

Assessment Regulations for Modular Postgraduate Awards

(Version effective from 4 October 2004 until 2 October 2005)

1. Assessments shall be conducted in accordance with the provisions of Regulation VII.
2. Module Boards and Programme Boards shall be as specified in Ordinance XIX.
3. Module Boards and Programme Boards shall report upon their proceedings in a form and manner approved by Senate.

Module Assessment

4. After each module has been assessed the Module Board shall meet. The Internal Examiner shall provide the Module Board with the marks obtained by each candidate in the assessments which are applicable to that module. These marks shall have been approved by the External Examiner for the module. The Module Board acting on behalf of Senate and in accordance with the powers delegated to it by Senate shall approve and determine the outcome for each candidate. This outcome shall be determined by reference only to the marks received by each candidate amended as the case may be by the Module Board acting in accordance with paragraph 7 hereof.

5. The quorum for a meeting of a Module Board shall be the Representative of the Faculty Board, the Internal Examiner and one further member.

6. If, in accordance with the provisions of Regulation XVII, a Module Board receives a recommendation from the relevant Impaired Performance Panel, then the Module Board may:

a) increase the candidate's marks

b) require the candidate to repeat any or all parts of the Module Assessment, either in the University's special assessment period or on the occasion when the module is next routinely assessed (or, if not routinely assessed in the next academic year, on the anniversary of the date of the original assessment), for consideration at the appropriate Programme Board. In such a case:

- no change will be made to the definition of the Module Assessment as a first or second attempt, as defined in paragraph 16 of the General Regulations for Modular Postgraduate Awards.
- the Module Mark considered for the Module Assessment will be the higher of the original and the new mark, subject, in the case of second attempt Module Assessments, to capping in accordance with paragraph 21 of the General Regulations for Modular Postgraduate Awards.

7. If a Module Board chooses to award an adjusted mark to a candidate in accordance with paragraph 6 hereof it shall report the matter to the appropriate

Programme Board. A Module Board which receives a written submission in accordance with paragraph 6 hereof may bring the matter to the attention of the appropriate Programme Board.

Reassessment

8. A Module Board shall consider the marks obtained by candidates who fail to obtain credit in the module and shall determine which of the candidate's present marks may without further assessment be carried forward in the re-assessment process should the candidate choose to repeat the module without attendance.

9. The University will determine a special assessment period each year falling between the end of Semester Two and the beginning of the next academic year.

10. Subject to the restrictions of paragraph 11 hereof, a candidate who fails to obtain credit in a module assessment will be allowed as of right to be reassessed on one further occasion. This will be during the academic year next following the initial failure unless the programme regulations make provision for re-assessment during the University's special assessment period. In that case candidates must decide whether or not to take the re-assessment in the special assessment period. Any coursework reassessment must be completed by a deadline which, within the elected reassessment period, will be determined by the department responsible for the module.

Termination of Studies

11. In accordance with paragraph 22 of General Regulations for Modular Postgraduate Awards a Module Board will normally terminate the studies in the module of any candidate who is re-assessed in accordance with paragraph 10 hereof and fails to obtain credit. At its discretion a Module Board may choose not to terminate the candidate's studies if the candidate has been examined viva-voce in accordance with the provisions of Regulation VII or if the Module Board receives a written submission in accordance with the provisions of Regulation XVII.

Programme Assessment

12. A Programme Board shall meet for the purpose of making awards and for any other purpose set out herein and shall receive for each candidate the Module Marks which are to be taken into consideration. The Programme Board acting on behalf of Senate and in accordance with powers delegated to it by Senate shall thereafter promulgate a Pass List which shall be signed by those of the following who are present: the External Programme Assessor, the person chairing the meeting, the Senate Representative and the Faculty Board Representative. The Pass List and the classification of each candidate thereon shall be determined by reference only to the Module Marks received by each candidate, amended as the case may be by:

- the Programme Board acting in accordance with paragraphs 6 or 16 hereof
- or
- the Programme Board acting in respect of a recommendation from a viva-voce panel in accordance with the provisions of Regulation VII
- or
- the Head of Department or Academic Misconduct Committee acting in accordance with the provisions of Regulation XVIII.

13. The quorum of a meeting of a Programme Board held for any purpose shall be

- the Chair or the designated Deputy Chair
- either the member of Senate or the member of the Faculty Board
- Two Examiners

In addition, where a meeting of the Programme Board is held to make awards, the quorum shall include the External Programme Assessor.

14. Where an External Programme Assessor is required to complete the quorum of a Programme Board but is for good cause prevented from attending the meeting the Academic Registrar may dispense with the requirement in which case the quorum shall be reduced accordingly.

15. The Pass List published by a Programme Board shall show the names of every candidate arranged in alphabetical order within each classification group.

16. If in accordance with the provisions of Regulation XVII a Programme Board receives details suggesting that a candidate's assessment performance has been impaired then the Programme Board may consider that candidate's performance in any module that is being taken into account. After due consideration of all the written evidence available to it the Programme Board may:

a) increase the candidate's marks

b) require the candidate to repeat any or all parts of the Module Assessment, either in the University's special assessment period or on the occasion when the module is next routinely assessed (or, if not routinely assessed in the next academic year, on the anniversary of the date of the original assessment), for consideration at the appropriate Programme Board. In such a case:

- no change will be made to the definition of the Module Assessment as a first or second attempt, as defined in Paragraph 16 of the General Regulations for Modular Postgraduate Awards.
- the Module Mark considered for the Module Assessment will be the higher of the original and the new mark, subject, in the case of second attempt Module Assessments, to capping in accordance with paragraph 21 of the General Regulations for Modular Postgraduate Awards.

Power to Annul an Assessment

17. 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 a Programme Board to disregard marks in 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)