

## **Regulations for Bachelors and Foundation Degree Awards**

**Adapted for Brooksby Melton College and Easton & Otley College  
(N.B. both institutions are referred to as “the College” in these regulations)**

### **1 SCOPE OF THESE REGULATIONS**

- 1.1 These Regulations govern the assessment, progression and awards for Bachelors and Foundation degree students.
- 1.2 These regulations govern students on courses at FHEQ level 4, FHEQ level 5 and FHEQ Level 6 from the academic year 2016-7, onwards.
- 1.3 These Regulations govern the awards of:  
  
Bachelor degrees: Bachelor of Arts, Bachelor of Engineering, Bachelor of Science, Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery;  
  
Foundation degrees: Foundation Degree (Science) and Foundation Degree (Arts).
- 1.4 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these regulations also apply to Visiting or Exchange students studying at undergraduate level.
- 1.5 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

### **2 GENERAL PRECONDITIONS TO AN AWARD**

In order to qualify for an award of the University the student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course; and
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

### 3 COURSE REQUIREMENTS

3.1 The College shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module.

3.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and elective modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

3.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's and College's policy

#### 3.4 Table of Awards

QUALIFICATION	LEVEL	OVERALL CREDITS TO BE STUDIED	RANGE OF CREDITS REQUIRED	NORMAL LENGTH OF PROGRAMME (Full-time unless stated)
3-year Bachelors degree	6	360	<ul style="list-style-type: none"><li>• Stage 1: 120 credits at level 4</li><li>• Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4</li><li>• Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at</li></ul>	3 years  (Part-time 6 years)
Bachelor degree (Top Up)	6	120	120 credits at level 6	1 year (Part-time 2 years)
Foundation Degree	5	240	<ul style="list-style-type: none"><li>• Stage 1: 120 credits at level 4</li><li>• Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4</li></ul>	2 year (part time 4 years)
All courses			Students will not take modules at a higher level than their stage of study	

### 4 DURATION OF COURSE

4.1 Students must enrol for and complete the course within the timescales published in the Programme Specification and summarised in the table in Regulation 3.4.

#### 4.2 Extension to a period of study

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by intercalation or repetition,

of a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

- 4.2.2 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

## **5 MODULE ENROLMENT**

- 5.1 Students shall be required to enrol for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the College.
- 5.2 Visiting and Exchange students will normally take 120 credits and part time students no more than 80 credits in each academic year of study.
- 5.3 No student shall register for more than the credit requirement of their year of study, as specified in their Programme Specification.
- 5.4 No student shall register for modules that have clashing teaching events.
- 5.5 Course Profiles and the availability of modules are subject to change.
- 5.6 A student seeking a late module enrolment, or change to enrolment, after Week 2 of the semester in which it is taught must obtain the prior approval of the Academic Director of Partnerships, on the recommendation of the College Principal.
- 5.7 A student may be suspended from a module including a practice element placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the College Principal decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

## **6 ASSESSMENT**

- 6.1 Each course shall have an assessment strategy, defined in its Programme Specification, linking specific modules and their assessment to the learning outcomes of the course.
- 6.2 The method and timings of each assessment shall be published in Module Outlines, on the College's Virtual Learning Environment or intranet and in examination timetables as appropriate. Assessment timings will be in accordance with the following:
- 6.2.1 Formal examinations will be held throughout the year inline with the

published assessment schedule.

- 6.2.2 Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or module outline.
- 6.3 Coursework-only variants of examined modules may be made available to Visiting and Exchange students studying at the College.
- 6.4 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.
- 6.5 The pass mark for undergraduate modules (levels 4 to 6) shall be 40% except where Professional, Statutory or Regulatory Body requirements stipulate a higher pass mark.
- 6.6 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification, module, stage average and classification marks will be treated as if rounded to the nearest integer:
  - 6.6.1 Module marks within 0.5% of a pass mark will be awarded a pass;
  - 6.6.2 Stage average marks within 0.5% of a progression boundary will be considered to have achieved the threshold;
  - 6.6.3 Classification marks within 0.5% of a higher classification will be awarded the higher classification.
  - 6.6.4 Classification marks within 0.5% of a borderline will be considered as being borderline
- 6.7 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.
- 6.8 Where there is a Professional, Statutory or Regulatory Body requirement to do so, each individual component of the module may be required to be passed in order to pass the module; such modules are identified with a 'pass all components' marks scheme.
- 6.9 Where appropriate, individual modules or components may be assessed on a Pass/Fail or Distinction/Pass/Fail basis.

