S-coding guidance

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Purpose	This guidance is intended to help students understand the effects of S-coding and should be read in conjunction with the policy on S-coding.

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1.3	Updated due to update to policy on retrospective s-coding	Updated	Catriona Young Administrative Officer	February 2025

UNIVERSITY OF ST ANDREWS
STUDENT GUIDANCE ON S-CODING

1. Overview

This informal guidance document is intended to help students to understand the effects of S-coding. It should be read in conjunction with the definitive formal Policy on S-Coding, which explains the process for applying for S-coding.

2. Why Apply for S-Coding?

S-coding provides a means for reducing the impact of extenuating circumstances on your studies, in situations where it has not been possible to adequately address the circumstances via other academic adjustments, such as coursework extensions and deferred assessments.

In some situations, S-coding can prevent unusually poor grades from affecting your degree classification. In others, it can provide an additional opportunity for assessment that would not normally be available.

3. Limitations

You can't request S-coding for modules at 1000-level or 2000-level, since these are not considered in degree classification[1], or for WIYA modules.

If you're on an undergraduate programme (including Integrated Masters), no more than 25% of the total Honours credits can be S-coded. There are separate limits on the number of credits that can be SP-coded, and the total credits that are either S-coded or SP-coded.

If you're on a taught postgraduate programme, no more than 50% of the taught credits can be S-coded. A taught postgraduate dissertation module can't be S-coded.

You can't pick and choose which S-coded results are included in degree classification. Either all S-coded results or none will be included, depending on which gives the better outcome.

Once approved, you can't later withdraw an S-coding request.

Retrospective S-coding (after the module grade has been published) is only granted in exceptional circumstances. The AVP Dean of Learning and Teaching will decide on this in accordance with the policy, and their decision is not appealable.

4. How Does S-Coding Work?

If S-coding is approved for a particular module result, it can have two different effects, depending on whether or not the result was a pass:

- If the result was a pass, the result still counts towards your degree, but the grade may be excluded from the degree classification calculation (see below for details).

- If the result was a fail, a further opportunity for assessment is offered, to be treated in the same way as the S-coded assessment (see section 5 for examples). In addition, the original failing grade may be excluded from the degree classification calculation.

The original grade for an S-coded result is still displayed on your transcript, with the usual P or F code replaced with S.

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[1] Except for students on the Joint Degree Programme with the College of William & Mary.

During the classification process (see Classification Policy), the algorithm is applied twice: once including all results, and once including only results that have not been S-coded. If the outcome differs, you receive the better outcome.

5. Example Cases

The following examples illustrate the effect of S-coding in a number of situations. For simplicity, in most examples it is assumed that all modules are 30 credits. If you take modules with a mixture of credits, the mean and median calculations are credit-weighted accordingly.

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5.1 Honours With Passed Resit

This example illustrates the effect of the Honours classification algorithm without S-coding. A student passes seven 30-credit Honours modules at first attempt, and one at reassessment, which is capped at 7.0:

module 1: 14.1P	module 2: 5.6F, 7.0P	module 3: 12.2P	module 4: 12.1P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the 7.0P result for module 2 is included in the algorithm, but not the original fail grade. The results included, in ascending order, are:

7.0, 12.1, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.4125, rounded to 13.4
median: 14.15, rounded to 14.2

classification result: II.1

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5.2 Honours With Failed Resit

This is another example of the Honours classification algorithm without S-coding, in which the module 2 resit is also failed, so the student takes an additional module to make up the missing credits:

module 1: 14.1P	module 2: 5.6F, 6.9F	module 3: 12.2P	module 4: 12.1P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P
module 9: 10.2P			

In this case the original 5.6F result for module 2 is included in the algorithm. The results included, in ascending order, are:

5.6, 10.2, 12.1, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 12.9
median: 14.1

classification result: II.2

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5.3 Honours With S-Coding

This example illustrates the effect of the Honours classification algorithm **with** S-coding. A student passes seven 30-credit Honours modules at first attempt, and one at reassessment, which is capped at 7.0. Modules 3 and 4 are S-coded:

module 1: 14.1P	module 2: 5.6F, 7.0P	module 3: 12.2S	module 4: 8.3S
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the algorithm is run twice. The results included in the first run are:

