

### Grade Rechecks

If students are unhappy with the grades they have been awarded, they are entitled to ask for a grade recheck. You will receive a grade recheck request via email – the form from SAA will be in your pigeon-hole. The first thing to do is to ensure that the grade the student has received was the one you entered onto the grading system and that the grade was calculated correctly (given the number of grades we submit each semester, genuine errors do occur). If you feel that the grade is accurate and that the assessment was fairly graded, you simply indicate that the grade stands; if the grade was a mistake, adjust it accordingly, giving your reasons. In both cases, return the signed form to Kayleigh for countersigning by the HOS. It will then be returned to SAA.

### Grading Scales

There are two grading scales used in the School, which are outlined in the following pages – the MLAL grading scale should use when a module has a foreign language component. As often we are marking smaller elements of assessment, e.g. an essay worth 25% of an overall module grade, breakdowns of the most common elements are given (so, if an essay worth 25% were to be graded on the MLAL grading scale as a B3, it should be given a mark between 15 and 15.9 - 16/25 would be a B2).

It is important to remember that these grading scales are used only to help us calculate an overall grade for a particular module and that the MLAL scale does not disadvantage students in their overall performance; it simply allows for the fact that multiple assessment mechanisms mean that very weak students – who, experience shows, would not be able to cope with subsequent modules – often still manage to accumulate the 30% required to avoid an F on the university scale, if they submit all pieces of assessment. In discussing final grades to be awarded for any module, faculty should bear in mind the following degree award equivalences and feel free, on the agreement of everyone involved, to award borderline students the higher grade.

Grade	Award Equivalent	QPV	Credits Awarded
A1	First honours	4.00	Yes
A2	First honours	3.60	Yes
B1	Honours 2.1	3.20	Yes
B2	Honours 2.1	3.00	Yes
B3	Honours 2.2	2.80	Yes
C1	Honours 2.2	2.60	Yes
C2	Third honours	2.40	Yes
C3	Third honours	2.00	Yes
D1	Compensating fail (student may progress to next AY if QCA is 2.00 or above. <sup>1</sup> )	1.60	Yes
D2	Compensating fail (student may progress to next AY if QCA is 2.00 or above.)	1.20	Yes
F	Fail (student must pass repeat exam to progress to next AY)	0.00	No
NG	Fail	0.00	No
G	Audit	-	Yes
I	Certified illness/immediate family bereavement	-	No
M	Awarded in cases of projects spanning multiple semesters or sequences of definitely linked modules	-	No

<sup>1</sup> A student who has a D1 or D2 may elect to sit the repeat exam in that module, if they have an F in another module, to improve their academic standing. All repeat grades are still capped at C3 in this case. If they have no F grade and are in good academic standing, they are not permitted to repeat D1 and D2 grades.

P	Pass in a module taken on a pass/fail basis	-	Yes
N	Failure in a module taken on a pass/fail basis	-	No

The most important point is that faculty check that they are using the correct scale for the module and that, when returning work, they make sure students are clear why they have been awarded the mark they have been given and how they might improve their performance in future assessments.

Final Year Projects and taught MA theses are awarded letter grades only. All FYPs must be second marked. Taught MA theses are marked by both the supervisor and an internal marker, before being submitted to the External Examiner for approval.

If you do not have much experience of marking the types of assessments you are responsible for, it is a good idea to discuss possible marking criteria with other people on the module, colleagues who mark similar work in other language areas, and the module coordinator in particular. This will avoid you having to remark work at a later stage.

