

Assessment Regulations *for all Higher Education Courses*

Purpose

This document sets out the assessment regulations operating for all courses which lead to an award of the University, including the award of credit.

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1. Introduction

- 1.1 Every course which leads to an award of the University, including Apprenticeship courses and the award of credit, is governed by these assessment regulations. Individual units approved as credit-bearing continuing professional development courses are also governed by these regulations. Where courses are offered in partnership with another institution, in accordance with the Policy for the consideration and approval of Educational Partnerships these regulations will apply unless otherwise specified in the contract governing the partnership activity. Where specific assessment requirements are set by a Professional Statutory and Regulatory Body (PSRB) variant regulations may be agreed by Academic Board and included as specific regulations. Courses with approved variants are listed in the Appendix at the end of this document and the exceptions and variations are set out in School and course-specific standalone documents.
- 1.2 The regulations are intended for University staff and learners (students and apprentices). The regulations must be followed by the Assessment Board which is authorised to assess learners in accordance with these regulations, and to confer awards of the University on those who achieve the standards required for an award. The authority of the Assessment Board is derived from the Academic Board. The Academic Board delegates to the Assessment Board the power to award degrees, diplomas, certificates and credit of the University.

- 1.3 The functions and operation of Assessment Boards are set out in the document *Assessment Boards: Policy and procedures – taught courses*.
- 1.4 The University may confer honorary awards on individuals as an exceptional acknowledgement of an individual's contribution to their chosen field, public or voluntary service. Such awards are not covered by these assessment regulations but are governed by a separate Honorary Awards process.
- 1.5 Students and apprentices sign up at enrolment to accept the assessment regulations in force at that time and any subsequent modifications approved by Academic Board during their registration period. The assessment regulations are made available to students and apprentices on the virtual learning environment (VLE) and are published on the latest policies webpage. All learners are notified of any changes made to the assessment regulations during their studies.
- 1.6 Reasonable adjustments may be made to these regulations as required under the Equalities Act 2010, but competence standards or academic judgements on them should not be compromised by such adjustments. The way in which competency standards are assessed may be differentiated in order to make appropriate reasonable adjustments.
- 1.7 All information regarding learner assessment will be considered personal data and as such will be subject to the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

2. Explanatory text and definitions

- 2.1 The formal assessment requirement for each unit is set out in the "Summative Assessment" section of the unit specification. For apprenticeship courses, assessment requirements also include assessment of competence, knowledge, skills and behaviours (as required by the published Apprenticeship Standard) which meet the requirements set out in the published Apprenticeship End-point Assessment Plan.
- 2.2 Where there is more than one assessment component (for example formal examination and coursework) this section of the unit specification also sets out how the components are weighted (for example examination 60%, coursework 40%). If the assessment of a unit consists of more than one component the overall unit mark is calculated as a weighted average of the marks for all the components. If any components are marked on a pass/fail basis (see para 2.4) the unit mark will be calculated from the weighted average of the marks for components which carry a numerical mark or grade.
- 2.3 Assessment components may have sub-components (i.e., a number of smaller assessment tasks which contribute to the overall component mark). Sub-components may be weighted (e.g., the 40% coursework component consists of two sub-components, each an essay worth 20%). Marks for each sub-component are combined to produce one overall mark for the component (out of 100%). Provided that the overall mark for the component is a pass, not all sub-components need to be passed. Where sub-components are used the details may be found in the relevant assessment brief. Sub-components are not recorded individually in the 'summative assessment' section of the Assessment Board Report but are combined to create the overall component mark presented to the Assessment Board.
- 2.4 Some assessments are marked on a pass/fail (P/F) basis. Details are provided in the relevant unit specifications and assessment briefs. Students must pass all pass/fail assessments.
- 2.5 Information on pass marks and requirements for passing a unit are set out in section 4 below.
- 2.6 **Compensation:** Compensation refers to the process of balancing a limited amount of underachievement in one aspect of a student's overall performance in a Level of a course against the otherwise positive performance in the Level. Limits to compensation are specified in these regulations. Compensation does not apply in the case of units assessed on a pass/fail basis. Separate components of assessment within a unit are not compensatory and "compensation" should not be used to describe a student passing a unit under paras 2.2/2.3 of the Assessment Regulations.

