

EXAMINATION & ASSESSMENT REGULATIONS (UNIVERSITY CENTRE SPARSHOLT)

September 2023

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Document title		
Examination & Assessment Regulations (University Centre Sparsholt)		
Document author and department		
Academic Registry		
Approving body		
Academic Council		
Date of approval		
30 th August 2022		
Review date		
Annual		
Edition no.		
Annual		
Date of effect		
1 September 2023		
EITHER For public access online (internet)? <i>Tick as appropriate</i>		YES
For public access on request copy to be mailed <i>Tick as appropriate</i>		YES
OR For staff access only (intranet)? <i>Tick as appropriate</i>		
Password protected <i>Tick as appropriate</i>	NO	
External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk		
If you need this document in an alternative format, please email corporate.communications@port.ac.uk		

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SUMMARY

What is this document about?

The examination and assessment regulations are detailed academic rules that explain what a student must do to obtain the award for which they are registered.

Who is this for?

This document will be of most interest to new and existing students, academic staff and external examiners. It will be of interest to the UK Quality Assurance Agency (QAA) and it may also be of interest to the wider public.

How does the University check this is followed?

The Academic Registry is responsible for reviews and audits to ensure that the policy is followed. Additionally, there is an external examiner for every module and every course in the University who ensures that this policy is followed.

Who can you contact if you have any queries about this document?

If you have questions about this document please contact Academic Registry (academicregistry@port.ac.uk)

1. INTRODUCTION

1.1. GENERAL

- 1.1.1. The purpose of assessment is to enable students to demonstrate achievement of the outcome(s) of the module. Student performance in the assessment of modules contributing to their course of study is the major source of evidence used by Boards of Examiners in determining progression and recommendation for awards of the University.
- 1.1.2. The following principles meet the precepts of the QAA Code of Practice for the Assessment of Students and underpin all the assessment regulations of the University:
- a) Assessment will be valid in relation to its form, quantity, level, content and learning outcomes, whilst being practicable for both students and staff in terms of the time needed for completion and marking;
 - b) Assessment will promote student learning by its nature and the provision of appropriate guidance and feedback on performance;
 - c) Assessment processes will be explicit with all parts of the assessment process being made clear to all parties (students, staff, and external examiners);
 - d) Assessment will be reliable, consistent and reproducible in the judgments made. The processes will be robust and staff engaged in them will be appropriately trained;
 - e) Assessment processes will be equitable and inclusive with all students being assessed fairly on their own individual merit and ability;
 - f) The management of assessment will be just with clearly documented procedures to support this. Assessment should be designed so that there is clear evidence that the artefact has been produced by the student;
 - g) The policy and processes of assessment will be subject to regular monitoring and review.
- 1.1.3. The University has also incorporated, as far as is practical, the following recommendations from the National Union of Students Charter on Feedback and Assessments:
- h) Formative assessment and feedback should be used throughout the course;
 - i) Students should have access to face-to-face feedback for at least the first piece of assessment each academic year;
 - j) Receiving feedback should not be exclusive to certain forms of assessment;
 - k) Feedback should be timely;
 - l) Students should be provided with a variety of assessment methods;
 - m) There should be anonymous marking for all summative assessment;
 - n) Students should be supported to critique their own work;
 - o) Course induction should include information on assessment practices and understanding marking criteria.
- 1.1.4. University Centre Sparsholt operates a system of formal meetings to agree assessment outcomes. In furtherance of this system, Module Assessment Boards (MAB) confirm marks at module level. Boards of Examiners recommend awards, including any classification, and make decisions about the progression of students.
- 1.1.5. A student may only be assessed in modules for which the student has registered.
- 1.1.6. A student may only be recommended for an award of the University where the student has registered on a course for a named award. If a student withdraws or is excluded, the Board of Examiners may recommend a student for any lesser award listed in the Course Specifications document.

- 1.1.7. A student may not be registered on modules in an academic year with a combined credit value of greater than 120 credits unless the student is a full-time postgraduate student on a course where the requirement is to complete 180 credits within a calendar year.
- 1.1.8. The Examination and Assessment Regulations gives detailed regulatory advice concerning features that could potentially affect students during their university life. This document forms part of the student contract and students of the University of Portsmouth are bound by the current regulations in force. The University reserves the right to amend the current regulations as it deems necessary.
- 1.1.9. All Honours Degree students will be given a Grade Point Average (GPA) in addition to their degree classification. The Grade Point Average will appear on transcripts and higher education achievement reports but not on the degree certificate.

1.2. RESPONSIBILITIES

- 1.2.1. It is the responsibility of the University, in partnership with University Centre Sparsholt within its procedures:
 - a) to assess students fairly;
 - b) to satisfy itself that proper invigilation of examinations is undertaken;
 - c) to ensure that the results of students' assessments are published as far as they relate to progression or awards of the University;
 - d) to investigate allegations of malpractice during assessment and act appropriately on the findings;
 - e) to consider appeals against decisions of Extenuating Circumstances Officers, MABs and/or Boards of Examiners;
 - f) to design assessment tasks to minimise opportunities for plagiarism and ensure that students are provided with the knowledge and skills to enable good academic practice;
 - g) to assure itself that the partner institution has procedures and processes for examining students consistent with those of the University.
- 1.2.2. It is the responsibility of students to:
 - a) undertake the learning activities specified for each module for which they are registered;
 - b) attend examinations and submit assessments, including Referral and Deferrals, as required. If a student fails to do so, without good reason, the Module Assessment Board will determine that the student has failed the assessments concerned;
 - c) notify the partner institution of changes to their term-time or home address and contact details;
 - d) notify the HE Disability/Dyslexia Advisor of any special needs the student wishes provision to be made for in the assessment of any module;
 - e) provide any information on personal circumstances that has prevented them from attending or submitting any assessment and which they wish the MAB and/or Board of Examiners to take into account, failing which any appeal founded on those grounds may be rejected;
 - f) undertake assessments honestly and in a manner that does not attempt to gain unfair advantage;
 - g) ascertain the results of their performance in any assessment;
 - h) register onto their course on its commencement and re-register annually on the course start date.

2. BEFORE ASSESSMENT

- 2.1 At, or before, the commencement of the teaching of a module, the Partner Associate Lecturer shall ensure that the following information is made available to all students registered on University of Portsmouth courses or modules:
- a) the outcome(s) of the module;
 - b) the timetable for teaching the module;
 - c) the learning activities that students are expected to undertake in order to achieve the outcomes of the module;
 - d) the nature of assessment(s) (including any Referrals and Deferrals);
 - e) the final assessment of each module which the student must have attempted (or have submitted valid extenuating circumstances to cover the final assessment) to be allowed compensation;
 - f) the submission dates for assessed coursework;
 - g) details of when and how they might expect feedback on assessments;
 - h) the non-examination assessments that will not be marked anonymously;
 - i) the contribution that each element of assessment makes to the overall assessment of the module outcomes;
 - j) a statement of the grading criteria to be used for each assessment. It is the responsibility of any student who was not present when the information above was provided to take whatever steps are necessary to acquire the information.
- 2.2 Partner Associate Lecturers will provide opportunities for students to discuss the assessment criteria so that they have a good understanding of how these are being interpreted.
- 2.3 Partner Associate Lecturers will be responsible for ensuring that students are provided with written information relating to the supervision arrangements for all major pieces of assessed coursework in modules of more than 30 credits, including independent study modules. Students will be informed as to what advice they may expect from their tutor, whether their tutor will view and comment on drafts, how many drafts their tutor will view and whether this will affect their final mark. Students will be informed as to when the drafts may be submitted.
- 2.4 Module descriptions will provide explicit details of the module assessments including the form of the assessments (type, word count, or equivalent, etc) and which assessments count towards the module marks and their weighting. They will make explicit how the learning outcomes and assessment(s) are linked through the module learning, teaching and assessment strategy.
- 2.5 The Partner Academic Contact shall ensure that the following information is made available to all students registered on courses or modules within his or her department:
- k) the information to be provided by Partner Associate Lecturers listed above;
 - l) academic year dates including MABs, Boards of Examiners, graduation, Referral period and extenuating circumstances deadlines;
 - m) the names of the Extenuating Circumstances Officers;
 - n) assessment requirements and regulations for courses of study;
 - o) timetables for examinations;
 - p) procedures for the release of marks or grades;
 - q) the grounds and procedure for academic appeals;
 - r) general rules for the conduct of examinations;

- s) procedures for informing the University of extenuating circumstances that may have affected a student's performance;
- t) procedures by which allegations of malpractice shall be considered;
- u) procedures by which complaints shall be investigated;
- v) for part time, postgraduate and distance learning courses, the extenuating circumstances arrangements for coursework for their course;
- w) the procedures regarding anonymous marking.

2.6 Any information required by these regulations to be delivered to a student shall be deemed to have been received by the student if:

- a) the Partner Associate Lecturer gives it to students in person at the first lecture or point of contact at the commencement of the delivery of the module; or
- b) it is delivered by hand to a student in person, or to the latest address notified to the partner institution as his or her local or home address, and the person delivering it has certified a copy of the document to that effect; or
- c) it is posted for at least 5 consecutive working days on a physical or virtual notice board to which the students on that module might reasonably be expected to have access; or
- d) it is located on the relevant web-site and the students are informed of the URL address; or
- e) it is sent by first class mail to both the local address and the home address recorded on the University student records system, provided that 10 working days during term time, or 15 working days during vacations shall elapse before receipt can be presumed.

3. ADJUSTMENTS FOR DISABLED STUDENTS

3.1 PROCESS

- 3.1.1. A disabled person is legally defined as someone who has a physical or mental impairment which has a substantial, long term and adverse impact upon his or her ability to carry out day-to-day activities. Within the specific University context, 'day-to-day activities' are taken to include those normally encountered by a student accessing the learning, assessment and other services offered by the University.
- 3.1.2. University Centre Sparsholt shall make such reasonable adjustment as is necessary to enable a student who has notified University Centre Sparsholt of a disability, injury, specific learning difficulty or medical condition to undertake assessments without being placed at a substantial disadvantage by virtue of his/her/their condition.
- 3.1.3. Such advice will take account of any precedents and any formal assessments of additional needs known to University Centre Sparsholt . The exact nature of any reasonable adjustments shall be determined by the specific needs of the student but may involve adjustments to:
 - a) Process of timed assessments - such as the provision of additional time, rest breaks, assessment in separate rooms or outside University premises, alternative formats, the appointment of an Exam Support Provider and use of word processing packages and assistive technology.
 - b) Nature of all assessments – such as the substitution of an alternative assessment method where the maintenance of the existing method will place the student at a substantial disadvantage and such substitution will not compromise the rigour and comparability of the assessment.
- 3.1.4. When deciding upon the particular nature of the adjustment the views of the appropriate MAB and Board of Examiners in matters relating to academic rigour and comparability will be taken into account.
- 3.1.5. It is the responsibility of the student to notify University Centre Sparsholt of his/her/their condition in a timely fashion to ensure that the appropriate adjustment can be considered prior to assessment. Such notification must normally be substantiated by the provision of appropriate medical or other evidence to University Centre Sparsholt before adjustments will be implemented.
- 3.1.6. The exact nature of the adjustments arrived at will be agreed and confirmed with the student by University Centre Sparsholt , and a copy provided to the University Academic Contact prior to the assessment.
- 3.1.7. Brief details of the adjustments made must be reported to the appropriate MAB and Board of Examiners so that they can be formally noted.

