

Assessment Regulations for Undergraduate Awards (2000 edition)

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

This edition of ARUA applies to students entering Part A in 2000/2001 onwards and also to BEng/MEng students who entered Part B of certain programmes in 2000/2001.

[Please follow this link to see ARUA \(1999 edition\)](#)

2004 Contents

- [Module Assessment](#)
- [Reassessment](#)
- [Termination of Studies](#)
- [Power to Annul an Assessment](#)

(remade June 2004)

1. Assessments shall be conducted in accordance with the provisions of Regulation VII.
2. Programme Boards shall be as specified in Ordinance XIX.

Module Assessment

3. After each module has been assessed the Internal Examiner shall determine the marks obtained by each candidate in the assessments which are applicable to that module and publish the Module Mark. Where an External Examiner has been appointed for the module the marks shall have been approved by the External Examiner.

4. The Internal Examiner shall consider the marks obtained by candidates who fail to obtain a Module Mark of at least 40% necessary for the award of modular credit (or any other mark as may be stipulated in Programme Regulations as necessary for successful completion of the Programme Part) and shall make recommendations to Programme Boards concerning decisions to be taken in accordance with Paragraph 14 hereof.

5. A Programme Board shall meet and shall receive for each candidate the Module Marks which are to be taken into consideration for the Part or those Parts of the programme being assessed. 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:

- (i) the Programme Board acting in accordance with paragraph 9 hereof

or

(ii) the Programme Board acting in respect of a recommendation from a viva-voce panel in accordance with the provisions of Regulation VII

or

(iii) the Head of Department or Academic Misconduct Committee acting in accordance with the provisions of Regulation XVIII.

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

(i) The Chair or the designated Deputy Chair

(ii) Either the member of Senate or the member of the Faculty Board

(iii) Two Examiners

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

7. 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.

8. If in accordance with the provisions of Regulation XVII a Programme Board receives a recommendation from the relevant Impaired Performance Panel, then the Programme Board may for any module that is being taken into account:

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:

(i) no change will be made to the definition of the Module Assessment as a first or second attempt, as defined in paragraphs 17, 18 and 19 of the General Regulations for Undergraduate Awards.

(ii) 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 23 of the General Regulations for Undergraduate Awards.

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

9. Candidates must normally achieve the credit and minimum mark requirements set out in Paragraphs 11 and 12 of GRUA (2004) in order to progress or for an award to be made. However, Programme Boards have the discretion to condone marks which do not meet these requirements when all of the following conditions are met:

(i) The candidate has already undergone reassessment or the marks under consideration are the initial results achieved in the final Part of the programme. For final Part candidates, Boards should not condone marks where this would result in the candidate losing an opportunity to improve his/her degree classification through reassessment

(ii) The module or modules involved have a total weight of not more than 20 credits in any Part of the programme

(iii) For candidates in Parts B, C and D, the condonement has the approval of the appropriate External Examiner, having regard to national standards in the discipline

(iv) The reasons for the exercise of discretion are recorded in the Programme Board report.

10. The Pass List published by a Programme Board shall show the names of every candidate arranged in alphabetical order within each classification group. In accordance with the provisions of Regulation XVI, the classifications of those candidates who have failed to discharge all obligations to the University will be withheld from the published list until such time as all obligations have been met.

11. Programme Boards shall report upon their proceedings in a form and manner approved by Senate.

Reassessment

12. 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.

13. Candidates registered on full time programmes will be allowed as of right to repeat Module Assessments in accordance with paragraphs 18 or 19 of the General Regulations for Undergraduate Awards on one occasion only. Except in the case of final-year candidates, or where a candidate does not achieve the minimum credit threshold indicated in Programme Regulations in accordance with paragraph 21 of the General Regulations for Undergraduate Awards, such re-assessment may take place at the option of the candidate 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). In the case of final-year candidates, such re-assessment shall normally take place 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), except that Programme Regulations may make provision for re-assessment to be conducted in the University's special assessment period, in which case candidates may choose between these options. Candidates who have the option must decide whether to take their re-assessments entirely in or entirely after the special assessment period. Any

coursework reassessment must be completed by a deadline which, within the elected re-assessment period, will be determined by the department responsible for the module.

14. The Programme Board shall consider each candidate who will be required to be re-assessed in accordance with paragraph 13 hereof and shall for each module which is capable of re-assessment 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.

Termination of Studies

15. In accordance with paragraph 31 of the General Regulations for Undergraduate Awards a Programme Board will normally terminate the studies of any candidate who is re-assessed in accordance with paragraph 13 hereof and who fails to qualify to progress or to qualify for the award of a degree. At its discretion a Programme Board may choose not to terminate the candidate's studies if any part of paragraphs 5i and 5ii hereof applies to the candidate.

Power to Annul an Assessment

16. 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)