- 2.7 **Condonement:** The practice of allowing students to fail and not receive credit for one or more units within a degree course, yet still qualify for the award of the degree.
- 2.8 **Reassessment:** Reassessment is the re-taking of the assessment for a failed unit or failed component in order to achieve a pass for the unit. If all reassessed work is successfully completed, the student would normally be able to proceed to the next stage/graduate with the rest of their cohort. A student may be reassessed only after the initial failed mark or marks have been confirmed by the Assessment Board.
- 2.9 Reassessments will normally take place during the next available University assessment period. Reassessment at other times will be arranged to meet the decisions made via the Progression Board, or where there is evidence that a demonstrable institutional error has significantly affected the student's assessment outcome via the Appeals process or by evidence presented to the Assessment Board.
- 2.10 **Repeat:** Repeat is the re-taking of a unit and associated assessments during the academic year following the first attempt, or following unsuccessful reassessment. Learners repeating units will normally be required to do so with attendance.
- 2.11 **Working Days:** When periods of days are referred to in this document, unless otherwise stated a 'day' is normally a University working day, which is any day except weekends, Bank Holidays and the period between Christmas and New Year when the University is closed. This applies even when some areas such as the library and Clinic Services are open during these times.

3. Circumstances beyond the University's control

- 3.1 The Vice-Chancellor, in consultation with appropriate senior colleagues shall determine an appropriate course of action if, in their judgement, exceptional circumstances prevail across the University which have prevented, or are likely to prevent, due process from taking place in respect of assessment processes or for decisions about progression or for the conferment of awards. Such instances may include industrial action, impact of natural disaster or civil unrest. Actions will be in the learners' best interest but they will not compromise academic standards. If the University, because of such exceptional circumstances, is unable to apply the Assessment Regulations and related policies and procedures as approved for an academic year, Academic Board may approve Emergency Regulations or Policies to modify the approved Regulations/Policies which modifications shall apply to such learners and for such duration as Academic Board, in its absolute discretion, determines.
- 3.2 The implementation of arrangements under this regulation shall not constitute a failure to apply correctly the relevant approved Academic Regulations and therefore shall not of itself provide valid grounds for an academic appeal against a decision of an Assessment Board. In case of doubt, this regulation takes precedence over other regulations relating to learner awards and progression.

4. Responsibilities of Learners

- 4.1 The University is committed to providing students and apprentices with the resources, opportunities, and support required to complete their course successfully. However, effective learning requires active personal engagement with these resources and purposeful participation in the learning opportunities provided. As such, all learners are expected to comply with the requirements of their course, engage with scheduled learning activities, and carry out the prescribed learning activities for the units on which they are enrolled. In addition, it is the responsibility of students and apprentices to:
- ensure they are aware of examination dates and coursework submission dates and for apprentices, end-point assessment dates.
 - for apprentices, where the end-point assessment is conducted by an external end-point assessment organisation, to liaise with the school to promptly book and arrange the end-point assessment elements.

- c) attend and attempt all examinations and/or summative assessments, including end-point assessments as required by the course.
- d) inform the University if they are unable to attend scheduled learning activities in accordance with the Attendance Policy.
- e) make the University aware of any exceptional personal circumstances that may have affected their performance and which they wish to be taken into account, by following the arrangements set out in the Exceptional Personal Circumstances Policy.

Apprentices are also required to attend the scheduled tripartite reviews four times per year. These reviews will include a review of assessments to date and planning the end-point assessment.

5. Period of registration

- 5.1 The maximum periods which a learner may take to complete the course, from first registration, are as follows:

	Full-time maximum (years)
CertHE	2
DipHE	4
FdSc	4
BSc (Hons)	5
Integrated Masters (four year course)	6
CertHE	2
DipHE	4
BSc	5
Integrated Masters (with Foundation year)	7
CertHE with Foundation year	3
DipHE with Foundation year	4
BSc with Foundation year	6
MSc (full-time)	3
PGCert part-time	3
PGDip part-time	4
MSc part-time	5

These periods also apply to Apprenticeship courses.

