**COURSE ASSESSMENT BOARD (CAB) STANDARD MODELS**

**Outline**

In response to Data Futures and the need to ensure a clear set of guidelines for the structuring of CABs, this document highlights the main guiding principles to be aware of when validating new or revalidating existing provision.

All CABs for all courses under taught provision should be held in a timely manner to ensure that the ratifying of marks happens speedily. The models have been provided below and inform when the University requires main and resit CABs to be held, they apply to both full time and part time courses.

**Important to Note**

1. You will need to know, indicatively, how long each module’s delivery is – term 1, term 2, term 3 or yearlong and should record this within the validation material for your course.
2. You will need to map the final piece of assessment for the course and the indicative week within which the work is due to be submitted. [The Academic Administration Timetable (AAT)](https://www.hud.ac.uk/registry/academicadministrationtimetable/) highlights these dates and details when exams should be scheduled. This will mean all options routes will need to be mapped to ensure whatever options the student takes, we aware of their final submission date to help ensure that the ratification of results through the CAB is timely.
3. You should ensure that all courses have a main and resit opportunity using the timings detailed in the models below.
4. For 23/24 the university have introduced a new CAB window for **students who are eligible to be awarded** (not progressed) at a mid-point within the academic year. This means that students who have had deferrals / deferred resits / repeat term 1 modules granted from their final year and have been able to complete all the outstanding work by the new mid-point window (usually 6 months after the resit CAB) can be awarded in-year. This has been introduced to lessen the waiting time for later completing students who normally, in accordance with the regulations have to wait to the next main CAB to be awarded. This can often be a full academic year. Chair’s Actions and Extraordinary CABs should not be used to process these students – if eligible to be awarded by the mid-point CAB, they should be considered at these set boards, instead. Students who are not eligible to be considered at the mid-point award CAB will have to wait until the main CAB. This could be as they have a full second attempt at a Term 2 module, for example, so wouldn’t complete the work in time to be considered at this board. These CABs should be administered as all usual awarding CABs are, which includes having the presence of an External Examiner. If a student is unable to achieve their award in the usual timeframe, their expectations should be clearly managed accordingly so they are aware of when they are likely to receive their award and final results.

**Exceptions to the Models**

1. It is expected that the models above are used as standard to inform the occurrences of module (PGT only), main and resit CABs depending on the **mode of delivery and/or start date**. If for any reason you wish to deviate from these, then you should contact the Data Returns Manager and/or the Project Manager to discuss and seek confirmation of the exception. If agreed to, note and documentation of the exception and what the proposed structure is should be included as part of the documentation for the validation event (including at SAVP level).
2. If your course includes any modules that do not follow the standard UGT FT/PT structure, for example, placement modules that have to go to a later board as their first board (this would mean they essentially go to a re-sit board for first consideration) then these must be clearly highlighted in your PSD and reference made to it at the validation event with appropriate justification as to why. The justification must be for legitimate course delivery reasons above not as a result of preferences. It must also state where the resit attempt of this placement module would be considered and how progression may be affected as a result.
3. If your course is governed by a PSRB for which a non-standard model is to be adopted then these requirements must be clearly laid down with the proposed structure and detailed clearly in the PSD.
4. \*If your course includes a Sandwich year then for the purposes of that year only, the marks for the placement will normally go to a Main CAB after the opportunity for a 46 week placement has been concluded. The indicative month for when the CAB for sandwich credit will be ratified should be included in the PSD.
5. If your course is deemed to be a ‘Short Course’ meaning that the timings of the CABs are reliant on the delivery of the course then this should be clearly documented. The requirement on such courses is that they should hold the main CAB no more than 4 weeks after the final piece of assessment has been concluded. The final piece of assessment and its proposed indicative submission week should be included in the assessment strategy of the PSD and the date of the Main CAB be informed by this.
6. If your course duration is required to be longer than the standard duration at either PGT or UGT level then you should use the principles of the CAB models above as an approach to determine when your CABs should take place. You should also get written agreement from the Data Returns Manager and/or the Project Manager regarding your proposed model for the purposes of the validation event.
7. If your course type **is not** included in the models below, if appropriate, please choose a model which bests fits its structure.
8. **UGT courses (including SW\* and Distance Learning)**

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| **Model** | **Mode of Study** | **Course Start Month** | **Length before Main CAB Progression and Award** | **Month for Main CAB Progression and Award** | **Month for Resit CAB Progression and Award** | **Expected Month for Mid-Point Award ONLY CAB Window \*NEW** |
| **A** | UGT FT | September | 9 months | June | July | January |
| **B** | UGT FT | January | 9 months | October | November | May |

1. **PGT courses (including Distance Learning)**
2. **Courses with block-based modules**

From 23/24 the university will offer the opportunity for in-year Course Assessment Boards (CABs) to be used for PGT students to process **block-based modules**. The structure does **not** replicate the UGT CAB structure, where refer CABs follow on from main CABs 4/5 weeks later. This new PGT structure allows for mid-year CABs but without doubling or tripling the frequency of CABs; students will still receive the same opportunity for resits. Schools do not have to use all the CABs if they are not required, but they are there to accommodate the majority of PGT needs. The structure has been created to allow for students to be referred in year so they are able to repeat modules at an earlier opportunity without having to wait almost a full year before the module is next offered.

