# IX TRACKING & COMPLETION - STAFF GUIDANCE INFOGRAPHIC

An infographic to support the tracking and management of IX grades awarded by the Extenuating Circumstances Approvals Committee (ECAC) or equivalent Sub-Committee.

Post Award of IX Grade(s)Actions:

- Implementation of IX grade on student record.
- Once the IX is implemented, the student appears on the following reports:

**Outstanding Exceptional Grades** 

My Students with Outstanding Exceptional Grades School **Exception Report - Unremediated IX Grades** 

Student and Module Coordinator informed of meeting outcome via automated email from Extenuating Circumstances System.

2 Trimesters to remediate per Academic Regulation 4.26

Extenuating Circumstances Approvals Committee (ECAC) or equivalent Sub-Committee

### Supporting documents/Links:

- IX Grade Entry Guide
- Guide to Module Coordinator Grading Reports
- Guide to School Grading Summary Reports





- **Module Coordinators guidance:** 
  - Student is required to contact the module coordinator to discuss remediation options.
  - Module coordinator takes into consideration the student's extenuating circumstances and agrees an appropriate deadline via direct email. Please note circumstances may be ongoing and student may require the full 2-trimesters to remediate.
  - Associate Dean and Chair of STAC can approve applications and IX extensions on behalf of the Board where urgent, immediate action is required.
  - Module coordinator submits Exceptional Change of Grade form once IX is remediated



#### **Responsibilities of College Governing Board:**

- Reviews out of date IX grades using the Outstanding Exceptional Grades Report as part of sub committee preparation.
- Approves IX grade extensions/revert to original grades.
- Liaises with Assessment/UCD Registry for quidance on reverting grades.
- Informs students and module coordinators of outcomes as appropriate.

**College Governing Board Guidance** 



#### Supporting documents/links:

- Academic Regulations 2025/26
- **Exceptional Grade Change User Guide**
- Further Grading Support Videos and Guides

## Supporting documents/links:

- USM- Tool to Help you get Jobs Done
- College of Science Extenuating Circumstances webpage