- 5.2 The maximum period of registration is not normally extended in the event that a student interrupts (suspends) their studies.
- 5.3 Students on part-time MSc courses whose initial declared qualification aim is a PGCert or PGDip award are expected to complete their course within the maximum period specified above for the relevant award. For students on part-time MSc courses these maximum periods are regarded as milestones towards completion.
- 5.4 If a student does not complete the course within the registration period, they will normally be required to withdraw from the course. Periods of registration may be formally adjusted by the Assessment Board in liaison with the Academic Registrar, on reasonable grounds (for example, where exceptional personal circumstances apply) and where the currency of learning undertaken up until that point can be adequately assured. Where such an adjustment is agreed a clear timetable for completion will be agreed and communicated to the learner in writing.
- 5.5 A student or apprentice required to withdraw from the course in accordance with para 5.4 above will not normally be readmitted to the same course.

- 5.6 Maximum periods of registration may be set for learners who enter on the basis of the Recognition of Prior Learning / Recognition of Prior Experiential Learning / Credit Transfer.
- 5.7 Exceptions to the above maximum periods of registration may be necessary to comply with the requirements of Professional, Statutory and Regulatory Bodies. Any exceptions to the above maximum periods of registration are specified in the course specific regulations.

6. Pass mark

- 6.1 The pass mark for each unit is 40% for work at levels 3-6 and 50% (or grade C) for work at level 7.
- 6.2 Where a unit is assessed by a number of components of assessment a pass will be awarded where the total unit mark is at least the relevant level pass mark (see para 6.1) and the mark in each component is not less than 35%, where the pass mark is 40%, and 45% where the pass mark is 50%.
- 6.3 For components marked on a Pass/Fail basis, an overall unit pass will be awarded where the total unit mark is at least the relevant level pass mark (see para 6.1) and a pass is achieved in the Pass/Fail component(s). Where a unit is assessed entirely on a Pass/Fail basis, a pass must be achieved in all components of assessment.
- 6.4 Unit marks will be recorded as truncated marks to two decimal places (i.e., all decimal places beyond two decimal places will be dropped without rounding). For example, 78.149 will be recorded as 78.14.
- 6.5 Where a unit has been passed, overall learners may not seek to improve their performance by undertaking reassessment, or by repeating that unit. This applies also where students have Exceptional Personal Circumstances, as specified in the Exceptional Personal Circumstances Policy.

7. Compensation

- 7.1 Compensation is only applicable for optional units at levels 3 and 4. A pass by compensation will be given:
- Where the overall unit mark is not less than 35%, no assessment component contributing to the unit mark has a mark less than 35% and any pass/fail components have been passed; **and**
 - the learner has a mark of 40% (or a pass where assessed on a Pass/Fail basis) in at least 80 credits at that level.
- 7.2 Compensation is based on the learner's performance in the level for which compensation is considered, therefore it will not be applied before the learner has attempted a minimum of 60 credits at that level.
- 7.3 Compensation will apply for all attempts.
- 7.4 When a pass by compensation is given, the learner will be awarded the credit for the unit but the original unit mark is not changed. The pre-compensation unit mark will be recorded.
- 7.5 Any exceptions to the regulations relating to compensation are set out in the course specific regulations (sections 20-39 below).

8. Progression

- 8.1 Learners must complete the requirements of one level before proceeding to the next.
- 8.2 The requirements for progression are set out in the course specific sections of these regulations (20-32 below).

- 8.3 Some courses require satisfactory completion of a specified period of work experience / placement / practice-based learning in order to progress to the next level / stage of the course and / or as a requirement for the award. Such requirements are detailed in the Course Specification.
- 8.4 Apprenticeship courses require satisfactory completion of a specified number of 'off the job hours' in order to progress to the next level / stage of the course as a requirement of the apprenticeship. Where an apprentice has not met the minimum hours required for their apprenticeship they cannot progress to their end-point assessment. Such requirements are detailed in the Course Specification.
- 8.5 Once confirmed as eligible, an apprentice can progress to the End-point Assessment Gateway Review. This review requires the apprentice, their employer and the university to agree that the apprentice is consistently demonstrating their competence and thus able to progress to the end-point assessment itself.