While the CAB structure may have changed, PGT students should get the **same amount of time** to complete their refer/defer work as UG students – around 3 weeks from the release of results. These results will then be ratified at the next CAB.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Award CAB** | **Month for Block 1 Based Modules ONLY CAB**  Any refer/defer resulting from this CAB can go to the mid-year CAB. | **Month for Block 2 Based Modules ONLY CAB**  Any refer/defer resulting from this CAB can go to the final Block 3 CAB. | **Month for Award/ Block 3 Based Modules CAB**  Any refer/defer work is to go to the Resit Block 3 CAB | **Resit CAB for Block 3 Based Modules CAB ONLY**  To be used only for refer/defer block 3 work. |
| **C** | PGT FT | September | 13 months | February | June | October | November |
| **D** | PGT PT | September | 26 months | February | June | October | November |
| **E** | PGT FT | January | 13 months | June | October | February | March |
| **F** | PGT PT | January | 26 months | June | October | February | March |

**What each main PGT CAB may consider:**

**October CAB**

* Awarding CAB for previous year September starts
* Refer CAB for students with refers/defers from the June CAB
* In-year CAB for January start Block 3 modules

**February CAB**

* Awarding CAB for previous year January Starts
* Refer CAB for students with refers/defers from the October CAB
* In-year CAB for September start Block 1 modules

**June CAB**

* In year CAB for September start Block 2 modules
* In year CAB for January start Block 2 modules
* Refer CAB for students with refers/defers from the February CAB

1. **Courses with continuous modules**

If your PGT course is not structured with block-based modules, then it should follow a structure below.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Main Award CAB** | **Month for Main Award CAB** | **Month for Resit Award CAB** | **Expected Month for Mid-Point Award ONLY CAB Window \*NEW** |
| **C** | PGT FT | September | 13 months | October | November | May |
| **D** | PGT PT | September | 26 months | October | November | May |
| **E** | PGT FT | January | 13 months | February | March | September |
| **F** | PGT PT | January | 26 months | February | March | September |

1. **PGT courses with 6 month placement (including Distance Learning).** Please use model 2b) but adapt with placement window if structure 2a is more applicable due to block-based modules.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Main CAB Progression** | **Month for First CAB** | **Month for Resit CAB** | **Month for Placement Submission** | **Month for Award CAB with Placement ONLY** | **Expected Month for Mid-Point Award ONLY CAB Window \*NEW** |
| **G** | PGT FT with 6 month placement | January | 13 months | February   * Progress to placement * Refers / defers   (can also award MSc without placement at this point). | March | September | October | May |
| **H** | PGT FT with 6 month placement | September | 13 months | October   * Progress to placement * Refers / defers   (can also award MSc without placement at this point). | November | April | May | December |

1. **PGT courses starting in May**

This model is to be used for any validated courses which have been approved to start in May.

1. **Courses with block-based modules**

Please refer to 2A for more information on block-based CABs.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Award CAB** | **Month for Block 1 Based Modules ONLY CAB**  Any refer/defer resulting from this CAB can go to the mid-year CAB. | **Month for Block 2 Based Modules ONLY CAB**  Any refer/defer resulting from this CAB can go to the final Block 3 CAB. | **Month for Award/ Block 3 Based Modules CAB**  Any refer/defer work is to go to the Resit Block 3 CAB | **Resit CAB for Block 3 Based Modules CAB ONLY**  To be used only for refer/defer block 3 work. |
| **I** | PGT FT | May | 13 months | October | February | June | July |
| **J** | PGT PT | May | 26 months | October | February | June | July |

1. **Courses with continuous modules**

As per 2B, if your PGT course is not structured with block-based modules, then it should follow a structure below.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Main Award CAB** | **Month for Main Award CAB** | **Month for Resit Award CAB** | **Expected Month for Mid-Point Award ONLY CAB Window \*NEW** |
| **K** | PGT FT | May | 13 months | June | July | September |
| **L** | PGT PT | May | 26 months | June | July | September |

1. **PGT courses with 6 month placement (including Distance Learning).** Please use model 4b) but adapt with placement window if structure 4a) is more applicable due to block-based modules.

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| **Model** | **Mode of Study (Including DL)** | **Course Start Month** | **Length before Main CAB Progression** | **Month for First CAB** | **Month for Resit CAB** | **Month for Placement Submission** | **Month for Award CAB with Placement ONLY** | **Expected Month for Mid-Point Award ONLY CAB Window \*NEW** |
| **M** | PGT FT with 6 month placement | May | 13 months | June   * Progress to placement * Refers / defers   (can also award MSc without placement at this point). | July | January | February | September |