

# Understanding your transcript

## What is a transcript?

Your transcript is a formal record of the modules you have studied. The transcript shows:

- The Programme Assessment Board decision regarding progression or degree awarded.
- The module title and credit weighting.
- The number of credits achieved this academic year.
- The confirmed module marks.
- The confirmed module results for pass/fail modules.
- The module decision code

## How do I get my transcript?

Transcripts of results are available in e-Vision throughout the year, although on occasion results might be unavailable when preparations are underway for the Assessment Board to consider results. All marks are provisional until they have been agreed by the Programme Assessment Board. You will be notified of when your marks will be available.

Final results are available after Programme Assessment Boards have taken place. Your official transcript can be viewed and printed through [e-Vision](#).

## How to read your transcript

If you have 'P' by all your modules and 'Award Obtained' at the bottom of your transcript by the overall decision, this means you have passed your course and can graduate. If your overall decision is 'Pass and Proceed' or 'Progress but Trailing Modules' this means you are able to progress to the next stage of your course (although PT does indicate there is a failed module). If you have an 'R, RX, RM, D, NM or F' by your overall grade for a module and an overall decision of 'NB' (next board) this means you will be required to undertake reassessment (a full list of module decision codes is available in the [FAQ](#)).

## What happens if I fail a module?

The following information will help with any questions that you have regarding failed modules. If you do not find the answer here, visit our [FAQ](#).

If you have not achieved the results you need to progress to the next stage, or be eligible for an award, you will need to complete a reassessment. This will either be a referral, taken before the start of the next academic year; a repeat, retaking the whole module during the next academic year; or trailing the failed module, allowing you to progress, taking the failed module alongside the next stage of study. It is important that you check your emails as this is how we will send out information relating to reassessments.

## Referral

If you have not met the pass criteria for a module the term referral is used. You will need to undertake re-assessment before the start of the next academic year in order to be considered for progression to the next stage of your programme or to gain your final award. You will only be required to undertake re-assessment in the element(s) failed.

Re-assessment could be an exam or coursework or both, you will need to check on Canvas or with the Module Leader. Semester 1 referrals are usually taken alongside Semester 2 assessment, Semester 2/3 referrals are normally taken in the summer.

You might need to re-work your original submission, taking into account feedback to bring your work up to a pass standard, or you might be required to complete a new piece of work.

Please note:

- Modules already passed cannot be reassessed.
- Unless there is a professional requirement for the degree programme you are undertaking (e.g. LLB) you will not be allowed to be reassessed in modules which have been passed by compensation.
- Unless stated otherwise in your programme specific regulations, the mark for the reassessed component will be capped at 40%

## Fail and Repeat

If you are unsuccessful at reassessment, you may be required to retake the whole module during the next academic year. This is called fail and repeat.

If the Programme Assessment Board gives a decision of 'Stay at Same Stage' this means you cannot progress to the next stage of your programme, or graduate this year in the case of final year students. Instead you will remain on the same stage of study and repeat (with attendance) any failed modules. Your transcript will clearly indicate any modules you are required to repeat. You may be required to change to part-time study depending on the number of modules you have to repeat. This will be detailed on your transcript.

Please note:

- Previous marks will not be carried forward.
- Marks for individual elements and the overall module mark will be capped at the pass mark.
- You may be allowed to take an alternative module. This does not increase the total number of attempts permitted and capping will still apply.
- One final reassessment will be allowed for students who fail a repeat attempt. Unless stated otherwise in your programme specific regulations, the marks for the module as a whole will be capped at 40%.

**Trailing a failed module**

If the Programme Assessment Board gives a decision of 'Progress but Trailing Modules' you will be allowed to progress to the next stage of study, trailing the failed module. This will only be allowed if you have failed up to 20 credits.

Rules regarding the trailed modules are the same as for repeat, but attendance is not compulsory.

**Fail - cannot repeat**

If the overall module result shows FF this means that all permitted attempts have been exhausted and the module is failed.

If you have a referred/deferred on your transcript and you require a Tier 4 visa extension, please contact [International Student Support](#).