9. Submission of coursework and attendance at examinations

Submission of coursework

- 9.1 If a piece of written coursework is not submitted by the required deadline, the following will apply:
- If coursework is submitted within 72 hours after the deadline, the maximum mark that can be awarded is the pass mark/grade for the relevant level.
 - If coursework is submitted more than 72 hours after the deadline, a mark of zero (0%) or Fail (F) will be awarded.
- 9.2 This applies to the first attempt only (including any subsequent attempt taken as a first attempt due to exceptional personal circumstances). Written coursework resubmitted as a second or subsequent attempt which is submitted at any point after the deadline will incur a mark of zero or fail.
- 9.3 These provisions apply to written coursework only. Failure to submit/complete/attend any other types of coursework (e.g., presentations, class tests) by the required deadline will result in a mark of zero (0%) or Fail (F) being awarded.
- 9.4 Penalties for Late Submission, and Non-Submission and Non-Attendance will be applied to the relevant piece of assessment regardless of the unit structure – that is, to a component mark or to a sub-component mark which contributes towards a component mark.
- 9.5 Extensions, without penalty, may be allowed in cases of illness or genuine exceptional personal circumstances provided that an application is made before the submission deadline, and there is good supporting evidence. The application must be made in accordance with the Exceptional Personal Circumstances Policy using the form provided. As stated in the Exceptional Personal Circumstances Policy, learners granted an extension may seek a further extension if they submit further evidence of continuing/new circumstances for consideration before the original extension deadline has passed. Coursework submitted after an extended deadline will incur penalties as recorded as in 9.1 above.
- 9.6 Coursework submitted which exceeds the stated word limit for the assessment will incur a penalty in line with the policy on word limits for students' written work.

Attendance at examinations

- 9.7 Failure to attend an examination will result in a mark of zero (0%) or Fail (F) being recorded.
- 9.8 Examination postponement requests, without penalty, may be allowed in cases of illness or genuine exceptional personal circumstances provided that an application is made before the

start of the examination, and there is good supporting evidence. The application must be made in accordance with the Exceptional Personal Circumstances Policy using the form provided.

- 9.9 Failure to attend an examination on a revised date will result in a mark of zero (0%) or Fail (F) being recorded.

10. Awards

- 10.1 All named awards are based on credit. In addition, Apprenticeship courses are also determined by specific typical time taken to complete individual units and the apprenticeship as a whole. The credits required for each named award are defined in the course-specific regulations set out in sections 20-32 below. The specific requirements, in terms of units, are outlined in the relevant Course Specification.
- 10.2 Final awards are conferred following successful completion of all specified aspects of the course including any work-based learning/placement/ practice-based learning requirements. Intermediate awards appear automatically on the Assessment Board report for all students and apprentices, but are only conferred where a learner has formally indicated their intention to withdraw from the course or are required by the Assessment Board to withdraw.
- 10.3 If a learner withdrawing from the course has completed more credits than are required for the relevant interim exit award the units contributing to the exit award will be determined as follows: (i) all core units for the exit award under consideration; (ii) the units for which the student has obtained the highest total marks/grades, to the total number of credits required for the exit award. For all remaining units credit only will be awarded.
- 10.4 Where a Board ratifies Recognition of Prior Learning (RPL) or Credit Transfer, or a learner is admitted on the basis of an internal progression arrangement from a separate University award, the credits awarded contribute to the award on a pass-fail basis and no marks will contribute to the classification of the award. The award classification is calculated solely on the basis of the units undertaken at the University. Arrangements for classification under such circumstances are set out in the Policy and Procedures for the Recognition of Prior Learning (RPL).
- Where a learner transfers from one University course to another, in line with the Course Transfer Policy:
 - (i) they will normally carry forward the marks they have obtained from units previously completed – this includes any penalty/capping applied to units on the original course. However award classification will be calculated solely on the basis of the units undertaken at the University while enrolled on the course for which an award is being considered, unless the transfer is within a cluster, and the units involved are common units.
 - (ii) where a learner transfers from one University course to another, in line with the Course Transfer Policy they will be eligible only for the award to which they have transferred, subject to successful completion of the requirements for that course (and for any associated interim exit awards, should they opt, or be required, to withdraw from the course). They will not be eligible for any interim exit awards associated with the original course.
- 10.5 In the absence of a named award, or eligibility for a named award, the award of credit is given for the successful completion of individual units.

