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Please note there are 2 parts to this message – please read both parts:

**PART 1:**

**From:** Greenwich Learning and Teaching <[glt-admin@greenwich.ac.uk](mailto:glt-admin@greenwich.ac.uk)>  
**Date:** Thursday, 16 April 2020 at 10:39  
**Subject:** [Important Message] Mark Entry - No Detriment Approach

Dear all,

You are receiving this e-mail as a member of staff within a Faculty, apologies if this is of no concern.

This is an important message for any member of staff that undertakes mark entry.

With respect to the [no detriment approach](https://www.gre.ac.uk/articles/public-relations/assessment-exams-faq) that the University is taking in light of the COVID-19 crisis, colleagues in Faculties, GLT and ILS are working on average grade calculations ahead of the Progression and Award Boards.

In order to do this, a snapshot of marks for assessments due before 16th March will need to be taken.  To facilitate this snapshot of marks, the following measures with respect to mark entry will be taken:

1. Colleagues will have until **5pm on** **30th April 2020**, to enter marks for assessments **due before 16th March 2020**. This includes marks for students whereby they made use of the 10 extra working days as per the Extenuating Circumstances procedure for assessments with an initial due date falling before 16th March 2020.

1. Any marks for assessments due **on or after 16th March 2020**will need to be **held and not entered onto Banner**. This applies to all students, including those studying at partner institutions.

i)                    If marks for assessments due on or after 16th March 2020 have been entered already but HAVE NOT been rolled, these should be removed via Faculty Grade Entry ahead of 5pm on 30th April 2020.

ii)                   If marks for assessments due on or after 16th March 2020 have been entered but HAVE been rolled, please raise this issue with your Director of Learning and Teaching. GLT will then work with them to come up with a solution for this.

1. From **6th May 2020** onwards, marks for all other assessments, including those **due on and after 16th March 2020**can be entered onto Banner by colleagues. Colleagues should ensure this is done in line with their own Faculty’s agreed deadlines for mark entry.

In terms of the calculation of a students’ average grade for their year of study and degree programme in line with the no detriment approach, the University is still working through and testing algorithms, and so won’t be able to provide absolute clarity on the calculation just yet. Information on this will be shared with colleagues as soon as it is possible to do so.

The 30th April deadline and 6th May recommencement date for mark entry only applies for the marks of students studying at one of the University’s main campuses (or via Distance Learning). For those working closely with partner institutions, whether based within the UK or overseas, a message will follow tomorrow that will indicate the mark entry deadline and mark entry recommencement date for mark entry concerning students studying at one of our partners.

Some of you may have already received a message similar to this within your Faculty. If you have any urgent queries, please contact your Direct of Learning and Teaching.

**Kind Regards**

**Charlie Tennant and Nikki Makinwa**

**Quality Leads**

Greenwich Learning and Teaching

**PART 2:**

Following GLT’s communication above to all staff within Faculties regarding mark entry deadlines and recommencements to support degree average calculations in light of the University’s [no detriment approach](https://www.gre.ac.uk/articles/public-relations/assessment-exams-faq)

In relation to assessments due before 16th March 2020, as per point 1 of the message above, the deadline for marks to be entered for students at partners is **5pm on 14th May 2020.**

Point 2 of the e-mail applies in full to partner students also. Any marks for assessments due **on or after 16th March 2020**will need to be **held and not entered onto Banner**.

Then, in relation to point 3, from **20th May 2020** onwards, partner student marks for all other assessments, including those **due on and after 16th March 2020**can be entered onto Banner by colleagues. Colleagues should ensure this is done in line with their own Faculty’s agreed deadlines for mark entry.

Finally, below it is recognised that partner students rely more so than main campus students on Banner in receiving their marks from assessments. So, there will be a period between now and 20th May 2020 where marks for assessments due on and after 16th March 2020 won’t be appearing, which may raise queries by partner students.

There may be a delay in grades appearing on student Banner profiles as discussed in the paragraph above.