3.2. ADJUSTMENTS FOR DISABLED STUDENTS – EXCEPTIONS

- 3.2.1. If the notification of a condition requiring consideration of a reasonable adjustment to the assessment method is delayed to such an extent that the Partner Academic Contact is unable to implement the adjustment in the time available, the student shall, if possible, undertake the assessment in the same way as other students and the Partner Academic Contact shall use the course management issues procedure to bring the matter to the attention of the MAB.

- 3.2.2. The outcome of these procedures will normally be that the student will be permitted to take the assessment as if for the first time when it is next available, and that date may be during the Referral period.
- 3.2.3. If the notification is timely but the evidence of a condition requiring consideration of a reasonable adjustment to the assessment method is not produced before the assessment takes place, regulations will normally apply, subject only to the following exception.
- 3.2.4. If, after consultation with Additional Support and Disability Advice Centre (ASDAC), the Partner Academic Contact is satisfied that the delay in the production of evidence is due to justifiable circumstances, adjustments may be made to the assessment as if the evidence had been made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 3.2.5. Reasonable adjustments will not include extensions to submission dates for coursework unless such extension is considered in conjunction with an agreed structural adjustment to the normal course progression or duration. In cases of an unforeseen worsening of a known disability or related illness a student who is unable to meet a submission date for specific items of coursework may use the Extenuating circumstances procedures.
- 3.2.6. Reasonable adjustments will not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 3.2.7. Use of word processing packages in examination does not extend to the use of a student's own computer.
- 3.2.8. Exceptionally the Partner Academic Contact may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made because:
 - a) There is only one reliable assessment method.
 - b) There are explicit assessment criteria, based on particular outcomes that are core to the subject.
- 3.2.9. In such cases the Partner Academic Contact must consult with the University Academic Contact (who in turn will take advice from ASDAC) and, if confirmed, consider the options of course transfer or withdrawal through discussion with the individual student concerned.

3.3. ADJUSTMENTS FOR DISABLED STUDENTS - TIMED ASSESSMENTS

- 3.3.1. If a student produces a written report of an assessment by a Chartered Educational Psychologist or appropriately qualified professional which confirms dyslexia or any non-specific reading or writing dysfunction covered by the definition of disability above, the Partner Academic Contact providing the module shall make the following allowance in all timed assessments of that student:
 - a) An additional fifteen minutes for every hour of normal examination time. If required by the student, an invigilator will read out the rubric and the questions, particularly drawing attention to any choices and part questions. The individual student must determine the exact use of the additional time.
 - b) Time allowances granted for timed assessments will apply to all types of timed assessments including examinations, class tests and computerised assessments.
 - c) Other allowances can also be made, as can similar provision for other disabled students, but their provision will be subject to the procedures described in
- 3.3.2. Adjustments for disabled students – exceptions
 - a) Separate rooms for Students receiving additional time allowances must be provided for all formal examinations.

- b) For formal examinations, the additional time will normally be before the time the examination is scheduled to begin to allow the student to finish at the same time as other Students.
- 3.3.3 Where the required adjustment includes the appointment of an Exam Support Provider acting as either a scribe or a reader and scribe, the following procedures apply:
- a) The scribe should be able to write or type the dictated answers correctly. Practice sessions should be arranged prior to the assessment so that both the student and the Exam Support Provider can familiarise themselves with the process and ascertain that the scribe can readily understand the student.
 - b) The Exam Support Provider must be acceptable to the Partner Academic Contact. The student cannot choose or nominate an Exam Support Provider and the Exam Support Provider must not have any personal relationship with the student.
 - c) Arrangements for any rest periods relating to the use of an Exam Support Provider must be made prior to the assessment and the total time allowance should be adjusted accordingly.

4. COURSEWORK

4.1 SUBMISSION OF COURSEWORK

- 4.1.1 The Partner Academic Contact must make provision for systems to ensure that coursework submission is secure, documented and that immediate individual receipts are issued to students.
- 4.1.2 Unless indicated otherwise, it is expected that all coursework is typed. Students must keep an electronic copy which may be requested by the Partner Associate Lecturer at anytime.
- 4.1.3 Extensions to submission dates for coursework for individual students are not permitted under any circumstances. Students with a valid reason for not submitting coursework by the due date must use the extenuating circumstances procedures.
- 4.1.4 Exceptionally, the submission date for assessed work may be revised for all students undertaking the assessment. In such cases the Partner Associate Lecturer shall notify all students of the revised submission date.

4.2 LATE SUBMISSION (FIRST ATTEMPT)

- 4.2.1 Coursework submitted within 10 working days of the published submission dates will be marked. The mark for the assessment will be limited to the module pass mark, but the uncapped mark must also be shown on the coursework.
- 4.2.2 Where students submit valid extenuating circumstances within 10 working days of the published submission dates, the original mark will be reinstated and the cap lifted.
- 4.2.3 Students with valid extenuating circumstances who are not able to submit their first attempt within 10 working days will be given a Deferral in the affected artefact.
- 4.2.4 Coursework submitted more than 10 working days after the published submission date will not be marked and will be recorded as a non-submission.
- 4.2.5 The above only applies to first attempts and not to Deferrals.

4.3 LATE SUBMISSION (REFERRAL AND DEFERRAL)

- 4.3.1 All Referrals or Deferral coursework must be submitted by the end of the Referral period or the work will not be marked and will be recorded as a non-submission.
- 4.3.2 Exceptionally, the Board of Examiners may determine to allow the marking of late work if submitted within a set period and with valid extenuating circumstances. In such cases, the Board of Examiners will publicise this when making students aware of their Referrals and/or first attempt assessments (and any subsequent further attempts in the same academic year) to ensure that students are aware of this.
- 4.3.3 Where a student has extenuating circumstances for Referrals or Deferral coursework, they should use the extenuating circumstances procedures.

5. RULES FOR THE CONDUCT OF EXAMINATIONS

5.1 GENERAL

- 5.1.1 The University defines an examination as an assessment undertaken within a constrained period of time in a set location following a specified rubric of instruction. The student will undertake examination by writing except where the assessment is conducted using computer aided assessment software. This definition is intended to include examinations, open book examinations, mid-term exams and in-class testing. Examinations in centrally allocated accommodation will be conducted entirely in accordance with these rules. Students taking examinations elsewhere will be notified at or before the start of the examination which, if any, of these rules do not apply.
- 5.1.2 Students must observe all instructions given by an invigilator.
- 5.1.3 A student who wishes to attract the attention of an invigilator shall remain seated and raise a hand.
- 5.1.4 Students are required to bring a form of formal identification with photograph e.g. passport, national identification card, driving licence with them to every examination. A student who is unable to identify themselves may be excluded from the examination at the discretion of the Senior Invigilator
- 5.1.5 Any person alleged to have committed an offence under these regulations will be subject to disciplinary procedures.

5.2 ENTERING AND LEAVING EXAMINATION ROOMS

- 5.2.1 Students will not be admitted to the examination room more than fifteen minutes before the start of the examination.
- 5.2.2 Students may not enter the examination room later than thirty minutes after the start of the examination.
- 5.2.3 No student may enter the examination room after the start of the examination if, for any reason, another student has already left the examination room.
- 5.2.4 No student may leave the examination room, other than for illness or other reason acceptable to the invigilator, until thirty minutes after the start of the examination. Students who leave the examination room without the permission of an invigilator will be deemed to have withdrawn from the examination, and will not be permitted to re-enter the examination room.

- 5.2.5 No student may leave the examination room within the last thirty minutes of the examination, other than in computer aided assessment or in exceptional circumstances and with the permission of the invigilator. In computer aided assessment, the student may leave within the last thirty minutes, provided they have permission from the invigilator and leave the room with minimal disturbance.
- 5.2.6 A student who wishes to leave the examination room early shall attract the attention of an invigilator and, when given permission to do so, shall leave the room with the minimum disturbance.
- 5.2.7 All answer books (used and unused) and/or records of assessment are to be collected from Students before they are permitted to leave the examination room.
- 5.2.8 All Students must take their belongings and their litter with them when they leave.

5.3 STARTING AND ENDING EXAMINATIONS

- 5.3.1 No student shall start the examination until directed to do so by an invigilator.
- 5.3.2 Students must stop working immediately when instructed to do so by the invigilator. Late arrival Students will be required to finish at the stated end time, as instructed by the invigilator.
- 5.3.3 In computer aided assessment the student will be timed out at the end of the assessment.
- 5.3.4 All Students are to remain seated in silence until scripts and/or records of assessment have been collected and permission to leave is given.

5.4 EXAMINATION STATIONERY AND MATERIALS

- 5.4.1 All work, including rough work, must be written in the answer books provided or on the relevant paper provided, where answer books are not used. Additional sheets of paper, such as graph paper and drawings, must be clearly marked with the student's student number and fixed to the student's answer book or record of assessment.
- 5.4.2 Answer books are to be given to the invigilator on request.
- 5.4.3 Pages may not be removed from an answer book, nor may an answer book or record of assessment be removed from the examination room.
- 5.4.4 Mathematical tables, charts, etc which may be provided for Students' use are the property of University Centre Sparsholt and may not be removed from the examination room.
- 5.4.5 Students will be instructed prior to any examination which aids such as calculators or notes are permissible. Students will not be permitted to use their mobile telephone or smart watch (or other means of transmitting or receiving information in any form) as a calculator, instead a separate device must be used which cannot store text or other information that might unfairly be of use in the examination. A student who brings into the examination aids other than a type specified in the examination rubric commits an assessment offence.
- 5.4.6 In modules in which language proficiency is not being directly assessed, students whose first language is not English may, at the discretion of the Partner Associate Lecturer, use a translation dictionary. The dictionary must be presented to the Invigilator prior to the start of the examination for checking. During this time, it should be checked to ensure it is not marked in any way. Extra time for the use of dictionaries is not permitted. Electronic dictionaries are not permitted.
- 5.4.7 Invigilators may inspect any materials or items in the examination room, or in any student's possession, at any time during the examination.