Exceptional awards

- 10.6 Normally, if a student or apprentice is unable to complete their course due to illness or other personal circumstances, they will withdraw from the course and will be considered for the award of the relevant exit award based on the number of credits they have already achieved at the point of their withdrawal.
- 10.7 In the event of a learner's terminal illness, if it is established that the learner is unlikely to be unable to complete their studies within a reasonable time period, future use of the qualification is not considered possible, and no degree award may be made within the regulations, an Aegrotat award may be recommended. Before such a recommendation is made the learner must have

demonstrated achievement at the level for which an Aegrotat award is considered, and the Assessment Board must be satisfied that on the balance of probabilities, but for the terminal illness, the learner would have reached the standard required.

- 10.8 The decision of the Assessment Board must be ratified by the Chair of Academic Board. Where appropriate, the learner must have signified that they are willing to accept the award.
- 10.9 An Aegrotat award is unclassified.
- 10.10 For some courses with professional accreditation the award of an Aegrotat award may not be possible. Any exceptions are set out in the relevant course specific section of these regulations.
- 10.11 Aegrotat awards do not convey eligibility for registration with the relevant professional body.
- 10.12 Where the death of a learner occurs before they have completed the requirements for their award, the Assessment Board may recommend a posthumous award. Any University award may be conferred posthumously. Sufficient credits must have been passed at the level of the award for it to be clear that, on the balance of probabilities, the learner would have qualified for the award. This award will be unclassified unless they have completed sufficient credits for a classified award to be made within the standard regulations. The decision of the Assessment Board must be ratified by the Chair of Academic Board.
- 10.13 Posthumous awards do not convey eligibility for registration with the relevant professional body.
- 10.14 If the death of a learner occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

11. Classification

- 11.1 Any variations to the classification regulations below are as specified in the course specific regulations (Sections 20-32).
- 11.2 All University units at level 5 and above will have a weighting towards final classification, except where paragraphs 10.4 or 10.5 apply.

Undergraduate awards

- 11.3 **Certificate of Higher Education and Diploma of Higher Education:** awards are unclassified.
- 11.4 **Foundation Degree** will normally be awarded to a learner who has been credited with 240 credits overall and at least 100 credits at Level 5.

Classification will be based on whichever of the following is more advantageous to the learner and will be based on Level 5 units only:

Credit-weighted aggregate mark related as follows:

- Distinction 70% or more
- Merit 60% to less than 70%
- Pass 40% to less than 60%

For the purpose of determining the final classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

- 11.5 **Bachelor's degree without Honours:** A Bachelor's degree without Honours is unclassified.
- 11.6 **Bachelor's degree with Honours:** Level 6 units will have a weighting of 70% towards final degree classification, with 30% weighting for Level 5 units.

Honours classification will be based on Level 6 units only in the case of candidates admitted on the basis of recognition of prior learning/credit transfer admitted directly to Level 6.

Degree classification will be calculated as follows:

- Credit-weighted aggregate mark related as follows:

First Class	70% or more
Second Class, Upper Division	60% to less than 70%
Second Class, Lower Division	50% to less than 60%
Third Class	40% to less than 50%
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

Integrated Masters awards

11.7 **Certificate of Higher Education and Diploma of Higher Education** awards are unclassified.

11.8 **Bachelor's degree without Honours:** A Bachelor's degree without Honours is unclassified.

11.9 **Bachelor's degree with Honours:** Level 6 units will have a weighting of 70% towards final degree classification, with 30% weighting for Level 5 units.

Honours classification will be based on Level 6 units only in the case of candidates admitted directly to Level 6 on the basis of recognition of prior learning/credit transfer.

11.10 Degree classification will be calculated as follows:

- Credit-weighted aggregate mark related as follows:

First Class	70% or more
Second Class, Upper Division	60% to less than 70%
Second Class, Lower Division	50% to less than 60%
Third Class	40% to less than 50%
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

11.11 **Integrated Master's degree:** Level 7 units will have a weighting of 50% towards final degree classification, with 35% weighting for Level 6 units and 15% weighting for Level 5 units.

11.12 In the case of candidates admitted directly to Level 6 on the basis of recognition of prior learning/credit transfer, degree classification will be based on Level 6 and Level 7 units only in the ratio 40% and 60%.

