



Universal Assessment Regulations

Continuation, Completion and Award Classification for Undergraduate Bachelors Awards.

Document Control

Responsibility for Policy:	Registrar
Approved by and date:	18 th March 2020
Frequency of Review:	5 years
Next Review date:	2025
Related Policies:	
Minor Revisions:	<p>Clause 5. Social Work exceptions revised; agreed at Senate November 11th 2020</p> <p>Amendments January 2023</p> <p>4.2.1</p> <ul style="list-style-type: none"> - Remove reference to supplementary examination as the tool for reassessment. - Reassessment threshold changed from 33 to 25, Retake threshold changed from 32 to 24. - Capping on reassessments is at the assessment level only - Clarifying arrangements for calculating level aggregates post reassessment. <p>4.2.2</p> <ul style="list-style-type: none"> - Enable retaking students at Level C, single and combined honours, to retain credits for blocks of study they have passed <p>General grammatical correction and simplification for ease of use as necessary.</p> <p>Amendments: March 2023</p> <p>4.2</p> <p>Clarification of the requirements of a retake.</p> <p>November 2023: 3.3.2 clarification of students eligible to change to BA Primary Education (non QTS)</p>
EIA:	

1 Implementation

These regulations are implemented for all Bachelors awards and for Levels C-H for students undertaking Integrated Masters awards.

2 Key Definitions

Undergraduate Bachelors students study either a:

- Double Major Honours Degree, in which both academic subjects are studied in equal weighting at Levels C, I and H.
- Major/Minor Honours Degree, in which a student shall take 240 credits of study in their Major subject (60 at Levels C and I, and 120 credits at Level H), and 120 credits in their Minor subject (60 credits at both Levels C and I).
- Single Honours degree, focussing entirely on one subject area;

Continuation for all students is determined through a 'weighted aggregate'. This is calculated by averaging of marks awarded for each piece of assessment, based on the University marking scales, proportioned according to what percentage of the mark each assessment contributes. As an example, if assessments are weighted 10%, 25% and 65%; a student who achieves standard marks of 42, 54 and 68 for these assessments will calculate their weighted aggregate as follows:

$$(0.1 \times 42) + (0.25 \times 54) + (0.65 \times 68) = 61.9\%$$

3. Determining whether a Student has continued within, or completed an Undergraduate Award

3.1 Single Honours students

- A student at Level C, I, or H of a Single Honours award is deemed to have completed their level of study (or award as appropriate) if a weighted Level aggregate of 40% is achieved across their year of study i.e. over the 120 credits taken over both semesters.
- The weighted level aggregate is calculated from the block aggregate(s).

3.2 Double Major students

3.2.1 Level C

- The University considers all Level C students to be undertaking a 120-credit introduction to higher education. Students will therefore be deemed to have completed Level C if a weighted aggregate of 40% is attained across 120 credits of study approved for their two academic Subjects.

3.2.2 Levels I and H

- A student will be considered to have completed Level I and Level H of their double major award if they have achieved a weighted aggregate of 40% in both of their Subjects.
- A student who has achieved a weighted aggregate of 40% for both of their academic Subjects at Level I may switch to a Major/ Minor route in the Subject of their choice, where available.
- A Level I student who has achieved 40% or more in one Subject but in their second Subject has achieved a weighted aggregate of 35%-39%, will be subject to further scrutiny. If the students overall weighted aggregate for Level I is 40% the student will be deemed to have passed 'with reservation' the Subject in which they have achieved 35%-39% and will move to Single Honours in the Subject they have passed, where available. Where a Subject is not offered as a Single Honours at Level H, the student is required to retake the failed academic Subject.

3.3 Exceptions to Continuation detailed in 3.2.1 and 3.2.2

3.3.1 Notwithstanding continuation requirements detailed in 3.1 and 3.2 of these regulations, a student will be unable to continue on their current course if:

- their profile includes any mark of 0 associated with non-submission or academic

misconduct.

- they have failed to reach a minimum of Grade E for any academic assessment that the University has defined as a “Qualifying Component”.
- they do not meet Professional or Statutory Regulatory Body (PSRB) requirements.

In such cases the student will be required to undertake reassessment in these components and will then be subject to the usual continuation rules.