5.5 BEHAVIOUR DURING EXAMINATIONS

- 5.5.1 Throughout the whole of the examination, silence must be maintained, except when requests for additional answer books etc are made. A student whose behaviour persistently disturbs other Students may be excluded from the examination.
- 5.5.2 Students are permitted to bring drinking water into the examination room. No other food or drink is allowed.
- 5.5.3 Students must not communicate in any way with any person other than an invigilator during the examination.
- 5.5.4 Students must not bring any documents which are not required for the purpose of the examination.
- 5.5.5 All mobile telephones and other devices must be switched off throughout the examination.
- 5.5.6 In computer aided assessment, the invigilator will inform students of the software to be used and any limitations that apply and no other software will be permitted.

5.6 ACTION BY INVIGILATORS ON DISCOVERY OF AN ASSESSMENT OFFENCE

- 5.6.1 An invigilator who suspects that assessment offence has been committed by a student during an examination, shall draw a line across the cover of the answer book, and on this line state the time at which the suspected assessment offence was discovered, and sign his/her/their/their name at this point, and remove the answer book(s) from the student's desk. The student shall then be given a fresh answer book by the invigilator, and permitted to continue the examination, concluding at the normal time.
- 5.6.2 The Senior Invigilator will inform University Centre Sparsholt Examination Office of the suspected assessment offence following the examination.

5.7 ILLNESS

- 5.7.1 In the case of illness, students are required to notify the invigilator.
- 5.7.2 A student may temporarily leave the examination room for illness or other reason acceptable to the invigilator. During such absence, a member of University Centre Sparsholt staff will accompany the student. If the student returns to complete the examination, they will not be able to submit a claim for extenuating circumstances.
- 5.7.3 If the student cannot continue, or feels that their examination has been affected, they should leave the examination. Where this occurs, the invigilator will sign the answer book or record of assessment stating the time at which the student left. The student will need to submitting extenuating circumstances following the examination. Where a student submits an extenuating circumstance form for an examination they left due to illness, the examination mark will be recorded as zero. Extenuating circumstances forms cannot be submitted for Referrals or Deferrals.

6. MARKING AND FEEDBACK

6.1 GENERAL

- 6.1.1 The Partner Academic Contact will ensure that all staff responsible for teaching and/or assessment are able to demonstrate good practice in assessment and providing feedback, before they are involved in any assessment practices.
- 6.1.2 The Partner Academic Contact will be responsible for ensuring that systems are in place for mark verification and second marking. In particular:
 - a) where there are multiple markers for the same assessment artefact, systems must be in place to ensure consistency and equality of marking.
 - b) where the assessment piece is not a physical artefact e.g. presentations, oral assessments, performances.

6.2 ANONYMOUS MARKING

- 6.2.1 The University supports a policy of anonymous marking of all assessments (i.e. the name of the student is masked from the marker).
- 6.2.2 All assessments taken under examination conditions will be marked anonymously.
- 6.2.3 Where assessments are conducted and marked using computer aided assessment software, anonymity is assumed.
- 6.2.4 Wherever practicable, all non-examination assessments will be marked anonymously. The Partner Associate Lecturer must inform students whether or not "non-examination" assessments will be marked anonymously.
- 6.2.5 Where it is impractical for anonymity to be maintained these assessments should be verified. If it is not practical to do this at the time, then consideration should be given to making a copy or recording.
- 6.2.6 Examination answer books and coursework coversheets are provided with a fold-over adhesive flap. The Students record their name on the top right-hand corner of and obscure this information by sealing the fold-over flap.
- 6.2.7 Students must also identify themselves on the answer book or coversheet by means of their student number, which is on their student campus card.

6.3 MARKING SCHEME

- 6.3.1 Marking schemes are criterion-referenced and will enable internal assessors and External Examiners to distinguish between different categories of achievement and to justify marks awarded.
- 6.3.2 The Module Co-ordinator must use percentages where numerical marking schemes are used. The following qualitative criteria is used:
 - a) first class honours or distinction standard - a mark in the range of 70-100;
 - b) upper second class honours or merit standard - a mark in the range of 60-69;
 - c) lower second class honours standard - a mark in the range of 50-59;
 - d) third class honours standard - a mark in the range of 40-49;
 - e) the student has demonstrated achievement of the learning outcome(s) of the module – a mark in the range of 40 to 100;
 - f) the student has not demonstrated achievement of the outcome(s) of the module - a mark in the range 0 to 39.

- 6.3.3 The University does not require pass standards or thresholds of achievement in particular components of assessment.
- 6.3.4 Professional and Statutory Regulatory Bodies may require pass standards or thresholds of achievement in particular components of assessment. Where this has been agreed as part of the accreditation process, an exemption from the regulations need not be sought. Students must be informed at the start of the module of the relevant pass standards or thresholds of achievement in particular components of assessment.
- 6.3.5 Any further variation must:
- have the specific approval of the University Education and Student Experience Committee acting on the authority of Academic Council;
 - be recorded on the approved module description;
 - state clearly to which groups of students it shall apply.

6.4 VERIFICATION OF MARKS

- 6.4.1 All assessed work is subject to verification or double-blind marking as follows:

Major Project Modules

All the assessed work must be "double-blind" marked. This means that the two markers must mark the work without having sight of the mark awarded by the other marker. The markers must then determine an agreed mark and agree both the form and content of the feedback. If the two markers significantly disagree and the differences cannot be resolved by discussion, then the Head of Department must nominate a third marker to review the work, unaware of the previous marks. The final mark awarded should then be derived by discussion between all three markers.

All other modules

If a module is assessed by a single element with a single marker or if it is an assessment where it has been impractical for anonymity to be maintained, all assessments will be subject to verification. Otherwise, 10% of ALL assessments, with a minimum of 6 pieces and a maximum of 20 pieces, will be subject to verification. Verification means that a second member of staff scans the assessments to ascertain that the marks for the module are broadly appropriate and have been fairly arrived at as described within these regulations. The sample must include work covering a full range of marks. If significant discrepancies arise, then the Head of Department may require all assessed work to be reviewed or moderated.

- 6.4.2 It will be at the discretion of the University Academic Contact if the verifier is from the partner institution or from the University of Portsmouth.
- 6.4.3 If, after verification or double-blind marking, an agreed final mark can still not be awarded then the assessment must be referred to the External Examiner for an opinion. The External Examiner will not determine the final mark but will report to the MAB where the final mark will be determined.

6.5 FEEDBACK

- 6.5.1 Except as provided within these regulations, the Partner Associate Lecturer will be responsible for ensuring students are provided with feedback on all assessed work. The HE Development and Quality Manager will monitor provision of feedback.
- 6.5.2 Feedback will be provided for all forms of assessment, including examinations. It should provide an indication of the extent to which the work has met the assessment criteria and intended learning outcomes. The minimum requirements for summative feedback are:
- Major strengths of the work.
 - Ways in which the mark could have been improved.
 - Original mark and any penalties that have been applied (where appropriate).
- 6.5.3 The precise nature of the feedback will vary according to custom and practice in the subject area. However, feedback will normally be typed. If oral feedback is used to supplement the written feedback, it may be delivered to individuals or to groups of students. Feedback on examinations and coursework may be written onto a proforma, a coversheet or directly onto the piece of work. The procedures adopted should not prejudice marking where the first mark is concealed from subsequent markers ("double-blind marking").
- 6.5.4 The Partner Associate Lecturer will make feedback available within twenty working days of the submission deadline or the date of the examination except for distance learning, where feedback will be made available within twenty-five working days.
- 6.5.5 If feedback is unexpectedly delayed, the Partner Associate Lecturer must inform students of the reason(s) and the date on which they will receive the feedback.
- 6.5.6 The mark or grade provided to a student as part of the assessment feedback is a provisional mark subject to change and/or moderation until it is finally determined by the MAB.
- 6.5.7 A student who submits work after the published submission date forfeits the right to feedback on that work, unless there were valid extenuating circumstances.

6.6 RETURN OF ASSESSED WORK

- 6.6.1 The Partner Academic Contact must make provision for systems to ensure that the return of assessments to students is timely and secure.
- 6.6.2 Partner Associate Lecturers must ensure that work for their module is returned in a timely fashion and is either accompanied by feedback or feedback has been provided by alternative means.
- 6.6.3 Partner Associate Lecturers must ensure that a sample of work is either retained or photocopied so that it is available for scrutiny by the External Examiner. In the former case, the retention of work must not prejudice the return of feedback.
- 6.6.4 Students' work must not be left unattended for collection. Work may be returned in a timetabled or non-timetabled session or it may be appropriate for students to collect the work from a central collection point.
- 6.6.5 Where a student is unable to collect the assessment in person for a legitimate reason, a request can be made for either the assessment feedback sheet to be posted to the student or the student may identify in writing to the University a named third person to collect their work. This person must produce a form of identification to establish that they are the student's proxy.
- 6.1.1. Students must be informed that there will be a time limit for collecting their work, after which it will be confidentially destroyed. The work should be held long enough to allow students a reasonable opportunity to reclaim it. For guidance on retention periods for assessed work, please see the University's [retention schedule](#).

7. EXTENUATING CIRCUMSTANCES

7.1 GENERAL

- 7.1.1 Extenuating Circumstances are short term circumstances that must relate to the health and/or personal matters of the student, which are of a sufficiently serious nature to have prevented the student from completing or submitting an assessment artefact on time.
- 7.1.2 Common criteria against which extenuating circumstances shall be considered shall be defined in the form of a document, the current version of which shall be approved on the authority of Academic Council and be available through the partner institution.
- 7.1.3 Guidelines for the application of Extenuating Circumstances shall separately be available in appropriately modified formats to students, Extenuating Circumstance Officers, MABs, and Boards of Examiners. The current version of the guidelines shall be approved on the authority of Academic Council and be available through the partner institution
- 7.1.4 The extenuating circumstances policy of the University is based on the principle that if a student attempts an assessment, they are deemed well enough to have taken the assessment and cannot then submit an Extenuating Circumstances Form. Extenuating Circumstance Forms can only be submitted where a student:
- a) has not submitted an assessment artefact,
 - b) has not attempted an assessment artefact
 - c) has been unable to finish an examination.
- 7.1.5 Procedures for Extenuating Circumstances are intended to apply to individuals although can apply to groups of students where a piece of groupwork is involved and one or more members of the group has valid extenuating circumstances. In such a case the names of all affected students should be put on the extenuating circumstances form.
- 7.1.6 Extenuating Circumstances procedures do not apply where there has been a failure in course management arrangements which have disrupted the learning and assessment of a group or groups of students. Students should use the complaints procedure to seek remedy for such failures. In such cases, it will be the responsibility of the Partner Academic Contact and the University Academic Contact and the course team to provide appropriate remedies, taking advice from the Academic Registrar.
- 7.1.7 An assessment penalty imposed in accordance with Sparsholt's Performance and Conduct procedures over-rides any valid extenuating circumstances.