7.0, 8.3, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 12.9375, rounded to 12.9
median: 14.15, rounded to 14.2

classification result: II.2

In the second run the S-coded results are omitted:

7.0, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.8333, rounded to 13.8
median: 14.8

classification result: II.1

<u>classification result awarded</u>: II.1

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5.4 Integrated Masters With S-Coding

This example illustrates the effect of the Honours classification algorithm with S-coding, for an Integrated Masters programme. A student passes twelve 30-credit Honours modules at first attempt. Modules 3 and 4 are S-coded:

module 1: 16.1P	module 2: 15.1P	module 3: 14.0S	module 4: 12.5S
module 5: 18.3P	module 6: 15.8P	module 7: 17.4P	module 8: 17.2P
module 9: 14.2P	module 10: 15.8P	module 11: 16.8P	module 12: 17.6P

In this case the algorithm is run twice. The results included in the first run are:

12.5, 14.0, 14.2, 15.1, 15.8, 15.8, 16.1, 16.8, 17.2, 17.4, 17.6, 18.3

mean: 15.9
median: 15.95, rounded to 16.0

classification result: II.1

In the second run the S-coded results are omitted:

14.2, 15.1, 15.8, 15.8, 16.1, 16.8, 17.2, 17.4, 17.6, 18.3

mean: 16.43, rounded to 16.4
median: 16.45, rounded to 16.5

classification result: I

classification result awarded: I

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5.5 Postgraduate Masters With S-Coding

This example illustrates the effect of the Masters classification algorithm with S-coding. A student passes four 30-credit modules plus the 60-credit dissertation module at first attempt. Module 2 is S-coded:

module 1: 16.1P	module 2: 9.0S	module 3: 16.8	module 4: 14.1P
dissertation module: 17.7P			

In this case the algorithm is run twice. The results included in the first run are:

9.0, 14.1, 16.1, 16.8, 17.7, 17.7 (17.7 included twice since weighting is double)

mean: 15.23 rounded to 15.2

classification result: Merit

In the second run the S-coded result is omitted:

14.1, 16.1, 16.8, 17.7, 17.7 (17.7 included twice since weighting is double)

mean: 16.48, rounded to 16.5

classification result: Distinction

classification result awarded: Distinction

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5.6 Honours With S-Coding of a Failed Module

This example illustrates the effect of the Honours classification algorithm with S-coding. A student passes seven 30-credit Honours modules at first attempt, and one at reassessment. The original failing result for module 2 is S-coded, therefore the second assessment is considered as a first attempt, and is not capped at 7.0:

module 1: 14.1P	module 2: 5.6S, 11.2P	module 3: 12.2P	module 4: 8.3P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the 11.2P result for module 2 is included in the algorithm, but not the original fail grade. The results included, in ascending order, are:

8.3, 11.2, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.4625, rounded to 13.5
median: 14.15, rounded to 14.2

classification result: II.1

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5.7 Honours With S-Coding of a Capped Resit Result

This example illustrates the effect of the Honours classification algorithm with S-coding. A student passes seven 30-credit Honours modules at first attempt, and one at reassessment. The resit result for module 2 is capped at 7.0, and also S-coded:

module 1: 14.1P	module 2: 5.6F, 7.0S	module 3: 12.2P	module 4: 8.3P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the algorithm is run twice. The results included in the first run are:

7.0, 8.3, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 12.9375, rounded to 12.9
median: 14.15, rounded to 14.2

classification result: II.2

In the second run the S-coded result is omitted:

8.3, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.7857, rounded to 13.8
median: 14.2

classification result: II.1

<u>classification result awarded</u>: II.1

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5.8 Honours With S-Coding of a Failed Resit Result

This example illustrates the effect of the Honours classification algorithm with S-coding. A student passes seven 30-credit Honours modules at first attempt. One module is failed at first attempt, and failed again at reassessment. The resit result for module 2 is S-coded, thus allowing a further capped reassessment, which is then passed:

module 1: 14.1P	module 2: 5.6F, 3.2S, 7.0P	module 3: 12.2P	module 4: 8.3P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the final capped result for module 2 is included in the algorithm, but not the preceding fail grades. The results included, in ascending order, are:

