

Assessment Regulations for Introductory Studies

(Version effective from 4 October 2004 until 31 July 2011)

1. Assessments by formal written examination shall be conducted in accordance with Rules for the Conduct of University Examinations.
2. Assessment of the outcomes of individual units shall be conducted in accordance with current EdExcel regulations and guidelines.

Unit Assessment

3. After each unit has been assessed an Internal Verifier shall determine the grades obtained by each candidate in the assessments which are applicable to that unit and publish the Unit Grade. Where an External Verifier has been appointed for the unit the grades shall have been approved by the External Verifier.
4. The published Pass List shall show the names of every candidate who has achieved the unit outcomes in alphabetical order within each grade.
5. An Internal Verifier shall report on the assessment process in a form and manner approved by Senate.

Re-Assessment

6. Subject to the limitations imposed by paragraph 13 of General Regulations for Introductory Studies, a candidate who fails to obtain a pass in a unit assessment will be allowed as of right to take that assessment again on one further occasion.
7. Candidates shall normally undergo re-assessment at the first opportunity offered by the University, which shall be notified to all candidates by the Programme Leader, but may be permitted, in accordance with paragraph 15 of General Regulations for Introductory Studies, to defer their re-assessment until a later date.
8. An Internal Verifier shall consider the grades obtained by candidates who fail any unit and shall decide what work, if any, already submitted for the unit assessment may be carried forward without further revision in the re-assessment process, should the candidate opt to repeat the unit without attendance.

Termination of Studies

9. Candidates who, following re-assessment under para.12 of General Regulations for Introductory Awards and/or assessment in a substitute unit under para.13 of those Regulations, have failed to achieve a pass in any unit which is required for progression to the next Stage of the programme or for qualification for the programme award, shall have their studies terminated.

Appeals

10. Appeals against academic decisions, including termination of studies, which cannot be resolved informally by reference to internal examiners or to the Internal Verifier shall be submitted in writing to the Dean of the relevant Faculty who shall convene a panel to consider the appeal, which shall be constituted as follows:

The Dean or his/her nominee (Chair)

The Head of Department responsible for the programme

Two other members of academic staff.

None of the panel members shall have engaged in any of the academic work which is the subject of the panel's consideration. In the event that the Head of Department is disqualified from participating, he/she shall nominate an alternative member of academic staff from the department to membership of the panel. The panel shall consider the appellant's written representations and shall also, if it thinks fit, afford the appellant an opportunity to be heard in person. The decision of the panel will be final. This decision shall be reported in writing to the appellant, the Head of Department (if not a member of the panel), the Programme Leader, the Internal Verifier, the External Verifier (where one has been appointed for the unit) and the Academic Registrar.

11. If the panel decides to uphold an appeal against the result of a unit assessment, the panel may refer the matter back to the Internal Verifier, with an instruction to the Verifier to amend his/her original decision and if appropriate publish a revised Unit Grade which shall forthwith supersede the earlier Unit Grade awarded to the appellant.

12. If the panel decides to uphold an appeal against termination of studies, then the provisions of paragraph 6 hereof shall apply and the panel shall act for the Internal Verifier in accordance with paragraph 8 hereof.

Power to Annul an Assessment

13. The Senate may annul any assessment and may require the candidates in any assessment that has been annulled to undergo further assessment, or may require an Internal Verifier to disregard the result of any assessment which has been annulled notwithstanding any other regulation or rule. The Senate may amend any regulation or rule to take account of the assessment which has been annulled.

(remade June 2004)