7.2 EXTENUATING CIRCUMSTANCES FORMS

- 7.2.1 In order to be considered by an Extenuating Circumstances Officer, a student must complete and submit an Extenuating Circumstances Form to the Partner Institution offices within 5 days of the end of the teaching period (or Referral Period) that the assessment is undertaken in.
- 7.2.2 Extenuating Circumstances Forms submitted after the due date(s) may be considered at the discretion of the Extenuating Circumstances Officer.
- 7.2.3 All submitted forms will be acknowledged by an e-mail to the student which will act as the receipt for submission of the Extenuating circumstance form.
- 7.2.4 The Partner Academic Contact shall notify students of member(s) of staff who will be able to give guidance to students on the completion of the form.
- 7.2.5 Extenuating Circumstances Forms shall be kept in a secure place for seven years, at which time they shall be disposed of in a secure fashion.

7.3 EXTENUATING CIRCUMSTANCES OFFICER

- 7.3.1 Each Partner Academic Contact shall appoint a minimum of three members of staff as Extenuating Circumstances Officers to make decisions on extenuating circumstances.
- 7.3.2 Extenuating Circumstances Officers, in respect of forms submitted and in relation to each assessment artefact identified, may make only one of the following decisions:
- a) Circumstances Valid;
 - b) Circumstances Invalid.
- 7.3.3 The decision will be checked by another Extenuating Circumstances Officer to confirm it is reasonable before the student is informed of the decision.
- 7.3.4 Students shall be informed of the Officer's decision within ten working days of submission of the Extenuating Circumstances form. Extenuating Circumstances Officers shall keep a record all decisions made, together with reasons.

7.4 INTERVENTION ON A STUDENT'S BEHALF

- 7.4.1 Written statements on a student's behalf, when not accompanied by an Extenuating Circumstances Form, may be considered at the discretion of the Extenuating Circumstances Officer. Any such written statement must be made with the consent of the student, and the submission must make it clear how the consent was given.
- 7.4.2 No other intervention on behalf of a student shall be considered.
- 7.4.3 Where any written statement on a student's behalf is made, not accompanied by an Extenuating Circumstances Form, the Extenuating Circumstances Officer shall keep:
- a) a record of the intervention;
 - b) whether it has been considered or not;
 - c) the reasons for its consideration or otherwise;
 - d) the decision of the Extenuating Circumstances Officer as to the validity of the extenuating circumstance and the assessments it is considered to have affected.
- 7.4.4 Both the person making the intervention, the Partner Academic Contact and the student shall be informed of the Extenuating Circumstances Officer's decision.

7.5 SERIOUS AND CONFIDENTIAL EXTENUATING CIRCUMSTANCES

- 7.5.1 Students with serious and confidential extenuating circumstances should contact their Partner Academic Contact. The Partner Academic Contact will decide whether to accept the extenuating circumstance.
- 7.5.2 The Partner Academic Contact may make only one of the following decisions:
- a) Circumstances Valid;
 - b) Circumstances Invalid;
- 7.5.3 The students shall be informed of the decision within 10 working days. The Partner Academic Contact shall keep a record of the decision, together with reasons.
- 7.5.4 Where a student feels unable to contact the Partner Academic Contact, they may contact any member of staff they feel to be appropriate. That member of staff will bring the matter to the attention of the Partner Academic Contact, so that the procedure is followed.

7.6 VALID EXTENUATING CIRCUMSTANCES – COURSEWORK (FIRST ATTEMPT)

- 7.6.1 Coursework submitted within 10 working days of the published submission dates will be marked. The mark for the assessment will be limited to the module pass mark, but the uncapped mark must also be shown on the coursework.
- 7.6.2 Where students submit valid extenuating circumstances within 10 working days of the published submission dates, the original mark will be reinstated and the cap lifted.
- 7.6.3 Students with valid extenuating circumstances who are not able to submit their first attempt within 10 working days will be given a Deferral in the affected artefact.
- 7.6.4 Coursework submitted more than 10 working days after the published submission date will not be marked and will be recorded as a non-submission.
- 7.6.5 The above only applies to first attempts and not to Deferrals.

7.7 VALID EXTENUATING CIRCUMSTANCES – EXAMINATION (FIRST ATTEMPT)

- 7.7.1 Any student who, before the end of the Consolidation and Assessment Period, either misses or is unable to complete an examination due to valid extenuating circumstances will normally be given a Deferral.
- 7.7.2 This applies to first attempts only and not Referrals and/or Deferrals.

7.8 VALID EXTENUATING CIRCUMSTANCES (REFERRAL AND/OR DEFERRAL AND ANY SUBSEQUENT FURTHER ATTEMPTS IN THE SAME ACADEMIC YEAR)

- 7.8.1 Any student who misses or is unable to complete a Referral or Deferral and/or any subsequent further attempts in the same academic year due to valid extenuating circumstances will be given a Deferral in the module to undertake at the next available opportunity. This will normally be in the next academic year.
- 7.8.2 The Board of Examiners will determine:
 - a) whether the Deferral should be with or without attendance;
 - b) whether it was to repeat the whole module or just the affected artefact(s) as appropriate, bearing in mind the nature of the course and the student's circumstances.
- 7.8.3 Exceptionally, the Board of Examiners may determine that there will be a further attempt in the same academic year. In such cases, the Board of Examiners shall make the student aware of this and the minutes shall record the reason for the exceptional further attempt.
- 7.8.4 Exceptionally, the Board of Examiners may determine to allow the marking of late work if submitted within a set period and with valid extenuating circumstances. In such cases, the Board of Examiners should publicise this when making students aware of their Referrals and/or first attempt assessments (and any subsequent further attempts in the same year) to ensure that students are aware of this. In such cases, the Board of Examiners shall make the student aware of this and the minutes shall record the reason for the exceptional further attempt.

8. MODULE ASSESSMENT BOARDS

8.1 GENERAL

- 8.1.1 The Head of Department shall ensure that all modules within the Department which are delivered under a collaborative arrangement with a Partner Institution are assigned to the authority of a MAB.
- 8.1.2 The MAB shall convene meetings to discharge the duties defined by these regulations. The University Academic Contact shall confirm dates on which the meetings must be convened in each year. The MAB, additionally, shall hold a sub-committee meeting to consider the outcomes of Referral and /or Deferral before the start of each academic year.
- 8.1.3 The MAB shall oversee the assessment of modules, confirm marks or grades and assign credit to students studying modules within its purview in accordance with approved Module Descriptions.
- 8.1.4 In exercising the powers provided by these regulations, the MAB shall have due regard to academic standards and to the identified aims, objectives and learning outcomes of the module(s).

8.2 MEMBERSHIP

- 8.2.1 In respect of each module in the group for which the MAB is responsible, the following have membership rights:
- University Academic Contact;
 - Partner Academic Contact (HE Development and Quality Manager);
 - All staff responsible for the teaching and/or assessment of the course;
 - Section Head;
 - External Examiners.
 - Representative of the Sparsholt Senior Leadership Team
- 8.2.2 The Chair shall be appointed on the authority of the Assistant Principal Sparsholt and shall be accountable to Academic Quality and Standards Board for ensuring that the MAB fulfils its responsibilities in accordance with these regulations.
- 8.2.3 No student of the University may be a member of the Module Assessment Board, unless a member of staff is also a student and has examining commitments.
- 8.2.4 The MAB shall be quorate to consider each module with the following membership:
- Chair;
 - Tutor for each module considered or exceptionally a nominee;
 - Partner Academic Contact and/or HE Development and Quality Manager;
 - the External Examiner.
- 8.25 Where, exceptionally, the nominee has not been involved in the assessment of the module, the reasons for the appointment shall be recorded in the minutes.
- 8.26 The role of the Subject External Examiner and the associated rights and responsibilities are described in the [External Examiners: Regulations and Procedures](#).

- 8.27 If, exceptionally, the External Examiner is unable to attend the meeting, she or he shall:
- a) as far as possible, make her or his views known to the MAB before it meets;
 - b) after the MAB has met, write to the Chair of the Board stating the extent of any involvement with the modules during the year and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the MAB.

8.3 PROCESS AND POWERS

8.3.1 The MAB shall receive:

- a) The notes and matters arising of its previous meeting and any intervening sub-committee(s);
- b) notification of actions taken under delegated authority from previous meetings;
- c) the current approved course;
- d) the names of all students identified by the partner institution as having disabilities and details of any special provision made;
- e) the annual report of the External Examiner(s);
- f) in respect of each student:
 - the overall mark for the module;
 - the mark for each assessment element (i.e. coursework, examination etc);
 - the mark for each assessment artefact;
 - a record against each assessment artefact mark of extenuating circumstances found valid;
 - a record against each student of extenuating circumstances found valid by the Extenuating Circumstances Panel and/or the result of the application of an assessment penalty, and if it is, the record must also show the mark without penalty and/or any other relevant assessment issue.

8.3.2 The MAB shall:

- a) scrutinise the marks or grades relating to each module obtain an explanation of any anomaly or cause for concern and take any action considered necessary, seeking advice from the External Examiner;
- b) make decisions in relation to each student;
- c) confirm the marks or grades for each student in each module;
- d) assign credit to individual students on the basis of the confirmed marks or grades;
- e) assign credit to individual students for other good reason agreed;
- f) determine the Referral requirements for those students who have not passed.

8.4 MODERATION OF MARKS

8.4.1 Moderation of marks relates particular assessment artefacts, and the results may apply to some or all of the students attempting the assessment. Moderation may alter the module mark, which must be re-calculated following moderation.

8.4.2 MABs may moderate marks as a collective decision, with the agreement of the External Examiner, and after reviewing the full range of information in the following circumstances if:

- a) the pass threshold has been incorrectly applied; or
- b) the marks do not fall within the expected mark distribution.

- 8.43 In addition, MABs may moderate marks as a collective decision, with agreement of the External Examiner, and after reviewing the full range of information, if a course management issue has disadvantaged students.
- 8.44 Moderation may take the form of discounting an assessment artefact and extrapolating a module mark from the remaining artefacts, re-weighted accordingly.
- 8.45 The Chair of the MAB must ensure that any moderation, and the reason for it, is recorded in the minutes and is made known to all Boards of Examiners that receive marks or grades in respect of that module.
- 8.46 The University Academic Contact in which the module resides must inform students in writing of the reason(s) for any moderation and of its impact.