11.13 For an Integrated Master's degree classification will be calculated as follows:

- Credit weighted aggregate mark as follows:

First Class	70% or more
Second Class, Upper Division	60% to less than 70%
Second Class, Lower Division	50% to less than 60%
Third Class	40% to less than 50%
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e., a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

Postgraduate Masters awards

11.14 For a **Postgraduate Certificate** and **Postgraduate Diploma** classification will be based on the credit-weighted aggregate mark as follows:

Distinction	70% or more
Merit	60% to less than 70%
Pass	50% to less than 60%

11.15 For a Masters degree classification will be calculated as follows:

- Credit weighted aggregate mark as calculated in para 11.13 above.
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

12. Provision for failed candidates

12.1 Normally students and apprentices will be required to make good a failure as set out below:

Failure and reassessment

12.2 Any variations to the reassessment regulations below are set out in course specific regulations.

12.3 A student or apprentice who fails at the first attempt may be reassessed in all failed units as set out below.

12.4 Learners may be reassessed in one of the following ways:

- resubmit the examination and/or resubmit the coursework;
- resubmit a piece of work of equal weight and comparable standard as directed by the Assessment Board.

12.5 Reassessment will normally be by the same method and format as that undertaken for the first attempt for both assessment components and sub-components. Where this is not possible, e.g., due to the assessment being a group project, the Board shall agree an alternative approach which will assess the relevant ILOs. Learners will be required to submit a new assessment or an amended version of the original assessment as appropriate. Where reassessment is an amended version of their original assessment or aspects of it, and where the previously submitted work has not been awarded credit, use of previously submitted work shall not be considered a case of self-plagiarism / recycling (see the Academic Integrity and Misconduct Policy and Procedure).

12.6 Where a reassessment has taken place, the component mark will be capped at the pass mark/grade for the relevant level.

12.7 A learner who fails units or reassessment that are not eligible for compensation under section 7 of these regulations will be permitted a further opportunity to redeem the failed units during the second reassessment period, in the following circumstances:

- The learner has improved their performance (obtained a higher mark) in the reassessment than on first attempt, and the mark obtained in the resit assessment is not less than 35% for a unit at levels 3-6 or 45% at level 7, or
- The assessment is a pass/fail assessment, or
- The learner has approved exceptional personal circumstances, see section 14.

12.8 There is no limit on the number of units that may be taken under the provision set out in para 12.7 above. However, learners with more than two failed units should be counselled and may opt not to seek to redeem the fails but instead enter Repeat mode, as set out below.

12.9 Component marks will be capped at the pass mark/grade for the relevant level for units taken in accordance with para 12.7.

- 12.10 Where a student fails to redeem units during the second reassessment period, or is ineligible for a redeem attempt under para 12.7, the Assessment Board will permit them to repeat the failed unit(s), as set out under 'Repeat units' below.

Repeat units

- 12.11 A learner who fails at the first attempt in a repeated unit may be reassessed in one of the ways identified in para 12.4, except where this will take the learner outside the maximum period of registration. Where this applies the learner will be required to withdraw from the course, unless an exception is approved by the Assessment Board (see para 5.4).
- 12.12 Except where Exceptional Personal Circumstances apply (see Section 14), failed units may be repeated once only; a repeated unit includes an assessment, a reassessment opportunity and, where the relevant criteria are met, a third opportunity to redeem failed units (para 12.7)
- 12.13 In the case of unit(s) which are no longer current or available, an appropriate alternative will be identified by the Assessment Board. When such arrangements involve a learner repeating new units in place of the original failed units these will be treated in the same way as if they were the original units i.e., the whole unit will be capped at the pass mark and learners will be given opportunity to be reassessed within that academic year as per 12.12.
- 12.14 Where a unit has been repeated, the unit mark will not exceed the relevant pass mark/grade for the level.
- 12.15 A learner who fails to reach the progression requirements after reassessment will be required to withdraw from the course, except where Exceptional Personal Circumstances apply (see section 14).
- 12.16 Any exceptions to the regulations regarding repeated units are set out in the course specific regulations.

