

**RESULTS AND RE-SIT/RE-TAKE INFORMATION OPTIONS 202324**

**FINAL YEAR UNDERGRADUATES (NON-CLINICAL)**

The results portal on the [Student Intranet](https://student.liverpool.ac.uk/) will show which modules you have passed and failed (if any) and which modules and assessments are flagged as having been affected by individual extenuating circumstances. Note that you may have failed or been absent for an assessment but still passed the module overall. Please check the information in the results portal on the Student Intranet very carefully so you are clear what options are available to you. Following the release of your results, you may have options for re-taking assessments, even where you have passed modules and been awarded a classified honours degree.Your retake options will depend on your individual results.

The following guidance is designed to lay out the options open to you depending on your final results. Simply locate the relevant section and check the re-sit requirements or retake options available.

# Definitions

**Re-sit** – is applicable where an assessment or module has been failed and a student must take an assessment(s) again for progression or classification purposes.

**Re-take** – is applicable where a student has passed assessments/modules with accepted extenuating circumstances and chooses to retake all affected assessments/modules to improve their original mark. Students do not need to re-take for progression or classification purposes.

# Advice

If you need further advice or are unsure of your options, please do not hesitate to contact your School Student Support Centre / Student Experience Office. Contact details for each School are available in the Appendix to this document.

You are also strongly encouraged to seek academic advice to determine which of your options is best for you (where different options are available). In many cases your academic advisor will be available to meet with you online and you should contact them directly for an appointment. Where your academic advisor is not available, please contact your School Student Support Centre to know where to seek academic advice.

**Final Year Undergraduate** (due to graduate in July 2024)

1. **You passed all modules, and you did not have individual extenuating circumstances and a classified honours degree has been awarded.**

No further action is required.

1. **You passed all modules, and you did have individual extenuating circumstances and a classified honours degree has been awarded.**

The Board of Examiners will have considered the impact of your extenuating circumstances in determining your final award. You have the option to:

*Either*

Accept the award, in which case no further action is required.

*Or*

Re-take any affected assessments in August 2024. Your re-take module marks will be uncapped. \*

*\*Note that wherever an assessment is a re-take, the mark achieved in the re-take always supersedes the original mark, even when the original mark is higher. You are strongly advised to seek academic advice before making this decision.*

If you wish to re-take passed assessments in August 2024, you must complete and submit the Final Year Re-sit Form 10 days after receiving your results (for results released on 1st July 2024 the deadline is 4pm on Friday 12 July 2024). To access the online form please contact your school/ department. **Failure to submit this form by the deadline will prevent you from re-sitting your assessments. Note that re-sitting assessments in August will mean you will be unable to graduate in July 2024.**

1. **You have one or more failed modules; you did not have individual extenuating circumstances and a classified honours degree has been awarded.**

No further action is required.

1. **You have one or more failed modules; you did not have individual extenuating circumstances and a classified honours degree has not been awarded.**

You have not met the criteria to be awarded a classified honours degree. You have the option to either accept the exit award offered by the Board of Examiners or re-sit the failed modules in the next academic session. Your module marks will be capped. If you choose to re-sit the failed modules in the 202425 academic session, you will incur fees and you should contact [feesenq@liverpool.ac.uk](mailto:feesenq@liverpool.ac.uk) for further information.

If you wish to re-take passed assessments next session, you must complete and submit the Final Year Re-sit Form 10 days after receiving your results (for results released on 1st July 2024 the deadline is 4pm on Friday 12 July 2024). To access the online form please contact your school/ department. **Failure to submit this form by the deadline will prevent you from re-sitting your assessments. Note that re-sitting assessments will mean you will be unable to graduate in July 2024.**

1. **You have one or more failed modules, you did have individual extenuating circumstances, but a classified honours degree has not been awarded.**

You have not met the criteria to be awarded a classified honours degree. You have the option to either accept the exit award offered or re-sit the failed modules as a 1st sitting in August 2024 or as a 1st sitting in Session 202425. Your module marks will usually be uncapped.

If you wish to re-take passed assessments in August 2024, you must complete and submit the Final Year Re-sit Form 10 days after receiving your results (for results released on 1st July 2024 the deadline is 4pm on Friday 12 July 2024). To access the online form please contact your school/ department. **Failure to submit this form by the deadline will prevent you from re-sitting your assessments. Note that re-sitting assessments in August will mean you will be unable to graduate in July 2024.**   
  
If you choose to re-sit the failed modules in 202425 academic session, you will incur fees and you should contact [feesenq@liverpool.ac.uk](mailto:feesenq@liverpool.ac.uk) for further information.

1. **You have prima facie met the criteria for a classified honours degree but have failed mandatory modules or failed to meet the overall learning outcomes of your degree programme and have extenuating circumstances for the modules concerned.**

You have the option to either accept the exit award offered by the Board of Examiners or re-sit the failed modules in August 2024 or re-sit the failed modules in 202425. The module marks will be uncapped.

If you wish to re-sit failed assessments next session, you must complete and submit the Final Year Re-sit Form 10 days after receiving your results (for results released on 1st July 2024 the deadline is 4pm on Friday 12 July 2024). To access the online form please contact your school/ department. **Failure to submit this form by the deadline will prevent you from re-sitting your assessments. Note that re-sitting assessments will mean you will be unable to graduate in July 2024.**

If you choose to re-sit the failed modules in 202425 academic session, you will incur fees and you should contact [feesenq@liverpool.ac.uk](mailto:feesenq@liverpool.ac.uk) for further information.