8.5 EXTENUATING CIRCUMSTANCES

- 8.5.1 Where extenuating circumstances have been found valid, MABs may:
- defer the missed examination artefact as a Deferred First Assessment until specified dates;
 - permit the assessment of the missed examination artefact by means of different assessment artefacts as a Deferred First Assessment, which must be defined and made known to the student, to be submitted by the end of the Referral Period;
 - where valid extenuating circumstance has prevented the student from completing the assessment artefact but sufficient evidence can be adduced that the learning outcomes of the module have been met from at least two other completed and unaffected assessment artefacts contributing to the final mark of the module, extrapolate an overall mark for the module from completed and unaffected assessment artefacts.

8.6 DECISIONS

- 8.6.1 The mark reported to students and to the Board of Examiners shall be an integer as follows:
- a decimal of .5 or greater shall round up to the next integer;
 - a decimal of .4 or less shall round down to the integer;
 - module marks ending in a 9 after rounding will be rounded up to the next integer.
- 8.6.2 For honours degree courses, students will also be allocated a grade point for each overall module mark. The grade point is given to two decimal places according to the following table:

Mark	Grade Point
≥75	4.25
71-74	4.00
67-70	3.75
64-66	3.50
61-63	3.25
57-60	3.00
54-56	2.75
50-53	2.50
48	2.25
43-47	2.00
40-42	1.50
38	1.00
35-37	0.75
30-34	0.50
≤28	0.00

8.6.3 These Grade Points will be used to calculate the Grade Point Average for honours degree students.

8.6.4 The MAB will make one of the following decisions for each student:

- a) Passed;
- b) Deferral;
- c) Referral;
- d) Deferral and Referral;
- e) Repeat;
- f) Decision Pending.

8.6.5. PASSED

- a) Passed confirms that the credit has been assigned.

8.6.6. DEFERRAL(S)

- a) This confirms that the student has not completed the assessment of the module for good reason and that conditions and a time scale have been set for the student to undertake the assessment or further assessment of the module.
- b) The purpose of the Deferral is to allow a student who has not attempted an examination type artefact at the normal attempt and has submitted extenuating circumstances which have been found valid.
- c) The Deferral shall take the form of assessment(s) determined by the MAB.

- d) Academic Council shall fix the dates by which Deferrals must be completed. The Board of Examiners shall not permit a student to undertake a Deferral after the expiry of the dates for Deferrals prescribed by Academic Council.
- c) The Deferrals will be marked as if it were submitted for the first time and will not be capped.

8.6.7 REFERRAL(S)

- a) Referral confirms that the student may be eligible for Referral and that the requirements have been determined.
- b) The purpose of the Referral is to allow a student who has failed a module or modules at the first attempt, or after repeat assessment, to have the opportunity to achieve the credit required to complete that stage and make normal progress, or satisfy the credit requirements for an award, without having to repeat the module(s) in full.
- c) The Referral shall take the form of assessment(s) determined by the MAB for failed assessment artefacts within the module. The student shall be deemed to have failed an assessment artefact in any failed module if they have not achieved a mark of 40% in the artefact. The MAB may prescribe either a single re-assessment task that allows the student to demonstrate achievement of the module's learning outcome or assessments arising from the failed assessment components.
- d) The student shall be deemed to have failed an assessment artefact in any failed module if they have not achieved a mark of 40% in the artefact.
- e) The University Academic Contact on the authority of Academic Council, and in liaison with the Partner Academic Contact, shall fix the dates by which Referrals must be completed. Student will not be able to undertake a Referral after the expiry of the dates for Referrals. When prescribing the Referrals period(s), the University Academic Contact shall be mindful of the dates and duration of the fixed period(s) prescribe for 'Home' University courses and align it where possible.
- f) The Referrals will be marked with the artefact mark capped at the pass mark of the module. The overall module mark will be recalculated with the capped Referral marks but the overall module mark will not be capped. That mark shall be annotated on the transcript with the legend "Passed after Second Assessment". Where the MAB has prescribed a single re-assessment task that allows the student to demonstrate achievement of the module's learning outcome, the capped Referral mark will be used for all the failed assessment artefacts.
- g) Should the combined number of failed modules (including Referrals and Combined Referral Deferral) exceed the limits allowed by the Board of Examiners, the Board of Examiners shall change the decision for the modules with the decision of Referral to Repeat. The student will no longer be entitled to undertake the Referral element.

8.6.8 COMBINED REFERRAL DEFERRAL

- a) Combined Referral Deferral confirms that the student has not completed one or more the assessment of the module for good reason and that conditions and a time scale have been set for the student to undertake the assessment or further assessment of the module and that the student has failed one or more other assessments and may be eligible for a Referral.
- b) Section 6.5.2 details the process for the artefacts(s) that are Deferral and section 6.5.3 details the process for the artefacts(s) that are Referral

- c) Should the combined number of failed modules (including Referrals and Combined Referral Deferral) exceed the limits allowed by the Board of Examiners, the Board of Examiners shall change the decision for the modules with the decision of Combined Referral Deferral to Deferral. The student will no longer be entitled to undertake the Referral element.

8.6.9. REPEAT

- a) Repeat confirms that the student is not eligible for Referral or has failed either their Referral or Deferral and that credit has not been assigned. The student may be eligible to repeat the module in the next academic year.

8.6.10. DEFERRED REPEAT

- b) Deferred Repeat confirms that the student has submitted valid extenuating circumstances for their Referral and/or Deferral (or any subsequent attempts within the same academic year.) The student will be normally eligible to repeat the module at the next available assessment. The Board of Examiners will determine:
- whether it is with or without attendance
 - whether the student has to repeat the whole module or just one of more failed artefacts.

8.6.11. DECISION PENDING

- c) Decision Pending confirms that the MAB has been unable to confirm the mark and assign credit because of some procedural delay.

8.7. EXTERNAL EXAMINER

8.7.1 When the MAB has agreed the marks, the External Examiner shall sign the marksheet. This endorsement on the final marksheet signifies general satisfaction with the effectiveness and adequacy of the relationship between the module outcomes, the assessment strategy and the marking criteria. It does not necessarily indicate agreement with every individual confirmed mark.

8.7.2 After the External Examiner has signed the marksheet, marks may only be changed in exceptional circumstances and with the agreement of the External Examiner.

8.8 ASSESSMENT PENALTIES

8.8.1 Responsibility for the application of assessment penalties rests with the MAB when it determines the final mark in the module.

8.8.2 All cases in which assessment penalties have been applied shall be reported to the MAB and to the Board of Examiners.

8.8.3 The MAB shall waive assessment penalties, if it receives a decision from an Extenuating Circumstances Officer that late submission of work was due to valid extenuating circumstances.

8.8.4 The MAB has no discretion to waive penalties imposed in accordance with the Sparsholt's established disciplinary procedures.

8.9 COURSE MANAGEMENT ISSUES

- 8.9.1 The MAB shall have discretion, in exceptional circumstances, to depart from any of these regulations if it believes a course management issue has arisen and a strict application of the regulations would be unjust to a student or students.
- 8.9.2 In such a case, the Head of Department, the Section Head or the University Academic Contact should contact the Academic Registrar to take advice in relation to good practice.
- 8.9.3 In such a case the minutes must record all of the following information:
- a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the MAB wishes to depart;
 - d) the full circumstances in which the MAB considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the MAB considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the both exercising and not exercising discretion for the student.
- 8.9.4 The Chair of the MAB shall send a copy of the note to the Academic Registrar.

8.10 DISCLOSURE OF MARKS AND GRADES

- 8.10.1 Following the MAB, final confirmed marks or grades will be issued after ratification by Academic and Quality Standards Board.
- 8.10.2 This does not negate a student's right to discuss their studies with their personal tutor.

8.11 DELEGATION OF AUTHORITY

- 8.11.1 The MAB shall delegate, by resolution, to a sub-committee its authority for the confirmation of marks and the assignment of credit following Referrals, Deferrals and Pending decisions. The resolution must define the membership and quorum of the sub-committee and prescribe the reporting arrangements to the MAB.
- 8.11.2 The MAB shall delegate, by resolution, to the Chair its authority in relation to the confirmation of marks arising from Deferrals or pending decisions. The resolution shall require the Chair to document the decision, the reasons for it, and the extent of any consultation and report the decision to the next meeting of the MAB.
- 8.11.3 The MAB shall delegate, by resolution, to the Chair its authority in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Chairs must ensure the possibility of such action does not remove a student's right of appeal against decisions of a MAB. The resolution shall require the Chair to document the decision, the reasons for it, and the extent of any consultation and report the decision to the next meeting of the MAB.
- 8.11.4 The MAB cannot otherwise delegate its authority.

8.12 MINUTES

- 8.12.1 The Chair of the MAB shall keep adequate notes of the meeting and sign and date them. Copies shall be lodged with Course Tutors, the Examinations Officer and the HE Development and Quality Manager.

9 BOARDS OF EXAMINERS

9.1 GENERAL

- 9.1.1 The primary purpose of the Board of Examiners is to oversee the assessment of awards, to decide for each student on progression on a course and to make recommendations to Academic Council on the award, and category of award, to be conferred upon individual students.
- 9.1.2 The Head of Department shall ensure that all named awards shall be assigned to the authority of a Board of Examiners.
- 9.1.3 The Board of Examiners conducted at the Partner Institution shall convene meetings to discharge the duties defined by these regulations. The Board of Examiners shall meet at least once each academic year or more often for award courses that have multiple intake points. The University Academic Contact will confirm the dates of the meetings to be convened in each year. The Board of Examiners may reconvene, if required, to review a previous decision under the appeals procedure.
- 9.1.4 In exercising the powers provided by these regulations, the Board of Examiners shall have due regard to the principles, the standard of the award, the identified aims and objectives of the course and each student's overall performance.
- 9.1.5 Only a Board of Examiners constituted in accordance with these Regulations shall be authorised to recommend conferment on a student of an academic award of the University of Portsmouth.
- 9.1.6 Academic awards of the University shall be conferred by Academic Council on behalf of the University in accordance with decisions of Boards of Examiners.
- 9.1.7 The decisions of Academic Council with regard to academic awards shall be determined by the signature of the Chair of the Board of Examiners upon the Conferment List, and shall accord with the recommendation of the Board of Examiners.