## **7 THE BOARD OF EXAMINERS**

### **7.1 Membership of Boards of Examiners**

- 7.1.1 The Board of Examiners shall comprise a Chair (who shall not be the College Principal), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Joint Board of Study.

- 7.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.
- 7.1.3 There shall be an Extenuating Circumstances Panel<sup>i</sup> which act as an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 7.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the Learning and Teaching Committee of Senate has approved their absence in advance. In the case of reassessment for the final degree classification, the Learning and Teaching Committee of Senate may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.
- 7.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

## **7.2 The Chair**

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its sub-groups;
- (b) the production of examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny, in liaison with the College Lead for Assessment;
- (d) the chairing of the meetings of the Board;
- (e) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel<sup>i</sup>;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results

and pass lists;

- (i) ensuring that the Board of Examiners awards prizes in accordance with the expressed wishes of the benefactors as approved by the College,
- (j) ensuring compliance with the relevant Regulations; and
- (k) undertaking such other tasks as the Senate shall require.

### **7.3 The External Examiner**

7.3.1 The role of the external examiner is to ensure that:

- (a) internal marking is consistent, fairly applied and of an appropriate standard;
- (b) assessment has enabled learning outcomes to be achieved and demonstrated;
- (c) academic standards are appropriate for the level of the award;
- (d) recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

7.3.2 The external examiner shall undertake duties as described in the Code of Practice for the External Examiner System for Awards (Adapted for Brooksby Melton College and Easton & Otley College):

<https://portal.uea.ac.uk/partnerships-office/handbooks/regulations>

including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

7.3.3 The external examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate signature sheet;

7.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- (a) where the marking standards are judged to be acceptable, that no further action is required;
- (b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;

- (c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

#### **7.4 Voting**

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

#### **7.5 Meetings of the Boards of Examiners**

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the College, in consultation with the Partnerships Office. The standard dates are as indicated below:

<b>Meeting</b>	<b>Standard Date</b>
Student Progress Board	February
Module Assessment Board	February, May or June
Stage and Final Assessment Boards	May, June or July
Reassessment Board	September

#### **7.6 Provision of Assessment Information**

7.6.1 Boards of Examiners shall receive the following:

- (i) Module marks and any contributing component marks achieved by each student taking the module;
- (ii) Stage aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question;
- (iii) Where relevant, the confirmed marks for the preceding Stage(s).

7.6.2 Results will be presented as follows:

- (i) Marks shall be displayed to two decimal places for all marks, including module and component marks, stage aggregate and final award marks;
- (ii) Where appropriate, modules and individual components

assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Pass/Fail.

## **8 STUDENT PROGRESS BOARD**

- 8.1 The Board of Examiners, or appropriate sub-group, shall receive the provisional marks for all students taking degree courses which fall under its jurisdiction and for any Visiting or Exchange student.
- 8.2 The Board of Examiners shall receive attendance information for those students whose attendance has fallen below the requirements set by the College.
- 8.3 The Board of Examiners shall review each student's attendance record and marks achieved to date and take action as follows:
  - (a) for any student who warrants special attention in respect of their academic performance and/or attendance record, such as the non-submission of one or more pieces of work and/or failure in two or more assessment components: refer to the Director of Curriculum / Director of Higher Education or other delegated member of academic staff for appropriate action.
- 8.4 The Board of Examiners shall confirm marks and discharge the duties of a Module Assessment Board and Stage Assessment Board for Autumn Semester Visiting and Exchange students. Under these circumstances, the marks thus confirmed cannot be subsequently adjusted. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at the College, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment.

## **9 MODULE ASSESSMENT BOARD**

- 9.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board.
- 9.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 9.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

### **9.4 Adjustment of Marks**

- 9.4.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to

address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

- 9.4.2 In some circumstances it may be appropriate for the assessment item to be remarked.
- 9.4.3 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be taken into account at the relevant Stage or Final Assessment Board meeting.
- 9.4.4 Where a Student Progress Board acting as a Module Assessment Board has previously confirmed the marks of Autumn Semester Visiting or Exchange students, marks may not normally be subsequently amended. In the event that adjustments to module marks would have resulted in a different outcome for the Autumn Semester Visiting or Exchange students concerned, the Board of Examiners must inform the student and the home institution.
- 9.5 After completing the above process, the Board shall confirm all marks.
- 9.6 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Distinction.
- 9.7 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:
  - (a) to correct an error in recording or transcription;
  - (b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date

## **10 EXTENUATING CIRCUMSTANCES**

- 10.1 The Extenuating Circumstances Panel<sup>i</sup> advising the Board of Examiners shall consider extenuating circumstances formally reported

to it, and make recommendations to the Board, in accordance with the University and College's Extenuating Circumstances Regulations.