3.3.2 For the three-year BA Primary Education with recommendation for QTS, a student who, at Level I and H, achieves a minimum overall weighted aggregate of 40% but does not pass the zero-credit professional block, will be required to transfer to BA Primary Education [without QTS recommendation].

3.4. Resubmissions

- A student who did not achieve a pass mark in one or more coursework assessments in Levels C, I or H will have the opportunity, before the Continuation and Award board meets, to re-submit assessment tasks that have been identified in the Course handbook as ‘available for resubmission’. These will ordinarily be the most heavily weighted assessment tasks. However, resubmission of dissertations and research projects will only be offered to students who have achieved grade F or F+. There will be no extension beyond the date set before the Examination Board meets.
- Resubmissions are subject to capping at Grade E (42). Students retain their right to undergo reassessment provided they fulfil the conditions detailed in these regulations (4.2.1).
- Resubmission of coursework tasks will not normally be offered if the coursework assessment task was failed due to non-participation in practical work or in taught classes.
- Resubmission of coursework may also be denied in cases of Academic Misconduct as defined in the Academic Misconduct Policy.

3.5 Continuation for students who have undertaken a Placement Year

- Students will not be able to undertake a Placement Year unless they have satisfied the University’s requirements for continuation from Level I to Level H.
- A student will not be deemed ineligible to continue to Honours Level on the basis of the mark awarded for the Placement Year.
- At the end of the Placement Year, the June Continuation and Award Board will normally consider, on the basis of the mark awarded for the Placement Year, whether the student may:
 - [a] Continue to Honours Level and their intended award confirmed as “...with Placement Year”;
 - [b] Continue to Honours Level but their intended award shall not be “...with Placement Year”;
 - [c] on the grounds of valid mitigating circumstances, be granted a further opportunity, before continuing to Honours Level, to undertake further work, to enable their intended award to be confirmed as “.... with Placement Year”.

A student who has committed a disciplinary offence, or academic misconduct, during a Placement Year, may, in principle, be required to leave the programme by the appropriate University body.

4. Further Opportunities for Student Continuation or Completion of their award

4.1 Students who meet the criteria to Continue from an Undergraduate Level of Study

These students shall accept the marks awarded. No opportunities for reassessment or retake will be available.

4.2 Reassessment and Retake: Students who do NOT initially Continue from an Undergraduate Bachelors Level of Study or complete their award

Students may be deemed to have forfeited their entitlement to reassessment in certain circumstances. Specifically, the Continuation and Award Board may require a student to retake their academic Subject, or their Level of study if their failure is related to issues associated with professional practice or a failure to undertake practical work, or if this outcome is advised as the result of academic misconduct. Students who have reached the maximum duration for completion of study may be required to terminate their studies rather than undertake further reassessment.

Where appropriate students are expected to undergo reassessment before they are eligible to retake.

Students, other than those on professionally accredited courses where qualifying elements have been identified, who have initially failed to continue into the next level of study will be offered reassessment as indicated below:

After first assessment:

- All level C students who achieve a level aggregate between 25 and 39, or fail to continue as detailed in 3.3.1, will normally be eligible for reassessment. Students who achieve a level aggregate less than 25 will be required to retake failed blocks of study.
- Single Honours students at Levels I and H who achieve a level aggregate between 25 and 39, or fail to continue as detailed in 3.3.1, will normally be eligible for reassessment. Students who achieve a level aggregate less than 25 will be required to retake the level of study.
- Dual Major students at Levels I and H who achieve a subject aggregate between 25 and 39 in one or both subject(s), or fail to continue as detailed in 3.3.1, will normally be eligible for reassessment. Students who achieve subject(s) aggregate less than 25 will be required to retake the failed subject(s).

Bespoke reassessment opportunities for students on professionally accredited courses with qualifying elements will be determined by the relevant Board of Examiners.

After reassessment, for all students:

- Individual assessments will be capped at a maximum of 42 (E).
- The level aggregate will be calculated using all relevant individual block aggregates.