**MLAL grading scale**

%	A1	A2	B1	B2	B3	C1	C2	C3	D1	D2	F
100	≥76	≥72	≥68	≥64	≥60	≥56	≥52	≥48	≥44	≥40	<40
<i>Below are breakdowns to help you mark smaller elements of assessment</i>											
90	68.4	64.8	61.2	57.6	54	50.4	46.8	43.2	39.6	36	<36
80	60.8	57.6	54.4	51.2	48	44.8	41.6	38.4	35.2	32	<32
75	57	54	51	48	45	42	39	36	33	30	<30
70	53.2	50.4	47.6	44.8	42	39.2	36.4	33.6	30.8	28	<28
60	45.6	43.2	40.8	38.4	36	33.6	31.2	28.8	26.4	24	<24
50	38	36	34	32	30	28	26	24	22	20	<20
40	30.4	28.8	27.2	25.6	24	22.4	20.8	19.2	17.6	16	<16
30	22.8	21.6	20.4	19.2	18	16.8	15.6	14.4	13.2	12	<12
25	19	18	17	16	15	14	13	12	11	10	<10
20	15.2	14.4	13.6	12.8	12	11.2	10.4	9.6	8.8	8	<8
15	11.4	10.8	10.2	9.6	9	8.4	7.8	7.2	6.6	6	<6
10	7.6	7.2	6.8	6.4	6	5.6	5.2	4.8	4.4	4	<4
5	3.8	3.6	3.4	3.2	3	2.8	2.6	2.4	2.2	2	<2

### University Grading Scale

	A1	A2	B1	B2	B3	C1	C2	C3	D1	D2	F
100	≥75	≥70	≥65	≥60	≥55	≥50	≥45	≥40	≥35	≥30	<30
<i>Below are breakdowns to help you mark smaller elements of assessment</i>											
90	67.5	63	58.5	54	49.5	45	40.5	36	31.5	27	<27
80	60	56	52	48	44	40	36	32	28	24	<24
75	56.25	52.5	48.75	45	41.25	37.5	33.75	30	26.25	22.5	<22.5
70	52.5	49	45.5	42	38.5	35	31.5	28	24.5	21	<21
60	45	42	39	36	33	30	27	24	21	18	<18
50	37.5	35	32.5	30	27.5	25	22.5	20	17.5	15	<15
40	30	28	26	24	22	20	18	16	14	12	<12
30	22.5	21	19.5	18	16.5	15	13.5	12	10.5	9	<9
25	18.75	17.5	16.25	15	13.75	12.5	11.25	10	8.75	7.5	<7.5
20	15	14	13	12	11	10	9	8	7	6	<6
15	11.25	10.5	9.75	9	8.25	7.5	6.75	6	5.25	4.5	<4.5
10	7.5	7	6.5	6	5.5	5	4.5	4	3.5	3	<3
5	3.75	3.5	3.25	3	2.75	2.5	2.25	2	1.75	1.5	<1.5

#### **Health and Safety**

The policy of the University is to ensure the health and safety of everyone entering the precincts of the campus. Our mission is to develop and maintain an integrated programme for the effective protection of staff, students, visitors, property and income, to enable the University to achieve its prime aims of excellence in teaching and research. As an employee of the University you must undertake the following while at work

- Take reasonable care of your own safety and anyone affected by your actions;
- Not be under the influence of alcohol or drugs;
- Co-operate with the University on H&S issues;
- Not engage in improper conduct or behaviour;
- Attend required training courses;
- Report defects in place, plant or procedures or safety contraventions (to your manager);
- Not misuse anything provided for securing safety.

More information on health and safety procedures and accident report forms can be found at: <http://www.ul.ie/hr/health-safety>.

#### **Human Resources**

(Room Number D1042)

On your arrival, Human Resources (HR) will issue you with an ID card which you will need for using the library resources and the issue of a parking permit from Buildings & Estates Office. They are also the people to speak to if you have any issues with your contract. HR organise a number of workshops through the year for staff at different stages of their career on a variety of aspects of university working life. These are advertised via email.

#### **Information Technology**

If you have a problem with your computer, you can log a call with the Information Technology Division (ITD).

To log a call go onto ITDs website:

[http://www2.ul.ie/web/WWW/Services/Information Technology Division/](http://www2.ul.ie/web/WWW/Services/Information%20Technology%20Division/). On the right-hand side of the page you will find the log a call option, simply click on log a call and you can type in the problem and click log call. The Faculty of Arts, Humanities and Social Sciences ITD contact is Brendan Bolger, but all requests for his help must be logged through the ITD Service Desk.