstances we will also contact the student to advise them that the amendment has been made.

Examples

Resolving a disciplinary grade

A student was given a disciplinary grade (DD), but it couldn't be resolved at the Exam Committee as further investigation was required. The investigation has now concluded, and the DD grade can now be resolved.

- In the Previous Mark and Previous Grade section, input the student's current mark, and input the grade as DD.
- In the Amended Mark and Amended Grade section, input the new mark and grade. The new mark and grade can be different from the previous mark and grade.

<p>Previous Mark</p> <p>50</p> <p>Previous Grade</p> <p>DD</p>	<p>Amended Mark</p> <p>50</p> <p>Amended Grade</p> <p>Pass</p>
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Amending a resit grade

A student was awarded an examination resit due to a paper error. The student has declined the resit offer, and wants to take their original mark. The grade can now be resolved.

- In the Previous Mark and Previous Grade section, input the student's current mark and the grade that was awarded at the Exam Committee.
- In the Amended Mark and Amended Grade section, input the student's current mark, and their new grade.

<p>Previous Mark</p> <p>64</p> <p>Previous Grade</p> <p>DE</p>	<p>Amended Mark</p> <p>64</p> <p>Amended Grade</p> <p>Merit</p>
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Awarding a mitigating circumstance grade

A student has failed a module. But they have submitted late mitigating circumstances that have been accepted after the Exam Committee. As a result of this, the student has been awarded a disregard for the module.

- In the Previous Mark and Previous Grade section, input the student's current mark and grade.
- In the Amended Mark and Amended Grade section, input the student's current mark, and the new grade that has been awarded through mitigation.
- There are 4 different mitigating circumstances grades that can be awarded:
 - DR – Disregard – The module attempt is ignored, and the student is allowed to retake the module for free.
 - DC – Resit Coursework – The student is allowed to resit the coursework element of their module (within normal resit deadlines), and the mark will not be capped.
 - DE – Resit Exam – The student is allowed to resit the examination element of their module (within normal resit deadlines), and the mark will not be capped.
 - DB – Resit Both – The student is allowed to resit both the exam and coursework elements of the module (within normal resit deadlines). The mark will not be capped.

<p>Previous Mark</p> <input type="text" value="20"/>	<p>Amended Mark</p> <input type="text" value="20"/>
<p>Previous Grade</p> <input type="text" value="F"/>	<p>Amended Grade</p> <input type="text" value="DR"/>

If you have any queries regarding completing this form please contact the CSA team. Email csa@brookes.ac.uk or telephone 01865 483451.