13. Non- Completion of placement/work experience

- 13.1 Where requirements as specified in the course specification have not been met, the Assessment Board will normally take one of the following options depending on the level of performance to date, the intended learning outcomes (ILOs), nature and value of the placement/work experience, the requirements outstanding and any exceptional personal circumstances:
- a complete requirements prior to commencing the next level as specified by the Assessment Board;
 - b where available, offer the learner an alternative award in accordance with the regulations.

14. Provision for failed candidates with exceptional personal circumstances

- 14.1 If the student or apprentice has approved Exceptional Personal Circumstances (EPC), the Assessment Board will permit the student to be assessed uncapped in the reassessment period.
- 14.2 If the student or apprentice is required to complete a capped reassessment based on the Assessment Board outcome and subsequently submits and has EPC approved for this capped reassessment, the reassessment will remain capped.
- 14.3 Reassessment will normally take place during the next available University assessment period, or at other times to meet the decisions made via the Progression Board as applicable. Except where a learner fails to redeem units during the second reassessment period, the Assessment Board will permit them to repeat the failed unit(s). The unit will be uncapped.
- 14.4 Reassessment at any other time will be arranged if there is evidence that an institutional error has significantly affected the learner's assessment outcome via the Appeals process or by evidence presented to the Assessment Board.

15. Viva voce (oral) examination of students

- 15.1 In very exceptional cases, the Assessment Board may decide to examine a student or apprentice through an individual viva voce (oral) examination as a secondary form of assessment. Such assessment shall not lower a learner's marks. This form of assessment may be used:
- as an alternative or additional assessment where satisfactory reasons for poor performance have been established;
 - in such other circumstances as may be proposed by the external/internal examiners in consultation with the Chair of the Assessment Board – for example as an alternative assessment for certain extenuating personal circumstances;
- 15.2 Viva voce panels should consist of a minimum of two examiners. The questions asked must be appropriate to the reason for the viva and directly related to the aims and ILOs of the course or unit. Details of the questions and answers given should be kept on the student file as a record of the discussion. The findings of the examination must be reported to the Assessment Board. Such examinations should not be used as an opportunity for an External Examiner to meet learners or as a means to provide evidence for a possible disciplinary procedure.
- 15.3 Learners must be briefed in advance by the Chair of the Assessment Board, or member of staff nominated by the Chair, on the reason, format and possible outcomes of the examination.

16. Academic offences

- 16.1 The University views academic misconduct very seriously. Penalties may include the termination of registration and expulsion from the University. Suspected academic offences are considered in accordance with the Academic Integrity and Academic Misconduct Policy and Procedure approved by Academic Board. Suspected cases of breaches of research ethics and other areas of research misconduct are dealt with under the appropriate student academic policy and procedure (e.g., 'Academic Integrity and Academic Misconduct Policy and Procedure', 'Student Disciplinary Procedure' or 'Fitness to Practise Policy and Procedure'). Where academic / research misconduct is suspected, the Assessment Board will not come to a decision on the learner's results until the relevant Policy and Procedure has been followed and the outcome of the investigation under that policy and procedure has been reported.
- 16.2 Where an assessment offence has been committed, the Academic Misconduct Panel will stipulate the mark to be awarded for the affected unit or assessment component and the Assessment Board will consider whether the learner is eligible for reassessment under Section 12 above.
- 16.3 Where the Academic Misconduct Panel has stipulated that no opportunity of reassessment shall be permitted, the Assessment Board will withdraw the student from the course. In such cases, the Academic Misconduct Panel will stipulate whether the student may or may not be considered for an intermediate award in accordance with the assessment regulations.
- 16.4 Decisions of the Academic Misconduct Panel are final and will be honoured by the Assessment Board.

17. Disciplinary or fitness to practice procedures

- 17.1 Where a suspected misconduct is being investigated the Assessment Board will not come to a decision on the student's results until the Student Disciplinary or Fitness to Practice Policy and Procedures have been followed and the outcome of the investigation has been reported from the Panel. The decisions from the Disciplinary Panel are final and must be honoured by the Assessment Board.

18. Research Misconduct

- 18.1 The University views research misconduct very seriously. Penalties may include the termination

of registration and expulsion from the University. Suspected cases of breaches of research ethics and other areas of research misconduct are dealt with under the appropriate student academic policy and procedure (e.g. 'Academic Offences: Procedure', 'Student Disciplinary Procedure' or 'Fitness to Practise Regulations'). Where research misconduct is suspected, the Assessment Board will not come to a decision on the learner's results until the relevant Policy and Procedure has been followed and the outcome of the investigation under that policy/procedure has been reported.