- 10.2 The Board of Examiners shall formally approve the compensation or other recommendation made by the Extenuating Circumstances Panel<sup>i</sup>. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 10.3 The Extenuating Circumstances Panel<sup>i</sup> advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

## **11 DELAYED ASSESSMENT**

- 11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University and College's Extenuating Circumstances Regulations.
- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

## **12 STAGE ASSESSMENT BOARD**

- 12.1 There will be a Stage Assessment Board once students have attempted the assessment for all modules with a credit total that equates to a Stage as defined in the Programme Specification. At this meeting, the Board of Examiners will consider if students have successfully completed the relevant Stage of Study by reviewing all module results for the Stage.
- 12.2 The Stage Assessment Board shall:
- (a) receive and consider confirmed module marks and grades completed during the relevant Stage and an aggregate mark for the Stage for each student expressed as a percentage and taking into account weightings of modules for the Stage in question;
  - (b) receive from the Extenuating Circumstances Panel<sup>i</sup> its recommendations regarding extenuating circumstances.
- 12.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:
- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual

sections within examinations where required and stipulated in the Programme Specification;

- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification.

## **12.4 Failure to complete the Stage satisfactorily**

12.4.1 There is no automatic right to reassessment for students who achieve a module mark of below 20%.

12.4.2 For a student who has failed to complete the Stage satisfactorily, the Board of Examiners shall either:

- (a) refer the student to reassessment, where the student has achieved **at least 20%** in the module;

or

- (b) in the case of a student who has obtained a mark of **below 20%** in a module:
  - i. For a student at Stage 1, offer a reassessment opportunity in the affected module(s).
  - ii. For a student whose marks of below 20% are as a result of an application of a penalty for late submission or plagiarism and collusion, offer a reassessment opportunity in the affected module(s).
  - iii. For any other student, the Board of Examiners shall consider the overall performance of the student, taking into account factors including the number of failed modules, the student's attendance and progress to date, the level of study, any recommendations of the Extenuating Circumstances Panel<sup>i</sup>, and any Professional, Statutory or Regulatory Body requirements, and may take one of the following actions:
    1. Offer a reassessment opportunity in the affected module(s);
    2. On the recommendation of the Extenuating Circumstances Panel<sup>i</sup>, permit the student to repeat the year of study, either with or without a period of intercalation;

3. Recommend to the College Principal that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the College and receive an exit award where appropriate (in accordance with Regulation 18).

iv. A student may not be referred to reassessment in a module until they have completed any delayed assessments in that module.

12.4.3 In all cases, the Board may refer to the relevant Director of Curriculum / Director of Higher Education any student who has failed 40 credits or more within the Stage, for appropriate advice and guidance, including consideration under General Regulation 13, *Attendance, Engagement and Progress*.

## **12.5 Reassessment for Professional Registration**

- (a) Students registered on courses that lead to professional registration may be referred to reassessment in:
- (i) any module where the aggregate mark obtained is below the pass mark acceptable to the professional body;
  - (ii) any component of a module where the mark in that component is below the pass mark acceptable to the professional body.
- (b) In addition, where the failed module or component is a clinical/practical placement, the Board may:
- (i) modify the form and duration of the reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider;
  - (ii) opt not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement with no significant trajectory towards competence). In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

In all cases described above, the Board shall take into account the comments of external examiners and where applicable, the guidelines issued by the relevant Professional, Statutory or Regulatory body.

## **12.6 Reassessment for Exemption from Professional Examinations**

For students who have achieved the pass mark and progression requirements of the College and the University, but who have failed to meet the requirements of a Professional, Statutory or Regulatory Body to be exempted from its professional examinations, the Board of Examiners may offer one opportunity of optional reassessment in:

- (i) any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- (ii) any component of such a module where the mark in that component is below the pass mark acceptable to the professional body;

In such cases the marks obtained at reassessment shall be recorded for accreditation purposes but the original marks shall be used for assessment and degree classification as set out in Regulation 16.

