

Faculty of Economic and Management Sciences

A4 Arrangements for undergraduate first semester modules rescinding all previous academic criteria for access to A4*

21 July 2021

1. Access to assessments

- 1.1. The A4 assessment opportunity is only available for first semester modules (e.g. Economics 114). Year modules are excluded (e.g. Financial Accounting 188).
- 1.2. In all the first semester EMS modules for which a student missed a scheduled **A2 and/or A3**, students will have access to an in-person/invigilated online/online A4 assessment in August/September, **unless**:
 - 1.2.1 The student already wrote all main assessments up to and including A3.
 - 1.2.2 The student passed the module (A4 cannot be used for mark improvement).
 - 1.2.3 The student did not meet a specific sub-minimum (e.g. compulsory FAS e.g. essay/group work or participation/performance percentages) that cannot be “made-up” in an A4 (written assessment).
- 1.3 The format of the assessment will be communicated on the module’s SUNLearn page. The majority of A4 opportunities will take place in invigilated face-to-face format.
- 1.4 No documentation is needed for access to A4 (e.g., sick notes; COVID-19 diagnoses)

2. Scheduling

- 2.1. A4 scheduling will be communicated by the Registrar’s office.
- 2.2. The timetable will be arranged by the Timetable Office, while the venues and invigilation will be arranged by the Examination Office.

3. Preparations for A4 period

- 3.1. The default format is invigilated and written corresponding with the original format for the module for A2/A3. However, an online format may be used (subject to sufficient CUA capacity). See the A4 assessment timetable.
- 3.2. No consultation with lecturers will be possible prior to A4.

4. Final marks and subsequent effects

- 4.1. A4 will cover the work prescribed by the lecturer.
- 4.2. Consult the module’s SUNLearn page for further information about the A4 assessment.

*This document was compiled by the Assessment task team and approved by the Dean and rescinds all previous academic criteria for access to A4.

- 4.3. The calculation of final marks after A4 will be done as follows:
The FM will be calculated according to the module's formula in which A4 takes the same weight as A3.

FM after A4 = $(w1/wsum) \times A1 + (wFAS/wsum) \times FAS + (w2/wsum) \times A2 + (w3/wsum) \times A3 + (w4/wsum) \times A4$, where

$w4 = w3$ (where $w3$ is as per the original module framework)

$wsum$ = weights of assessments completed by the student, unless this is less than 100, in which case $wsum = 100$

- a. (i) For students who have completed only one main assessments (and who need to write A4 in order to have completed two main assessments to obtain a valid FM after A4); or
(ii) For students in *high credit modules* who have missed both A2 and A3 (and who need/want to write A4 in order to have completed main assessments so that weights add up to 100).

The FM after A4 is the calculated FM. The mark after A4 cannot be lower than the mark before A4.

- b. (i) For students who completed two main assessments after A3 (with a FM of less than 50 after applying the module's formula); or
(ii) For students in *high credit modules* who completed three main assessments after A3 (with a FM of less than 50 after applying the module's formula):

The FM after A4 cannot be more than 50.

5. Other matters

- 5.1. A4's will be internally moderated only. For modules that do require it (e.g. statutory bodies) external moderation will also take place.
- 5.2. Students may provisionally register for second semester 2021 modules, irrespective of prerequisites that depend on the A4 results. Once the results have become available, the Student Information Systems (SIS) division will deregister students who do not meet prerequisites.
- 5.3. If a student misses the A4 opportunity (e.g. due to health or personal circumstances), the mark before A4 will be loaded as the final mark. No further assessment opportunities will be scheduled, and no correspondence will be entered into.
- 5.4. **Students cannot pass on one main assessment only. Two main assessments are required to obtain a valid final mark for semester modules.**

6. Possible scenario summary

Scenario	A1	A2	A3	FM after A3	Access to A4	FM after A4	Explanation
1	Yes	Yes	Yes	Less than 50	No	N/A	Completed three main assessment opportunities after A3 and did not pass.
2	Yes	Yes	Yes	50+	No	N/A	Completed three main assessment opportunities after A3 and passed.
3	No	Yes	Yes	Less than 50	No	N/A	Student wrote A2 and A3 (2 main assessments).
4	No	Yes	Yes	50+	No	N/A	Completed two main assessments and passed the module after A3.
5	No	No	Yes		Yes	calculated FM	Two main assessments required to obtain a valid final mark.
6	No	No	Yes		Yes	calculated FM	Two main assessments required to obtain a valid final mark.
7	No	Yes	No		Yes	calculated FM	Two main assessments required to obtain a valid final mark.
8	No	Yes	No		Yes	calculated FM	Two main assessments required to obtain a valid final mark.
9	Yes	No	Yes	Less than 50	Yes	max 50 after A4	Student missed A2.
10	Yes	No	Yes	50+	No	N/A	Completed two main assessments and passed the module after A3.
11	Yes	No	No		Yes	calculated FM	Two main assessments required to obtain a valid final mark.
12	Yes	Yes	No	Less than 50	Yes	max 50 after A4	Student missed A3.
13	Yes	Yes	No	50+	No	N/A	Completed two main assessments and passed the module after A2
14	No	No	No		No	N/A	Insufficient number of assessments completed to obtain a pass mark.