19. Academic Appeals

19.1 Academic Appeals are considered in accordance with the Academic Appeals Policy approved by Academic Board.

20. Appendix to Regulations – Variations to specific courses

Course specific variations are approved for the following courses:

School	Course
AECC School of Chiropractic	Master of Chiropractic (MChiro) (Hons) MSc Chiropractic MSc Chiropractic (Graduate Entry)/ MSc Chiropractic (Pre-Registration Gateway Entry/ Foundation Year)
Centre for Workforce and Systems Innovation	MSc Advanced Clinical Practice (Integrated Degree Apprenticeship)
Health Business School	-
School of Health and Rehabilitation Sciences	Sport, Exercise and Health Science Courses MSc Physiotherapy (pre-registration) MSc Sport and Exercise Psychology MSc Sport and Exercise Rehabilitation MSc Sport Rehabilitation and Therapy BSc (Hons) Radiography (Diagnostic Imaging) BSc (Hons) Radiography (Radiotherapy and Oncology) BSc (Hons) Sport Rehabilitation MSc Podiatry (pre-registration) MSc Dietetics (pre-registration) MSc Occupational Therapy (pre-registration) MSc Speech and Language Therapy (pre-registration) MSc Medical Ultrasound
UCO School of Osteopathy	Master of Osteopathy (M.Ost) MSc in Osteopathy (Pre-Registration) Postgraduate Certificate in Specialist Paediatric Osteopathic Practice (PGCert SPOP) AIMO BSc (Hons) Osteopathic Sciences (Practising & Professional Pathways) AIMO MSc Osteopathic Medicine AIMO MSc Osteopathy (Professional) AIMO PGCert Healthcare Education CICM BSc (Hons) Acupuncture CoEs CertHE International Esports Business CoEs BA (Hons) International Esports Business (with and without a Foundation Year) CoEs BA (Hons) International Esports Business & Digital Marketing (with and without a Foundation Year) CoEs BA (Hons) International Esports Business & Digital Media (with and without a Foundation Year) CoEs BA (Hons) International Esports Business & Events Management (with and without a Foundation Year) CoEs BA (Hons) Esports & Coaching Management (with and without a Foundation Year) CoEs BA (Hons) Games Art (with and without a Foundation Year) CoEs BA (Hons) Games Design (with and without a Foundation Year) CoEs BSc (Hons) Games Development (with and without a Foundation Year) NCA BSc (Hons) Acupuncture NCA PGDip/MSc Chinese Herbal Medicine NCA PGDip/MSc Nutrition Science & Practice OCA PGCert Animal Osteopathy SMUG PGCert Musculoskeletal Ultrasound SMUG PGCert Ankle and Foot Musculoskeletal Diagnostic Ultrasound

Variations to Regulation are available as standalone documents, published alongside these regulations.

Version:	2.7 from September 2024
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	Updates to terminology and nomenclature. Clarification of Variants to standard Regulation and removal of course specific regs from these standard regulations.
Approved by:	Academic Board
Originator/ Author	Assistant Registrar (Quality Assurance)
Owner	Academic Registrar
Reference source	National Reference points: <ul style="list-style-type: none"> • The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (Nov 2014); • The Higher Education Credit Framework for England: guidance on academic credit arrangements in higher education in England (2008); • The UK Quality Code for Higher Education (published 3 May 2018) • The UK Quality Code – Advice and Guidance - including Assessment, and External Expertise (November 2018) • UKSCQA documentation relating to degree algorithms • Assessment Regulations from a range of other institutions, for benchmarking
Date approved	26 July 2024
Effective from	Academic Year 2024/25 for all students on all cohorts
Review date	2024/25
Target	Registry, all academic staff, all members of Assessment Boards, all students and apprentices, External Examiners
Policy location	SIP, Latest policies webpage
Equality analysis	The impact of the regulations will be monitored through regular equal opportunities analysis to consider whether there are any correlations between student profiles and subsequent progression/awards, and thus whether there is differential impact on particular groups of students.