## **12.7 Part-time students**

- 12.7.1 The Board of Examiners shall review the marks achieved by part-time students at the end of each academic year, and shall confirm that the student has achieved the following for each module taken:
- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
  - (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification.
- 12.7.2 Where a part-time student has failed one or more modules, the Board of Examiners shall consider the student in accordance with regulation 12.4.
- 12.7.3 Part-time students eligible for reassessment should complete reassessment in the next available reassessment period (in accordance with Regulation 13) irrespective of whether the whole Stage has been completed.

## **12.8 Visiting and Exchange students**

The Board of Examiners shall review the marks achieved by Visiting and Exchange students and confirm whether they have achieved the standards of satisfactory completion in accordance with Regulation 12.3 and report this to the home institution. In the event that a Visiting

or Exchange student has not achieved the pass mark in all modules undertaken at the College, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

### **13 REASSESSMENT**

- 13.1 Students eligible for reassessment will be offered a reassessment opportunity in all failed components of the failed module normally in the form of the original assessment. Any exceptions to this may be made only with the approval of the Learning and Teaching Committee of Senate.
- 13.2 Reassessment will normally be offered on one occasion only.
- 13.3 Reassessment for each module shall be completed in accordance with the timetable specified by the College.
- 13.4 Module marks following reassessment are calculated as follows:
- (i) All marks achieved at reassessment are stored on the Student Record System;
  - (ii) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped back to the pass mark. This capped mark will be the mark used for progression and classification purposes.
  - (iii) For 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

### **14 MODULE REASSESSMENT BOARD**

A Module Reassessment meeting shall be carried out immediately prior to the Stage Reassessment meeting, in accordance with Regulation 9 governing the conduct of Module Assessment Boards.

### **15 STAGE REASSESSMENT BOARD**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed module marks achieved for each student following their reassessment. It may act as a Stage Assessment Board or Final Assessment Board for students who have sat delayed assessments.

- 15.1 Confirmed marks will be presented as follows:
- (a) the original mark achieved in each module or component that was reassessed;
  - (b) the actual mark achieved at Reassessment;
  - (c) the overall module mark calculated following Reassessment; the capped mark will be recorded against

the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in progression and degree classification purposes.

- 15.2 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel<sup>i</sup> and information from the Module Assessment Board and Stage Assessment Board as appropriate.
- 15.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:
- (a) at least the pass mark for all numerically-marked modules, including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
  - (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
  - (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification.

#### **15.4 Consideration of extenuating circumstances at the Reassessment Board**

- 15.4.1 Where a student has been granted a delayed assessment, in accordance with the Extenuating Circumstances Regulations the Board of Examiners shall:
- (a) for a student who has met the required conditions, confirm provisional progression, pending passing the outstanding delayed assessment or reassessment by the deadline published by the School;
  - (b) for any other student, require the student to intercalate and return to undergo the delayed assessment at the next available opportunity.

15.4.2 For all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel<sup>i</sup>. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

#### **15.5 Failure to complete the Stage satisfactorily**

Where a student has not completed the Stage satisfactorily as specified above, and there are no recommendations from the Extenuating Circumstances Panel<sup>i</sup>, the Board of Examiners shall

require the student to withdraw from the University and recommend an award where appropriate.

## **16 FINAL ASSESSMENT BOARD**

There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after their final stage of study.

### **16.1 Final Stage Assessment Board**

The Board of Examiners shall confirm that a student has satisfactorily completed the Final Stage where the student has achieved the following:

- 16.1.1 at least the pass mark for numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- 16.1.2 a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- 16.1.3 any additional requirement/s for the Stage as specified in the appropriate Programme Specification.

### **16.2 Consideration of the Award**

The Board shall consider the classification of Final Stage Bachelors degree students and the award Foundation degrees, according to regulations 16.3 and 16.4 respectively.

### **16.3 Degree Classification**

16.3.1 The Board shall receive for each student:

- (a) the final Module Marks contributing to the degree, together with the component marks achieved at the original attempt and any reassessment attempt.
- (b) a Stage aggregate mark for each year contributing to the final award mark, expressed as a percentage and taking credit weightings into account;
- (c) a final award mark calculated from the Stage aggregate mark for each contributing year according to the following percentage weighting:

Degree	Level 4	Level 5	Level 6
Bachelors 3-year degrees	N/A	40	60
Foundation degrees	0	100	N/A
120- credit Level 6 degrees, including top-up degrees and courses in the Schools of Nursing Sciences and Social Work	N/A	N/A	100

(d) The recommendations of the Extenuating Circumstances Panel<sup>i</sup> .