Following reassessment opportunities, students who still fail to meet the continuation requirements, as detailed in Section 3 of these regulations, will normally have the opportunity to *retake* an undergraduate Subject or Level of study. The retake will be with full attendance and submission of all assessment components, including any that had already been passed, at the next opportunity followed, if appropriate, by a reassessment opportunity (as defined in 4.2.1 of these regulations). Students at Level C who have achieved a pass in one of their study blocks will retain these credits and will only be required to retake the block of study that they have not successfully completed.

Students who have still failed to continue after a retake opportunity and subsequent reassessment will not be eligible for any further redemption opportunities. The student will be required to terminate studies but may be eligible, in accordance with the regulations governing the University's awards, for an intermediate exit award.

Students who are retaking a Level of study or academic Subject will normally receive uncapped marks for individual assessments and for overall weighted aggregates. Relevant aggregates may, however, be capped if a student's previous failure related to academic misconduct (except in the case of initial plagiarism at Levels C and F).

5 Special regulations governing failure in assessed practice for BA Social Work

If a student's practice learning opportunity is terminated due to misconduct, or if their conduct otherwise gives concern in relation to their Fitness to Practice, the student will be deemed to have failed the relevant assessment, and Fitness to Practice procedures will be invoked. These may lead to termination of the student's studies.

6. Classifications to be Recommended to Boards of Examiners

6.1 All Bachelors Degrees

Notwithstanding 6.2 below, the system is based on the best outcome from a dual algorithm, with additional consideration in the case of students who fall within the borderline of two degree classifications. Specifically,

6.1.1 Recommendations shall normally be based on the following "degree marks" the:

1. Overall Aggregate, combining marks from Level C [weighted 10%], Level I [weighted 30%] & Level H [weighted 60%];
2. Overall Aggregate, combining marks from Level I [weighted 25%] & Level H [weighted 75%];

6.1.2 The lower overall aggregate shall be ignored.

6.1.3 The overall average will be rounded to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up).

6.1.4 A student's degree will then be classified based on an initial assessment of whether their rounded aggregate as determined above falls within the following categories:

- First Class Honours Aggregate 70%+
 - Upper Second Class Honours Aggregate 60-69%
 - Lower Second Class Honours Aggregate 50-59%
 - Third Class Honours Aggregate 40-49%
- Pass degree awarded at the University's discretion in exceptional circumstances, for example academic misconduct.

6.1.5 Where the overall aggregate falls within two rounded marks of the classification borderline the student's profile will be scrutinised further at the examination board. Such borderline candidates will have their Level H profile considered in more detail before confirming their overall degree classification. The higher classification will be awarded if the Level H profile confirms that the student achieved, on initial assessment, a minimum of 60 credits approved for that award at the higher classification.

6.2 Calculating the overall aggregate for students who enter the University with Accreditation of Prior Learning (APL)

6.2.1 For students who APL 120 credits of Level C recommendations shall normally be based on the overall aggregate, combining marks from Level I [weighted 25%] & Level H [weighted 75%]

6.2.2 For students who APL 240 credits of Level C and I Recommendations shall normally be based on the overall aggregate of Level H assessments;

7. Decisions of the Boards of Examiners [all degrees]

7.1 Candidates Recommended for a Classification

7.1.1 The Boards shall **confirm** the recommended classifications **unless either** the Board

identifies an error in the calculation of the aggregate marks or the Board wishes, in accordance with regulations, to amend the mark[s] awarded for one or more individual assessments.

7.2 Borderline Candidates

- The Board shall NOT, when determining classifications, consider any evidence of mitigating circumstances, but SHALL, instead, base its judgements upon the quality of the work submitted.
- In order to make informed decisions about Borderline Candidates, the Board shall, in addition to the Overall Aggregate Marks, also be presented with each student's full profile of assessment marks from Honours Level.
- The Boards shall be guided by the University Conventions for making decisions about borderline candidates.
- The conventions shall be normative, enabling Boards to make an award *notwithstanding the conventions*. However, in all such cases, in order to ensure equity, and to ensure that the decisions could withstand appeals:
 - on the understanding that the conventions would have been fully discussed by the Registrar's Advisory Group decisions and *notwithstanding the conventions* would only be made in exceptional cases;
 - a rationale for any decision *notwithstanding the conventions* would be entered in the Board Minutes;
 - the Registrar would compile a set of precedents being set, to draw to the attention of subsequent Boards.