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Exams FAQs

Additional Considerations & Late Submissions

How do I get an extension or defer an in-person assessment?

Students can apply for Additional Considerations up to 10 working days before or after their deadline. Evidence should be supplied wherever possible, but must be supplied for ongoing or long term (over 7 days) circumstances. Please see the Student Information site for the form:

<https://students.leedsconservatoire.ac.uk/assessment/additional-consideration/>

What happens if I submit online work late?

If you submit your work up to 24 hours after the deadline you will receive a 10% cap on your mark. If you submit after this, but no later than 7 calendar days late, your mark will be capped at 40%. You will not be able to submit any work after 7 days, non-submissions will receive a mark of 0. You can apply for additional considerations to have the late penalty waived, but this must be submitted no later than 10 working days after the deadline.

What happens if I feel unwell on the day of my exam?

If you feel unwell on the day of your exam, please contact the Exams Team as soon as possible and we will inform your assessors. For group assessments, please also contact your group to let them know that you will be unable to make it. You should also apply for Additional Considerations so that your exam can be deferred.

I don't have evidence for my Additional Considerations, what can I do?

You can request to self-certify for up to 7 calendar days for mental and physical health reasons as long as:

- 1) You are not applying on same grounds as those in relation to any Adjustment Plan in place. (e.g. flare up/exacerbation of medical condition or mental health condition)
- 2) You have not already have been given an extension through additional considerations for the same circumstances
- 3) You have not self-certified more the 2 times this semester or the maximum of 3 times this academic year.

We do recommend self-certifying only when absolutely necessary as extensions for this tend to be shorter than those with evidence.

How many times can I request an extension or deferral?

There isn't a set limit, however, it is worth noting that the further online deadlines or in-person assessments exam dates move, the more work you may have later in a semester or future semester. This may mean you are unable to graduate on time or enrol on to the next level of study.. It is worth noting that each further request will also require new evidence.

Results & Appeals

When will I know my results?

An email will be sent to your Leeds Conservatoire email account on the following date:

Final Year Undergraduates: Thursday 16 July

Foundation Year, Year 1 & 2: Tuesday 21 July

Resit Results (all years): Thursday 3 September

What happens if I fail an assessment?

Depending on the mark received, the weighting of the assessment, and other assessment(s) within the module, it may still be possible to pass the module overall. For example, if you fail an essay worth 25% of the overall module mark, there is still the remaining assessment worth 75%, which, depending on your mark, may allow you to pass the module overall meaning a resit isn't required.

Can I appeal a mark?

If you have any questions regarding your marks and feedback we suggest you contact your tutor or Module Coordinator in the first instance.

Formal appeals cannot be made until your marks have been ratified by the Board of Examiners and you have received your official results. See below for the appeals process.

It's worth noting that it is not possible for a student to request a review of a mark given, a remark or appeal against 'academic judgement' (this being the judgement related to the mark or grade that you have been awarded for an assessment). Leeds Conservatoire has robust procedures for marking and feedback in place which includes a second marking process, University of Hull moderation and External Examiner review. Although major changes to marks are rare these reviews help ensure our standards and provide consistency and fairness in the marking process.

Can I appeal a decision of the Board of Examiners?

Formal appeals must be submitted within 10 working days of receiving your official results (result dates noted above). Grounds for appeal can be found on the Student Information site -

<https://students.leedsconservatoire.ac.uk/assessment/appeals/> and are noted below

1. that there were material circumstances that were not brought to the attention of the relevant Committee, Board of Examiners or Panel at the time of their decision, that would have led them to a different decision; and there is good reason why the circumstances were not presented at the appropriate time.
2. that there were procedural irregularities in the conduct of the assessment process (including administrative error), of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had the irregularities not occurred;
3. that there are reasonable grounds to believe that the recommendation or decision was influenced by prejudice or bias on the part of one or more of the examiners.

Reassessments

What happens if I fail a module?

All marks must be confirmed by the Board of Examiners. Once this has taken place you will receive an e-mail confirming their decision regarding your award or progression on the programme (dates noted above). If you are required to resit any assessments, this will be noted on your transcript.

Can I still attend the Graduation Ceremony in July if I'm required to resit an assessment(s)?

You will be unable to attend the summer Graduation Ceremony. Once you have undertaken your reassessment(s), your marks and award will be reconsidered by the Board of Examiners in September. If you pass your resit(s) and achieve your award you will be invited to the October Graduation Ceremony.

When is the Reassessment Period?

In-person reassessments will take place during the week commencing 3rd August, an email will be sent to your Conservatoire account to confirm when your assessment will take place.

The online resit submission deadline will be 12 noon on Tuesday 11 August.

What happens if I fail a resit?

The result may differ depending on the circumstances, please contact the exams team for further guidance on your individual circumstances.

Certificates & Transcripts

When will I get my graduation certificate?

Unfortunately, your certificate won't be produced and quality checked in time for graduation. As such we will send these in the post to your **Home** address. Please make sure your address is up to date before graduation and keep us informed of any changes to address as soon as possible. Alternatively, you can contact the Exams Team before Results Day to request a collection and we will let you know when your certificate has arrived and is ready to be picked up.

Who awards our degrees?

All degrees obtained from Leeds Conservatoire are validated by the University of Hull, who supply the certificates to us. Your certificate will also state that the course is delivered by Leeds Conservatoire and your transcript will highlight the affiliation as well.

Can I get an electronic copy of my certificate?

No, universities in England as a whole do not provide electronic copies of certificates or scanned copies to ensure authenticity. However, once results have been sent out to you via email you can download a copy of your transcript for up to 30 days, through MyPortal; after this a request can be made to the Exams Team for a copy of your transcript.

What happens if I need proof of my degree to apply for a job or postgraduate study?

The Exams Team are happy to send a letter of verification along with a copy of your transcript to any employer or postgraduate institution while you await your certificate. Please contact us to request this, providing the contact details for where the verification should be sent.

What happens if the name I use at college is not the same as my legal name?

Your certificate will be issued in your legal name, and this will also be the name we put on the envelope when it is posted. If you change your legal name after finishing studies as part of the process of gender transition, a new certificate and transcript may be issued. You will need to send proof of the change to the Exams Team to request this. A new certificate and transcript will not be issued if you change your name for any other purpose, for example marriage or preference.

Useful Links & Contact Details

Exams Team:

exams@leedsconservatoire.ac.uk

Graduation Team:

graduation@leedsconservatoire.ac.uk

Assessment information, including policies and regulations:

<https://students.leedsconservatoire.ac.uk/assessment/>