9.2 MEMBERSHIP

- 9.2.1 In respect of each named award for which the Board of Examiners is responsible, the following have membership rights:
- a) University Academic Contact;
 - b) External Examiner(s);
 - c) Partner Academic Contact;
 - d) Course Leader;
 - e) Section Manager;
 - f) All members of College staff responsible for the teaching and/or assessment of modules contributing to the award;
 - g) HE Development and Quality Manager;
 - h) Academic Registrar, or her or his appointed representative;
 - i) College Examination Officer.
- 9.2.2 The Chair shall be appointed on the authority of University Centre Sparsholt Academic Quality and Standards Board and shall be accountable to Academic Council for ensuring that the Board of Examiners fulfils its responsibilities in accordance with these regulations.
- 9.2.3 No student of the University may be a member of the Board of Examiners, unless a member of staff is also a student and has examining commitments.
- 9.2.4 The Board of Examiners shall have the following quorum:

- a) University Academic Contact (Chair) or, exceptionally, an appointed nominee;
- b) External Examiner(S)
- c) Partner Academic Contact or an appointed nominee;
- d) Course Leader or an appointed nominee;
- e) HE Development and Quality Manager or an appointed nominee.

9.2.5 The role of the External Examiner and the associated rights and responsibilities are described in the [External Examiners: Regulations and Procedures](#).

9.2.6 If, exceptionally, the External Examiner is unable to attend the meeting of the Board of Examiners, then the External Examiner shall:

- a) as far as possible, make their views known to the Board of Examiners before it meets;
- b) after the Board of Examiners has met, write to the Chair of the Board of Examiners stating the reason for absence, the extent of his or her involvement with the courses during the year in question and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the Board of Examiners.

9.3 PROCESS AND POWERS

9.3.1 The Board of Examiners shall receive:

- a) the minutes of its previous meeting and any intervening sub-committee(s);
- b) notification of actions taken under delegated authority from previous meetings;
- c) the current course specification and assessment matrix;
- d) the confirmed marks and assigned credit from the appropriate MAB(s) for each student registered for the award for which it is responsible;
- e) decisions made with regard to Referrals, repeat assessment and marks subject to penalty by the MAB(s);
- f) a record against each module mark of extenuating circumstances found Valid;
- g) a record of any actions taken by the MAB because of extenuating circumstances found valid or of any assessment penalties waived by the MAB;
- h) the names of all students identified by the partner institution as having disabilities and details of any arrangements made to make allowance for such disabilities;
- i) the name of any student alleged to have been guilty of an assessment offence in relation to a module and details of any action taken in relation to that offence;
- j) the annual report(s) of the External Examiner(s);
- k) the name of any student in breach of University regulations whose result is required to be withheld.

9.3.2 The Board of Examiners shall have marks presented to it according to the following conventions:

- a) module marks in integers;
- b) weighted mean averages, as appropriate to the classification criteria being reviewed, reported as integers as follows:
 - a decimal of .5 or greater shall round up to the next highest integer;
 - a decimal of .4 or less shall round down to the integer;

- 9.3.3 If a student has undertaken assessments or been awarded credit for prior learning such that the minimum required for the recommendation of an award is exceeded, the weighted mean average presented to the Board of Examiners shall:
- a) take account of the student's performance in all compulsory modules;
 - b) then the student's best performance in optional modules up to the total required;
 - c) all other modules shall be disregarded, except in relation to the award of credit.
- 9.3.4 The Board of Examiners shall:
- a) agree the final version of the minutes of the previous meeting to be a true record of that meeting and note any matters arising from them;
 - b) note any actions taken under authority delegated at its previous meetings;
 - c) determine whether failure to achieve the outcomes of a module can be compensated;
 - d) determine whether to permit a student to progress to the next stage of a course;
 - e) determine whether a student shall be excluded from the University on academic grounds;
 - f) determine to substitute repeat assessment for Referral for any student, where the permitted limits for such Referrals have been exceeded;
 - g) recommend the conferment and, as appropriate, classification of an award;
 - h) determine whether or not to defer recommending the conferment of an award until specified conditions, within a specified time scale, have been met;
 - i) authorise the publication of a list of decisions and recommendations;
 - j) consider the annual report(s) of the External Examiner(s), (and relevant sections of the annual reports of External Examiners for modules which form part of the award) and refer matters of concern to the Board of Studies;
 - k) fulfil, as appropriate, any specific and additional requirements of any external accrediting body for the award recognised by Academic Council.

9.4 COMPENSATION

- 9.4.1 The purposes of compensation are to allow the Board of Examiners:
- a) to assign credit to a student who has not been assigned sufficient credit to be eligible for either progression or recommendation for the conferment of the final award; and
 - b) to assign credit to a student on a taught postgraduate course or part time course at any point during the student's registration on the relevant award.
- 9.4.2 Academic Council vests the power of compensation in the Board of Examiners.
- 9.4.3 A Board of Examiners can exercise the power of compensation at its discretion and having due regard to the standard of the award and the learning outcomes of the course.
- 9.4.4 The Board of Examiners may award credit in compensation to a student in failed modules due to strength of overall performance at a stage.
- 9.4.5 Compensation can only be awarded if the student has achieved a minimum of the following:
- a) Attempted or had a valid extenuating circumstance for the final assessment in the module to be compensated.
 - b) A weighted average mark of 40% across all relevant modules at that level (after discounting the worst 20 credits at levels 5, 6 and 7 of honours degrees and integrated masters degrees).

- c) At level 4, if the module to be compensated is 40 credits, a minimum overall mark of 30% is required in the module to be compensated.
- 9.4.6 As compensation is a discretionary power, the Board of Examiners may set higher thresholds than those listed. when exercising its judgement regarding the standard of the award and the learning outcomes of the course.
- 9.4.7 The limit applicable to compensation for all undergraduate courses (except Integrated Masters) shall be:
- a) a single module of up to 40 credits at level 4 of the course
 - b) a single 20 credit module at each other level of the course
- subject to an overall maximum of compensation of 60 credits for an Honours Degree and 40 credits for lower awards.
- 9.4.8 The overall limit applicable to compensation for a Postgraduate Diploma and/or a Masters Degree shall be a single 30 credit module. Compensation cannot be awarded for Postgraduate Certificates.
- 9.4.9 The Board of Examiners shall not compensate modules subject wholly to pass/fail assessment.
- 9.4.10 Where a Board of Examiners awards credit in compensation, the following shall apply.
- a) the transcript will show the pass mark, annotated as a "Compensated Pass";
 - b) the original mark shall be used for the purposes of determining any classification;
 - c) the reasons for doing so shall be stated and recorded in the minutes.

10 DECISIONS

- 10.1 At the end of each meeting the Chair shall sign a list of the decisions of the Board of Examiners. The Partner Academic Contact shall ensure the list is published within 3 working days of the meeting.
- 10.2 The list shall show the name or Identification Number of each student and the decision of the Board of Examiners. The decision shall be one, or a combination, of the following:
- Progress;
 - Recommend the award;
 - Deferral;
 - Referral;
 - Repeat Assessment;
 - Exclude;
 - Decision Withheld;
 - Decision Pending.
- 10.3 The Partner Academic Contact shall ensure that, as soon as practicable after the Board, sufficient further details of the Board's decisions are supplied to each student to exercise all of their rights under these and any other regulations of the University. Those further details must make clear any actions the student must complete in order to retrieve any failure.
- 10.4 At the end of the meeting of the Board of Examiners, the External Examiner shall sign the Conferment List. This endorsement on the Conferment List signifies general satisfaction with the effectiveness and adequacy of the assessment processes, with particular reference to the student profiles, issues of fairness, as described in the document External Examiners: Regulations and Procedures. It does not necessarily indicate agreement with every recommendation of the Board.

10.4.1 PROGRESS

10.4.1.1 Academic Council may approve the division of courses of study leading to named awards into stages separated by points of progression.

10.4.1.2 Responsibility for all progression decisions rests with the Board of Examiners.

10.4.1.3 The approved course specification or the individual student learning contract define the points of progression in the pathway to the award and the amount of credit which must be obtained before a student can progress to the next stage.

10.4.1.4 Unless specifically stated otherwise in the approved course specification or the individual student learning contract, the timing of points of progression shall be the first day of the next term to start after the meeting of the Board of Examiners following the completion of study at a particular stage.

10.4.1.5 The Board of Examiners will determine whether the point of progression lies before or after placement, unless the course specification has fixed the point of progression. The Board of Examiners may determine the point of progression differently according to a student's circumstances. If it does so, the minutes shall record in each case the Board's reasons for so determining the point of progression.

10.4.1.6 The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of each stage. If the credit required to complete that stage has been obtained, the Board of Examiners shall permit the student to progress to the next stage. Students may not progress with trailing modules.

10.4.1.7 On the authority of the Chair of the Board of Examiners, a student may commence the study of a module or modules at the next stage before the Board of Examiners has met to consider the results of the assessment of modules at the preceding stage or the results of any Referral or repeat assessment.

10.4.1.8 A MAB may not assign credit for a module or modules at any stage until the Board of Examiners has confirmed that the student has progressed to that stage.

10.4.2 "RECOMMEND THE AWARD OF [NAME OF SPECIFIC AWARD]"

10.4.2.1 Only a Board of Examiners, or a sub-committee or person acting on the delegated authority of a Board of Examiners, constituted in accordance with these regulations may recommend a student for conferment of an academic award of the University.

10.4.2.2 The document, Awards of the University of Portsmouth, lists the awards of the University, states the standard of those awards and, for taught courses, the credit requirements for eligibility to be recommended for conferment of them. No recommendation can be made to Academic Council for the conferment of any award of the University other than in accordance with that document.

10.4.2.3 The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of the final stage. The Board of Examiners shall recommend the student to Academic Council for the award of the University for which the student had registered if:

- MABs have assigned necessary credit;
- any shortfall is made good by the exercise of compensation;
- the student is not in breach of University regulations.

10.4.2.4 The recommendation to Academic Council shall be made upon the University's Conferment List.

10.4.3 CLASSIFICATION OF HONOURS DEGREES

10.4.3.1 Marks for classification are presented to the Board of Examiners as integers. The marks required for a particular classification of an honours degree are as follows:

- 40-49 third class
- 50-59 second class, lower division
- 60-69 second class, upper division
- 70+ first class

10.4.3.2 Pass/Fail modules do not count towards classification. Mean values will be calculated on the remaining credits.

10.4.3.3 The Board of Examiners shall recommend to a student who is eligible for the relevant award, as defined in the Awards of the University of Portsmouth, the highest classification arising from the application of the following formulae:

- the classification of the weighted mean of all relevant credits at Level 5 and all relevant credits at Level 6 in the ratio of 40:60 respectively after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6;
- the classification of the weighted mean of all relevant credits at Level 6 after first discounting the marks in the worst 20 credits at Level 6;
- the minimum classification in which more than 50% of the combined relevant credits at Level 5 and Level 6 were attained after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6.

