

Assessment Policy Annex 1 – Assessment Regulations

GENERAL

1. Decisions on whether a student has successfully completed a course, on progression, and on the award of qualifications, will be made on the basis of the student's performance by the Course Assessment Boards or Progression & Awards Boards responsible for the course(s) and the programme.
2. These regulations cover all taught awards as listed in the Memorandum of Agreement, Schedule 1, between Solent University (the University) and New College of the Humanities (the College).
3. The term 'programme' is used to refer to the curriculum route that leads to a named award as defined in each programme specification. The term 'course' is used to refer to each 30 or 15 credit component of study as defined in each course descriptor.

REGISTRATION PERIOD FOR PROGRAMMES

4. To be eligible for an award a student must be registered on the award and all awards must have been completed within the approved maximum registration periods specified in Table 1.
5. Students who, at the discretion of the College, transfer to a flexible mode of attendance for a period of time will have their maximum registration period calculated pro-rata according to the attendance modes studied, this will not exceed the part-time maximum registration period specified in Table 1.
6. Since the College encourages the use of RPL process and advanced standing there are no minimum registration periods for awards.
7. A student will normally be entitled to receive only one award by the University as a result of a continuous period of registration.
8. A student cannot be registered on more than one named award being delivered by the College or the University at the same time.
9. The registration requirements for a named award, including the extra time granted to make good credit point deficits and periods of formal suspension, must be met within the standard length (as approved at validation) plus two years.

10. Direct-entry students will have their maximum periods of registration shortened by one year (full-time) or two years (part-time) for each complete level with which they enter.
11. Students who transfer between attendance modes will have their registration periods calculated pro rata.

TABLE 1. INDICATIVE REGISTRATION PERIODS

Traditional Qualifications	FHEQ Level	Indicative FT Length	Full time Maximum Registration	Indicative PT Length	Part time Maximum Registration
Certificate of Higher Education	4	1	3	2	4
Diploma of Higher Education	5	2	4	4	6
Degree or Honours Degree	6	3	5	6	8

ASSESSMENT OF COURSES

12. Students will be offered a first attempt and two further referral attempts for each element where they have failed to achieve a pass mark for the course, except where the level of failure warrants a repeat level.
13. Every time a course is offered to students it must have a defined academic session start and end date. The first assessment attempt (first sitting) for all elements must be scheduled to occur before the end date of the course.
14. The form of assessment for each course must be specified within the course descriptor. Where there is more than one element of assessment, the weighting attached to each element must be stated on the course descriptor.
15. Exceptionally, there may be a requirement for individual assessment elements to be passed in their own right. Such exceptions must be approved through either the University’s programme approval or course and programme modification processes and stated on the course descriptor.
16. Students taking the same course will be assessed according to the same assessment strategy and the Course Assessment Board will ratify the marks for all the students taking that course.

COURSE PASS MARK

17. The overall course pass mark is 40% or where a course is validated as pass/fail, the pass grade of pass (or its equivalent) will be used. Courses with pass/fail course outcomes are excluded from the award classification.

18. The grades/marks for all elements of assessment will be aggregated by the assessment sitting to determine the overall course result for that sitting. This is the mark that will be presented to the Course Assessment Board. For the purposes of progression and award the best mark achieved for each element will be aggregated, regardless of sitting.
19. When a course profile at a sitting includes a 'defer', the sitting course mark will be calculated on the marks available and regardless of the course outcome the student will be offered an opportunity to make good the deferred element at the next sitting.
20. In line with the grade marking philosophy, course marks ending in a 9 will be rounded up to the next decile.
21. All course marks are calculated up or down to the nearest integer e.g. 54.4 is recorded as a course mark of 54; 54.8 is recorded as a course mark of 55. Award classifications are calculated using whole course marks (integers).

LATE SUBMISSION OF COURSEWORK

22. Coursework, which is submitted no later than five working days after the scheduled submission date, without an approved extension request, will be marked as normal and a penalty mark of 40% will be awarded.
23. Coursework submitted for the first assessment attempt more than five working days after the scheduled hand-in date will be treated as a non-submission and awarded a mark of zero.
24. For referral work there is no late submission period, with the exception of any approved Extenuating Circumstances applications. Any referral work submitted after the scheduled hand in date will be treated as a non-submission and awarded a mark of zero.

EXTENSION OF AN ASSESSMENT SUBMISSION DEADLINE DATE

25. Students may submit a request for an extension to an assessment submission date where Extenuating Circumstances have impacted on their learning and where a later submission would put them in a position of being 'fit to study' and to complete the work.
26. All approved extension requests will result in the student having an additional five working days from the deadline date in which to submit their assessment. Students who submit after five working days of the deadline submission date, with or without an approved extension request, will not have their assessment marked. The assessment will be regarded as a non-submission for assessment purposes.