16.3.2 Having received and considered the information as set out above, the Board of Examiners shall assign a provisional classification to all Bachelors students on the basis of their final award marks as follows:

Classification	Abbreviation	Final Award mark
First Class Honours	I	70% - 100%
Upper Second Class Honours	II (1)	60% - 69%
Lower Second Class Honours	II (2)	50% - 59%
Third Class Honours	III	40% - 49%

16.3.3 For Foundation Degree students the Board will assign a classification of Pass, Merit or Distinction on the basis of their final award marks as follows:

Classification	Final Award mark
Distinction	70% - 100%
Merit	60% - 69%
Pass	40% - 59%

#### 16.3.4 Consideration of students within 2 per cent of a higher class

(a) For Bachelors Degrees, the Board of Examiners shall recommend the higher classification for a student whose final

award mark falls within 2% of the boundary for the higher classification where the following conditions are met (note the convention of rounding up in Regulation 6.6):

<b>Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.6)</b>	<b><i>PLUS</i></b>	<b>Credits across the TWO counting years</b>	<b><i>OR</i> stage aggregate mark for the final year of:</b>	<b>Outcome</b>
68% - 69%		At least 120 credits at First Class	70% or above	First Class Honours
58% - 59%		At least 120 credits at Upper Second Class or above	60% or above	Upper Second Class Honours
48% - 49%		At least 120 credits at Lower Second Class or above	50% or above	Lower Second Class Honours

- (b) For one-year Degrees consisting of 120 credits at Level 6, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

<b>Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.6)</b>	<b><i>PLUS</i></b>	<b>Credits</b>	<b>Outcome</b>
68% - 69%		At least 60 credits at First Class	First Class Honours
58% - 59%		At least 60 credits at Upper Second Class or above	Upper Second Class Honours
48% - 49%		At least 60 credits at Lower Second Class or above	Lower Second Class Honours

- (c) For Foundation Degrees, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met (note the convention of rounding up in Regulation 6.6):

<b>Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.6)</b>	<b><i>PLUS</i></b>	<b>Credits across the counting year</b>	<b>Outcome</b>
68% - 69%		At least 60 credits at Distinction	Distinction
58% - 59%		At least 60 credits at Merit or above	Merit

- 16.3.5 With respect to Final Classification, the Board of Examiners shall consider the recommendations of the Extenuating Circumstances Panel<sup>i</sup>.

- 16.3.6 For **Starred Firsts**, the Board of Examiners shall consider the performance of all Honours degree students recommended for a first class honours degree. At its discretion, the Board may indicate with a **star** those Bachelors degree students whose performance displays exceptional merit, in line with the Board's published criteria.
- 16.3.7 Students who have not met the criteria to be awarded a degree may be eligible to be awarded an exit award in accordance with Regulation 18.

## **17 FINAL REASSESSMENT BOARD**

The Board of Examiners shall consider for a degree (as set out under Regulation 16) those Final Stage students who were referred to reassessment, once the students' module marks have been confirmed and after the Stage Reassessment Board has confirmed that they have successfully passed the final Stage. At least one External Examiner shall be part of the consideration of awards.

## **18 EXIT AWARDS**

- 18.1 Students who are ineligible for reassessment after failing a Stage or who fail the reassessment for a Stage and are therefore not eligible to be awarded a degree shall be considered by the Board of Examiners, including the External Examiner(s), for the appropriate exit awards.
- 18.2 In addition to the consideration of any named exit award available to students as set out in the Programme Specification, the Board of Examiners shall consider the following exit awards:

### **(i) Certificate of Higher Education**

The Board of Examiners shall recommend the award of Certificate of Higher Education to students who have successfully completed 120 credits at level 4 or above. At least 60 credits must have been completed on College UEA validated programmes.

### **(ii) Diploma of Higher Education**

The Board of Examiners shall recommend the award of Diploma of Higher Education to students who have successfully completed 240 credits, at least 100 of which are at level 5 or above, and at least 120 of which have been completed on College UEA validated programmes.

- 18.3 Students awarded an exit award from a professional course are not eligible to apply for professional registration.

## **19 DISCLOSURE OF RESULTS**

- 19.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see 19.4 below);
- 19.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in

accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

- 19.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 19.4 As part of an informal or formal Academic Appeal or Academic Complaint the Principal, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the College to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the Data Protection Act.

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<sup>i</sup> The function of the Extenuating Circumstances Panel shall be carried out by the Academic Review Board at Brooksby Melton College.