7.0, 8.3, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 12.9375, rounded to 12.9
median: 14.15, rounded to 14.2

classification result: II.2

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5.9 Honours With Multiple S-Coded Assessments of a Module (Second Assessment Passed)

This example illustrates the effect of the Honours classification algorithm with S-coding. A student passes seven 30-credit Honours modules at first attempt, and one at reassessment. Both the

original failing result for module 2, and the subsequent passing result, are S-coded. Note, by comparison with the previous example, that the second result is not S-coded automatically; this is subject to a separate S-coding request based specifically on the circumstances affecting the second assessment.

In this case, again, the second assessment is considered as a first attempt, and is not capped at 7.0. Only the second (S-coded) assessment result is considered in classification.

module 1: 14.1P	module 2: 5.6S, 11.2S	module 3: 12.2P	module 4: 8.3P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the algorithm is run twice. The results included in the first run are:

8.3, 11.2, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.4625, rounded to 13.5
median: 14.15, rounded to 14.2

classification result: II.1

In the second run the S-coded result is omitted:

8.3, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.7857, rounded to 13.8
median: 14.2

classification result: II.1

classification result awarded: II.1

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5.10 Honours With Multiple S-Coded Assessments of a Module (Second Assessment Failed)

This example illustrates the effect of the Honours classification algorithm with S-coding. A student passes seven 30-credit Honours modules at first attempt, and one after multiple reassessments. Both the original failing result for module 2, and the subsequent failing result, are S-coded. Again, the second result is not S-coded automatically; this is subject to a separate S-coding request based specifically on the circumstances affecting the second assessment.

In this case, because the second assessment is also S-coded, a third assessment is considered as a first attempt, and is not capped at 7.0. Only the final assessment result is considered in classification.

module 1: 14.1P	module 2: 5.6S, 6.8S, 9.7P	module 3: 12.2P	module 4: 8.3P
module 5: 16.4P	module 6: 14.2P	module 7: 15.9P	module 8: 15.4P

In this case the final 9.7P result for module 2 is included in the algorithm, but not the first two fail grades. The results included, in ascending order, are:

8.3, 9.7, 12.2, 14.1, 14.2, 15.4, 15.9, 16.4

mean: 13.2750, rounded to 13.3
median: 14.15, rounded to 14.2

classification result: II.1

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5.11 Honours With S-Coding and Non-Uniform Credit Weighting

This example illustrates the effect of the Honours classification algorithm with S-coding, with non-uniform credit weightings. A student passes six 20-credit modules and four 30-credit modules, all at first attempt. The first three 20-credit modules are S-coded.

module 1: 14.1S (20 credits)	module 2: 11.2S (20 credits)	module 3: 12.2S (20 credits)
module 4: 8.3P (20 credits)	module 5: 18.0P (20 credits)	module 6: 13.4P (20 credits)
module 7: 16.4P (30 credits)	module 8: 14.2P (30 credits)	
module 9: 15.9P (30 credits)	module 10: 15.4P (30 credits)	

In this case the algorithm is run twice. To adjust for the different credit weightings, each 20-credit result is added to the calculation twice, while each 30-credit result is added three times.

The results included in the first run are:

8.3, 8.3, 11.2, 11.2, 12.2, 12.2, 13.4, 13.4, 14.1, 14.1, 14.2, 14.2, 14.2,
15.4, 15.4, 15.4, 15.9, 15.9, 15.9, 16.4, 16.4, 16.4, 18.0, 18.0

mean: 14.1708, rounded to 14.2
median: 14.2

classification result: II.1

In the second run the S-coded results are omitted:

8.3, 8.3, 13.4, 13.4, 14.2, 14.2, 14.2,
15.4, 15.4, 15.4, 15.9, 15.9, 15.9, 16.4, 16.4, 16.4, 18.0, 18.0

mean: 14.7278, rounded to 14.7
median: 15.4

classification result: II.1

classification result awarded: II.1

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.3	Updated due to update to policy on retrospective s-coding	Updated	Catriona Young Administrative Officer	February 2025
1.2	Updated and revised to include new classification policy	Approved	Catriona Young Administrative Officer	July 2024