10.4.3.4 A Board of Examiners shall, where a student has been admitted with credit to study only the final stage, recommend the highest classification arising from the application of the following formulae:

- the classification of the weighted mean of all relevant credits at level 6 after first discounting the marks in the worst 20 credits at Level 6;
- the minimum classification in which more than 50% of the combined relevant credits at level 6 have been attained after first discounting the marks in the worst 20 credits at Level 6.

10.4.3.4 The Board of Examiners shall have discretion to recommend classification of honours other than would accord with regulations if at Level 6, 20 credits or more have been obtained from Recognition of Prior Learning (RPL) or pass/fail modules.

10.4.4 GRADE POINT AVERAGE FOR HONOURS DEGREES

10.4.4.1 For honours degrees, a Grade Point Average will be presented to the Board of Examiners as along with the degree classification. The Grade Point Average is an additional measure of student achievement and is complementary to the degree classification, not a replacement.

10.4.4.2 The Grade Point Average will be presented to two decimal places.

10.4.4.3 Pass/Fail modules do not count towards the Grade Point Average. Mean values will be calculated on the remaining credits.

10.4.4.4 The level of relevant credits stated refers to the level of the module and not the level of the course at which it was studied.

10.4.4.5 The Board of Examiners shall recommend to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, the Grade Point Average calculated as a weighted mean of Grade Points from all relevant credits at Levels 5 and 6, in the ratio of 40:60 respectively, after first discounting the Grade Points in the worst 20 credits at each level.

10.4.4.6 A Board of Examiners shall, where a student has been admitted with credit to study only the final stage, recommend the Grade Point Average calculated from weighted mean of Grade Points of all relevant credits at level 6 after first discounting the Grade Points in the worst 20 credits at Level 6.

10.4.4.7 The Grade Point Average will be included on the student transcript but not the degree certificate.

10.4.5 CLASSIFICATION OF OTHER AWARDS

10.4.5.1 Marks for classification are presented to the Board of Examiners as integers. The marks required for a particular classification are as follows:

- 40-59 Pass
- 60-69 Merit
- 70+ Distinction

10.4.5.2 Pass/Fail modules do not count towards classification. Mean values will be calculated on the remaining credits.

10.4.5.3 For non-honours awards (except Integrated Masters degrees which are covered at 5.4.v), the Board of Examiners shall recommend the highest classification to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, arising from the application of the following formulae:

- the classification calculated from the weighted mean of all relevant credits;
- the minimum classification in which more than 50% of the relevant credits were attained.

10.4.5.4 For Certificates of Higher Education, Higher National Certificates, Diplomas of Higher Education, Higher National Degrees and Foundation Degrees, relevant credits can be at Level 4, 5 or 6. For Ordinary Degrees, relevant credits are at Level 5 and 6 only.

10.4.5.5 For awards of Postgraduate Certificate, Postgraduate Diploma, or taught postgraduate Masters Degree, relevant credits are at Level 7 only.

10.4.5.6 A Board of Examiners will award an Integrated Masters Degree to a student who is eligible for the award, as defined in the document "Academic Regulations - Awards of the University of Portsmouth" arising from the application of the following formulae:

- the classification of the weighted mean from all relevant credits at Level 6 and Level 7 in the ratio of 50:50 respectively, after first discounting the marks in the worst 20 credits at Level 6 and Level 7;
- the classification of the weighted mean from all relevant credits at Levels 5, 6 and 7 in the ratio of 20:40:40 respectively, after first discounting the marks in the worst 20 credits at Level 5, Level 6 and Level 7.

10.4.5.7 The Board of Examiners may exercise discretion to recommend an award with distinction or merit to a student who does not qualify for that classification. The Board must be convinced that the student has merited the higher classification but that a particular circumstance, perhaps the inclusion of RPL credit that does not attract a mark, has prevented the student from having the opportunity to meet the standard in the required number of credits. In such cases, the minutes of the meeting shall show the reasons for the exercise of discretion.

10.4.5.8 A Grade Point Average is not currently available for non-honours degrees.

10.4.6 AEGROTAT AWARDS

10.4.6.1 An award may be recommended in aegrotat form when the Board of Examiners does not have enough evidence of the student's achievements to recommend the award for which the student was a student, and a lesser award would be inappropriate, but is satisfied that, but for valid extenuating circumstances, the student would have reached the standard required.

10.4.6.2 An aegrotat award carries no classification.

10.4.6.3 Before a recommendation for an aegrotat award shall be made the student:

- must have signified that they are willing to accept the award and understands that this acceptance entails waiving any opportunity to be assessed or re-assessed;
- must, if applicable, be advised as to whether or not such an award is recognised by any accrediting body.

10.4.6.4 In all cases where a Board of Examiners recommends an aegrotat award, the reasons for doing so shall be stated and recorded in the minutes of the meeting.

10.4.6.5 Having been offered the aegrotat award, a student may elect not to accept the award but to request that the Board of Examiners makes a decision.

10.4.7 POSTHUMOUS AWARDS

10.4.7.1 An award may be conferred posthumously, either in aegrotat or normal form, to a deceased student who was a registered student at the time of death, and had sufficient assessable work available at the time of death to enable the Board of Examiners to recommend an award.

10.4.7.2 In all cases where a Board of Examiners recommends the conferment of an award posthumously, the reasons for doing so shall be stated and recorded in the minutes.

10.4.7.3 This recommendation is often made by the Chair of the Board but must always be the result of appropriate consultation, and must always be reported back to the Board.

10.4.8 DEFERRAL(S)

10.4.8.1 Boards of Examiners shall be informed that valid extenuating circumstances apply to named students in named modules, and the decisions made by MABs.

10.4.8.2 The Boards of Examiners shall minute all decisions reached in respect of valid extenuating circumstances made known to it, together with reasons. The Boards of Examiners may:

- a) endorse defer decisions already made by a MAB and defer its decision about progress or recommending an award;
- b) offer an aegrotat award in accordance with the University's Regulations.

10.4.8.3 Where a student is offered the opportunity to be assessed again, the offer must be made in writing with a content that makes it plain:

- a) the assessment shall be as if for the first time, or if it is in relation to a repeat module shall be as if for the repeat attempt;
- b) if the student has achieved a pass in the module(s) for which they have valid extenuating circumstances, the student must signal within a specified time her or his intention whether, in relation to the passed module(s) affected, to accept the offer to be assessed again in the missed examination. If the student does not respond within the specified time she or he shall be deemed to have elected not to be assessed again.

10.4.9 REFERRAL

10.4.9.1 At each stage of a course, the Board of Examiners shall permit students Referral if the total number of modules failed (including Referrals and Combined Referral Deferral) does not exceed a limit of 60 credits. Additionally, students are permitted Referral in the major project module for the course, on top of these limits.

10.4.9.2 The Board of Examiners shall require a student who has failed modules exceeding the limit or who has not passed modules after Referral and/or Deferral either to undertake repeat assessment or be excluded from the course.

10.4.10 REPEAT ASSESSMENT

10.4.10.1 Repeat Assessment has the following purposes for students who have failed modules, including failure after Referral:

- firstly, to give an opportunity to achieve the credit required to progress to the next stage of the award;
- secondly, at the final stage, to give an opportunity to achieve the credit required to become eligible for recommendation for the conferment of the final award.

10.4.10.2 A student may be allowed Repeat Assessment on one or more occasions.

10.4.10.3 The Board of the Examiners may give a student the opportunity, or require the student, to undertake repeat assessment in a different module or modules, but the assessment of such modules will still accord with the provisions Repeat Assessment.

10.4.10.4 The timing of Repeat Assessment shall coincide with the normal assessment of the module or modules concerned.

10.4.10.5 A student with Repeat Assessment cannot choose to repeat modules that have already been passed. The Board of Examiners cannot require that a student undertake Repeat Assessment of any module for which credit has previously been assigned.

10.4.10.6 Where a student undertakes Repeat Assessment, the following shall apply:

- the student must do so with attendance;
- the student must attempt all the assessment components in the module description and no marks may be carried forward from any earlier attempt;
- the MAB shall award the student the full mark their assessment earns on merit if she or he passes a module after repeat assessment. That mark shall be annotated on the transcript with the legend "Passed after Repeat Assessment";
- the Board of Examiners shall use the mark recorded for the Repeat Assessment when recommending the classification of awards;
- the Board of Examiners, at the time it permits a student to undergo Repeat Assessment, may restrict the award classification that can be awarded.

10.4.11 DEFERRED REPEAT

10.4.11.1 Deferred Repeat has the following purposes for students who have not been able to pass one or more modules taken as Referrals and/or Deferral (and any subsequent attempts during the same academic year) due to extenuating circumstances:

- firstly, to give an opportunity to achieve the credit required to progress to the next stage of the award;
- secondly, at the final stage, to give an opportunity to achieve the credit required to become eligible for recommendation for the conferment of the final award.

10.4.11.2 A student may be allowed Deferred Repeat on one or more occasions.

10.4.11.3 The Board of the Examiners may give a student the opportunity, or require the student, to undertake repeat assessment in a different module or modules, but the assessment of such modules will still accord with the provisions of Deferred Repeat.

10.4.11.4 The timing of Deferred Repeat shall normally coincide with the normal assessment of the module or modules concerned.

10.4.11.5 A student with Deferred Repeat cannot choose to repeat modules that have already been passed. The Board of Examiners cannot require that a student undertake Repeat Assessment of any module for which credit has previously been assigned.

10.4.11.6 Where a student undertakes Deferred Repeat, the following shall apply:

- the Board of Examiners shall decide whether a student must do so with or without attendance;
- the Board of Examiners shall decide whether a student must attempt all the assessment components in the module description and no marks may be carried forward from any earlier attempt or whether marks can be carried forward from earlier attempts;
- the MAB shall award the student the full mark their assessment earns on merit if she or he passes a module after Deferred Repeat. That mark shall be annotated on the transcript with the legend "Passed after Repeat Assessment";
- the Board of Examiners shall use the mark recorded for the Deferred Repeat when recommending the classification of awards;

10.4.11.7 Exceptionally, the Board of Examiners may determine that there will be a further attempt in the same academic year. In such cases, the Board of Examiners shall make the student aware of this and the minutes shall record the reason for the exceptional further attempt.

10.4.12 EXCLUSION

10.4.12.1 Academic Council vests the responsibility for exercising powers relating to exclusion on academic grounds in the Board of Examiners.

