


Application to retain Honours (or Merit/Distinction) award classification on exceptional grounds		
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Honours (or Merit/Distinction) award classification is normally granted when candidates meet the requirements for award classification in one single sitting (see 3AS06 section 9). This includes passing all modules and achieving the required GPA for the award classification in the first sitting. Thus, candidates may not repeat modules to increase their GPA in order to achieve an Honours award classification.

However, when not all normal circumstances for gaining an Honours (or Merit/Distinction) classification have been met (i.e. one module up to 10 credits was failed at first sitting), candidates may apply to the examination board for recommendation on an exceptional basis that an award of Honours (or Merit/Distinction) classification is retained. The examination board will only consider such an application if specific conditions have been met at the time when modules were taken at the first sitting.

This form is to be used by a learner when applying to an examination board for consideration to retain Honours (or Merit/Distinction) award classification on an exceptional basis.

The conditions under which a candidate may apply to the exam board

This application may be made where a learner meets all of the following criteria:

- Obtained the required GPA for Honours (or Merit/Distinction) classification in the first sitting of all modules (see 3AS06). **AND**
- Obtained an F grade in no more than one module, up to a maximum of 10 credits, in the first sitting of an award year. **AND**
- Obtained a grade D or higher when the failed module was repeated at the next available opportunity (usually the following autumn sitting).

Procedure

It is the responsibility of the student to apply. Applications must be submitted by the student to the examinations office at least 2 days before the relevant examination board meeting where the repeat sitting for outstanding credits is considered i.e. in advance of the learner knowing the results of the repeat assessment. Examination board meeting dates are published on academic calendars or can be determined from school administrators or the examinations office. The highest award classification that can be obtained is that achieved originally with a GPA from the first sitting of modules, not the GPA that includes the outstanding module.

As the outstanding module must be passed at the next available opportunity, the majority of these applications will be considered by an examination board in the autumn examination board meetings (repeat assessment after summer examinations), although in a minority of cases where first sitting of programmes does not co-incide with the traditional academic year, they could be considered at any examination board meeting.

Late applications will not be accepted, and retrospective applications cannot be considered. This application must be present in the examination board meeting to be considered.

Student application (to be completed in full by the student)

Student Name			
Student ID Number	B	Telephone Number	
Course Code		Current year of course	
Course Title			

Number of modules in your award year (normally but not always 12)	
Number of credits in your award year (normally but not always 60)	
Number of credits passed in first sitting (from your previous examination transcripts)	
GPA of modules passed in first sitting (from your previous examination transcripts; must be 2.5 or higher with missing module)	
Date of receiving F grade affecting award classification	
Failed module: module code	
Failed module: module title	
Failed module lecturer name	
Failed module: number of credits (must be 10 or less)	
Date of repeating the failed module to obtain remaining credits (must be next available opportunity after initial fail)	

Reason for making application (provide exceptional circumstances relevant to your application)

I apply for consideration to retain award classification above pass on an exceptional basis

Signature: _____ Date: _____

Student (mandatory to sign)

The student is advised to discuss this application in advance of the examination board meeting with a staff member that will be present at the examination board meeting. This would include a lecturer, course co-ordinator or head of Department

Staff member signature: _____ Date: _____

Staff (optional to sign)

This signed application must be forwarded by the student to the Examinations Office and received **two days before the scheduled examination board meeting** where the award classification will be considered.

(Exam board use only)

Examination board decision	Date