1. **You have prima facie met the criteria for a classified honours degree but have failed mandatory modules or failed to meet the overall learning outcomes of your degree programme and do not have extenuating circumstances for the modules concerned.**

You have the option to either accept the exit award offered by the Board of Examiners or re-sit the failed modules in the next academic session. Your module marks will be capped.

If you wish to re-sit failed assessments next session, you must complete and submit the Final Year Re-sit Form 10 days after receiving your results (for results released on 1st July 2024 the deadline is 4pm on Friday 12 July 2024). To access the online form please contact your school/ department. **Failure to submit this form by the deadline will prevent you from re-sitting your assessments. Note that re-sitting assessments will mean you will be unable to graduate in July 2024.**

If you choose to re-sit the failed modules in 202425 academic session, you will incur fees and you should contact [feesenq@liverpool.ac.uk](mailto:feesenq@liverpool.ac.uk) for further information.

# General Information

1. The re-sit period will take place from Monday, 5 August 2024 until Friday, 23 August 2024 (excluding weekends). A re-sit timetable confirming the specific dates and times for re-sit examinations in the period, will be published on Tuesday 16 July 2024, on [the Re-sits and Re-takes web pages](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/).   
     
   The final resit timetable, including locations, will be available to view via the [Exam Timetable Portal](https://student.liverpool.ac.uk/examtimetable/select) from Thursday 25 July 2024.  
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   Re-sit and re-take assessment information will be made available in Canvas. Details of coursework submission deadlines will be circulated by your School in due course.
2. The term dates for the 202425 academic session are [available here.](https://www.liverpool.ac.uk/term-dates/#twenty)
3. Module marks affected by individual extenuating circumstances will be treated as a first attempt (uncapped).
4. Module marks may be compensatory provided you have failed no more than 30 credits between 35 per cent 39 percent.
5. To help support you with your re-sit or re-take assessments, you can access tips on effective revision and online exam preparation via [KnowHow.](https://libguides.liverpool.ac.uk/KnowHow)
6. If you are feeling particularly stressed or anxious about the re-assessment period, you can access support from [Student Services.](http://www.liverpool.ac.uk/studentsupport) Support is also available from your School Learning and Teaching Support Officers (where applicable), your academic advisor and your module tutors.
7. You have the right of appeal against a decision made by a Board of Examiners via the Assessment Appeals Procedures (see in the Appendix). Please be aware that you may only appeal on grounds as cited in the policy. You may only appeal your final classification so must wait until you have received all missing marks to decide whether to appeal.
8. If you choose to re-sit the failed modules in the 202425 academic session, you will incur fees and you should contact [feesenq@liv.ac.uk](mailto:feesenq@liv.ac.uk) for further information.
9. Please [click here](https://www.liverpool.ac.uk/student-administration/examinations-assessments-and-results/ug-and-pgt/re-sitsandre-takes/)for more information about results, re-sits and re-takes.
10. The Guild Advice Centre can provide advice about the Assessment Appeals Procedure can be contacted on [guildadvice@liverpool.ac.uk](mailto:guildadvice@liverpool.ac.uk).

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## APPENDIX School Student Support Centre Contact Details

*Faculty of Humanities and Social Sciences*

School of the Arts: sscarts@liverpool.ac.uk

School of Histories, Languages and Cultures: hlcasses@liverpool.ac.uk

School of Law and Social Justice: slsjexams@liverpool.ac.uk

Management School: ulmsugenq@liverpool.ac.uk (undergraduates)

*Faculty of Science and Engineering*

School of Engineering: ugsupeng@liverpool.ac.uk

Electrical Engineering: Studyenq@liverpool.ac.uk

Computer Science: csstudy@liverpool.ac.uk

School of Environmental Sciences: [envsci@liverpool.ac.uk](mailto:envsci@liverpool.ac.uk)

Chemistry: chemso@liverpool.ac.uk

Mathematical Sciences: mathstudentsupport@liverpool.ac.uk

Physics: PSS13@liverpool.ac.uk

*Faculty of Health and Life Sciences*

School of Life Sciences: [SLS-Assessment@liverpool.ac.uk](mailto:SLS-Assessment@liverpool.ac.uk)

School of Psychology: [psycugo@liverpool.ac.uk](mailto:psycugo@liverpool.ac.uk)

## Further information on University assessment policies

Extenuating Circumstances Policy

[https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-onassessment/appendix\_M\_cop\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_cop_assess.pdf)

Extenuating Circumstances Policy Guidelines for Students and Staff [https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-onassessment/appendix\_M\_Annex1\_cop\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf)

Guide on the Progress of Students on Taught Programmes of Study[https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-onassessment/appendix\_E\_cop\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_E_cop_assess.pdf)

Assessment Appeals Procedure

[https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-onassessment/appendix\_F\_cop\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf)

Procedures for Protecting the Interests of Students in the Event of Major Disruption [https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-onassessment/appendix\_D\_annex2\_cop\_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_D_annex2_cop_assess.pdf)