10.4.12.2 A Board of Examiners shall exclude a student from the University if MABs have not assigned credit to the student for a period of two calendar years. The Board of Examiners shall have discretion to waive the time limit in any case in which it is satisfied that its application would be unjust. The grounds for exercising such discretion shall be stated and recorded in the minutes of the meeting.

10.4.12.3 The Board of Examiners shall have the discretion to exclude on academic grounds a student who in its academic judgement fails to make satisfactory progress. The grounds for making the decision shall be stated and recorded in the minutes of the meeting. In such cases the student shall be offered the opportunity of an interview with the Chair of the Board of Examiners. The Chair be given delegated authority to reconsider the decision of the Board if the student provides details of personal circumstances, supported by acceptable evidence, which would have adversely affected their performance. These circumstances must be one's unknown to the Board when it made the original decision, and the student will need to satisfactorily explain why the extenuating circumstances procedure had not been used.

10.4.12.4 The Board of Examiners shall exclude any student who has exceeded the maximum registration period.

10.4.12.5 A Board of Examiners when excluding a student shall recommend any award or awards for which the student is qualified.

10.4.12.6 Excluded students are not eligible to re-join their course or transfer to another course within the University. Excluded students who wish to re-join the course or transfer to another course in the University must complete an application form and apply through the normal routes. There should be no expectation of re-admission and previous work done will be judged through the University's AP(E)L procedures.

10.4.13 DECISION WITHHELD

10.4.13.1 This decision confirms that a recommendation has been determined but not yet published because the student is in breach of one or more University regulations.

10.4.14 DECISION PENDING

10.4.14.1 This decision confirms that the student has to consider whether either to accept an offer of compensation or to undertake a Deferral.

10.5 AUTHORITY TO DEPART FROM THE UNIVERSITY'S REGULATIONS

10.5.2 Within the constraints of the course objectives and good practice in the subject area within the UK higher education sector, the Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in the opinion of the Board of Examiners, a strict application of the regulations would be unjust to a student or students. The Board of Examiners will take advice from the External Examiner in relation to good practice in the subject area.

10.5.3 In such a case the minutes must record all of the following information:

- a) a reference to this regulation;
- b) the name of the student(s);
- c) the regulation from which the Board of Examiners wishes to depart;
- d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
- e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion;
- f) the advice of the External Examiner in relation to good practice in the subject area within the UK higher education sector;
- g) the reason why such discretionary power should not be exercised for other students.

10.5.4 The Chair of the Board of Examiners shall send forthwith a copy of the minute to both the Secretary and the Chair of Academic Council.

10.6 COURSE MANAGEMENT ISSUES

10.6.2 The Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in its opinion, a course management issue has arisen and a strict application of the regulations would be unjust to a student or students.

10.6.3 In such a case, the Chair of the Board of Examiners should contact the Academic Registrar to take advice in relation to good practice.

10.6.4 In such a case the minutes must record all of the following information:

- a) a reference to this regulation;
- b) the name of the student(s);
- c) the regulation from which the Board of Examiners wishes to depart;
- d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
- e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion.

10.6.5 The Chair of the Board of Examiners shall send a copy of the minute to the Academic Registrar.

10.7 DELEGATION

- 10.7.2 The Board of Examiners shall delegate, by resolution, to a sub-committee its authority in relation to the progression and recommendation of awards to students following Combined Referral Deferrals. The resolution must define the membership and quorum of such a sub-committee and prescribe the reporting arrangements to the Board of Examiners.
- 10.7.3 The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the progression and recommendation of awards to students in order to correct decisions based on erroneous or incomplete information. Chairs must ensure the possibility of such action does not remove a student's right of appeal against decisions of a Board of Examiners. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 10.7.4 The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the making of exit awards arising from students withdrawing from the University. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 10.7.5 The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the recommendation of awards to students to be made posthumously. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 10.7.6 The Board of Examiners cannot otherwise delegate its authority.

10.8 MINUTES

- 10.8.2 The Chair of the Board of Examiners shall appoint a Minutes Secretary to draft the Minutes of all meetings of the Board of Examiners and of any sub-committee.
- 10.8.3 In the case of the exercise of any discretionary powers under these regulations, the minutes shall reflect the discussion at the meeting and record the reasons for the decision to exercise discretion or not to do so.
- 10.8.4 The Chair of the Board of Examiners shall ensure that approved draft minutes of meetings are issued to members within a reasonable time period.

11. EXEMPTIONS

- 11.1 The Policies contained within this document represent University-wide procedures and approval for any deviations from these Policies must to be sought from the University Education and Student Experience Committee (UESEC).
- 11.2 Academic Council may separately approve award and supplementary assessment regulations with which specified categories of courses of study shall comply.
- 11.3 Any course of study which is not to be bound by these Examination and Assessment Regulations must seek specific exemption for such departure by the authority of UESEC on behalf of Academic Council. Where such departure may exceptionally be authorised, the course regulations shall only be approved where they contain assessment regulations which shall identify:
- a) the requirements for students to satisfy the examiners at each stage;
 - b) the conditions under which work may be reassessed;
 - c) the conditions which may lead the Board of Examiners to fail the student;
 - d) the conditions for progression within the course of study; and
 - e) the conditions for the recommendation of each possible award within the course of study.
- 11.4 Any other departure from these regulations must be approved in advance by the Academic Registrar acting with the authority of UESEC on behalf of Academic Council. The Head of Department is responsible for the submission of any such requests to the Academic Registrar. The Head of Department shall be responsible for ensuring approved variations are set out in course regulations and communicated to students. The Board of Examiners, and/or the Module Assessment Board as appropriate has responsibility for applying these approved variations to the Regulations. Variations may arise from:
- a) in the case of an award accredited by an external body recognised by the University, any restriction on the amount of Referral that is permitted at any stage;
 - b) at points of progression in courses of study leading to the award of both a Bachelor's Degree and an Integrated Masters Degree, the pass standard for progression to the Masters award;
 - c) a classification scheme that differs from that detailed for the award;
 - d) in the case of an extended undergraduate course of study the pass standard for progression to level four;
 - e) in the case of an award accredited by an external body recognised by the University, any restriction on the rights to repeat assessment.
- 11.5 By virtue of having partner specific regulations, many of the exemptions for the University Centre Sparsholt courses have been reflected in these regulations. In addition, the following exemption(s) have been approved:
- 11.3.1 there is no requirement to have Student Staff Consultative Committees. University Centre Sparsholt's HE Student Engagement Policy appropriately covers the areas required.

12. ACADEMIC APPEALS

12.1 General

- 12.1.1 Academic Appeals refer to all appeals against decisions made by Extenuating Circumstances Officers, Module Assessment Boards and Boards of Examiners.
- 12.1.2 A student who feels aggrieved over a formal academic assessment and/or its consequences is recommended in the first place to seek an interview with the Extenuating Circumstances Officer, the Chair of the Module Assessment Board or the Chair of the Board of Examiners to clarify her/his position.
- 12.1.3 The only grounds on which an appeal will be considered are that:
- a) there had been a material and significant administrative error in the information received and considered; or
 - b) that the assessments had not been conducted in accordance with the approved regulations for the course of study; or
 - c) that some other material irregularity had occurred; or
 - d) the student had been prevented from attending or submitting an assessment artefact by illness or other good cause that related to the student's personal circumstances, that she or he had been unable, for a sound and acceptable reason related to the circumstances themselves, to divulge before the deadline for extenuating circumstances.
 - e) that the decision made by the Extenuating Circumstances Officer was perverse by reference to the evidence supplied by the student.
- 12.1.4 The University's Appeal Procedure can be found [here](#). Students have 10- working days from the date of the official communication in which to submit an appeal.
- 12.1.5 Procedure for Requesting a Review of a Mark
- 12.1.6 Students may not question the academic judgement of the examiners and any requests based on such grounds alone will be dismissed.
- 12.1.7 Students can only request a remark under the following circumstances:
- a) there had been a material and significant administrative error;
 - b) there had been a procedural irregularity in the assessment process.
- 12.1.8 All requests for remarks should be made to the Head of Department or the Module Coordinator within 10 working days of the receipt of the result, together with a copy of the work to be reviewed.
- 12.1.9 If a student's request for a review is deemed to be invalid, the Head of Department shall write to the student giving clear reasons for turning down the request for review.

- 12.1.10 Should a student's request for a review of the mark be valid, the Head of Department shall arrange for the assessment artefact to be remarked by an appropriate academic member of staff. The final mark may be higher or lower than the original mark, or it may stay the same. There is no further right of appeal against the mark awarded.
- 12.1.11 Where the review identifies a problem affects other students on the same module, the Head of Department shall arrange for all assessment artefacts to be reviewed.
- 12.1.12 Due to their nature, certain forms of assessment, such as presentations, cannot be reviewed. However, if a valid case is made for a review of a mark, the Head of Department may suggest remedies under the course management issues procedure.
- 12.1.13 There may be appeals against academic decisions that refer to matters and allegations which are, or which become, the subject of a formal student complaint. In such circumstances, the processing of the appeal will be resolved before the completion of the written report of findings and conclusions relating to the complaint.

13 ASSESSMENT OFFENCES

13.1 Definitions

13.1.1 Assessment offences are defined as below:

- a) failure to comply with any of the General Rules for the Conduct of Examinations;
- b) any attempt to complete any assessment by means considered to be unfair;
- c) plagiarism, which the University defines as “the incorporation by a student in work for assessment of material which is not their own, in the sense that all or a substantial part of the work has been copied without any adequate attempt at attribution, or has been incorporated as if it were the student’s own when in fact it is wholly or substantially the work of another person or persons”.

By 'substantial', the University means large and significant sections of the work; by 'adequate', the University means accurate referencing in accordance with one of the University's approved referencing conventions (your module lecturers will inform you about the correct referencing conventions).

This includes, but is not limited to:

- copying material from any source and trying to pass it off as your own work (this includes computer language and programs, scientific experiments, and visual images in addition to standard written text),
- paraphrasing material without appropriate acknowledgement and not in accordance with the University's agreed referencing conventions (this includes computer language and programs, scientific experiments and visual images in addition to standard written text),
- collusion, where the assessment artefact is prepared by someone else and presented as your own work,
- purchase of essay/project/computer program,
- submission of essay/project/computer program written by someone else,

- submission of another student's work with or without that student's knowledge or consent;
- d) failure to provide an electronic copy of an assessment artefact when requested;
- e) the late return of equipment loaned by a Faculty or Department which is required by other students to complete an assessment;
- f) losing, breaking or damaging equipment loaned by a Faculty or Department which is required by other students to complete an assessment.

13.2 Disciplinary Procedure Regarding Assessment Offences

13.2.1 All assessment offences will be dealt with under University Centre Sparsholt's established procedures