NON-SUBMISSIONS

27. Students are required to make a credible, reasonable attempt at all assessments by showing that:

- 27.1 The work is in the form required by the assessment brief and
 - 27.2 The academic content of the assessment addresses the specified topic
28. Submissions which do not meet these criteria will be regarded as a Non-Submission for assessment purposes and awarded a mark of zero.

EXTENUATING CIRCUMSTANCES

29. Students can only be deferred in assessments where they have Extenuating Circumstances approved by the University's Extenuating Circumstances Panel.

REASSESSMENT ATTEMPTS

- 30. Students shall have the right to be reassessed twice in any and all failed courses at Levels 4-6, except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a 'no right to re-sit' academic penalty or where students have been awarded a repeat level.
- 31. Students shall not be referred in, or re-take, any passed element of assessment except where students are required to repeat a level or where an academic misconduct penalty of fail course has been recommended.
- 32. Students must retake any failed assessment elements at the next available sitting but may elect to re-sit/resubmit an assessment earlier where this opportunity is available.
- 33. Where a student has passed a course, but has been deferred in an element, they will be offered the opportunity to take the deferred element.
- 34. If a student has failed to achieve a pass mark in a course after all reassessment attempts have been exhausted the course will be deemed to have been irretrievably failed and no further reassessment attempts offered.
- 35. Where any optional course has been failed at the first attempt the student shall have the right to substitute, once during the period of their registration, another available option and to be taught and assessed in that option, as if for the first time; unless the failure was as a result of receiving an academic misconduct penalty of failing the course with no right to resit.
- 36. A penalty mark of 40% will be awarded for a referred assessment element that has been passed.
- 37. Where a student is retaking an assessment element as a result of a proven case of academic misconduct, they must make a valid attempt (see paragraph 25) at the referred element. If no valid attempt is made, the course mark will be capped at F2 (Fail).
- 38. Where a student has submitted Extenuating Circumstances which have been accepted, they will be offered a deferral, that is, another attempt to take the missed assessment element. In such cases, the deferred assessment element will be marked as normal and the earned mark awarded. In cases

where a deferral is offered in respect of an assessment which has previously been referred, the mark will be capped at 40%.

PROGRESSION AND AWARDS

CONDONEMENT

39. Condonement will be used to re-dress marginal failure, unless the Progression & Awards Board considers there are compelling reasons not to do so. If, exceptionally, condonement is not exercised then the reasons for this should be recorded.
40. Condonement may not be applied to courses where a student has failed an element which has been designated as a 'must pass' or where a student has failed the course as a result of receiving an academic misconduct penalty of failing the course with no right to resit.
41. Condonement can only be used when a student has attempted all assessments for a given sitting.
42. Condonement may only be awarded when a student has obtained a minimum mark of 30% in each assessment element.
43. At Levels 4-6 condonement will be permitted up to 30-credit points per level.
44. Where a student has attempted and irretrievably failed a Level 4 and/or a Level 5 course, but obtained a Level 6 average of 50% or more, the irretrievable fail(s) will be condoned and the credit awarded to enable a student to qualify for an Honours degree, rather than an Ordinary degree. A maximum of one irretrievably failed course at Level 4 and one irretrievably failed course at Level 5 can be condoned under this regulation. This will not apply to any students who failed the courses(s) as a result of receiving an academic misconduct penalty of failing the course with no right to resit.
45. Students studying a course, which is not part of the defined programme structure for a traditional award, may not be condoned.

TRADITIONAL AWARDS

46. For the definition of traditional awards see Solent University's Academic Framework, Section 2B, Annex 1¹.

CONFERMENT OF AWARDS OF STUDENTS ADMITTED WITH ADVANCED STANDING

47. Progression & Awards Boards will take account of the credit value of the exempted level in judging a student's eligibility against the thresholds set for conferment of the University's Awards. When calculating the final classification/result, only the courses assessed at the College will be counted – no marks or grades for the exempted /level(s) will be awarded.

CONFERMENT OF AWARDS OF STUDENTS AWARDED RPL OR CREDIT THROUGH AN ERASMUS PROGRAMME

¹ <https://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2b-academic-framework.pdf>

48. When a student has been given credit for prior learning or through an Erasmus programme, Progression & Awards Boards will take account of that credit in judging the student's eligibility against the credit thresholds set for conferment of the University's Awards. When calculating the final classification/result, only the marks from courses studied and passed at the College will be counted.

PROGRESSION ON UNDERGRADUATE AWARDS

49. Students need to have achieved 90 credits to proceed to the next level of the programme.
50. A student should be counselled as to the workload involved in working to retrieve outstanding credits whilst studying at the next level.

REPEAT LEVEL

51. Students need to have passed 90 credits to be eligible to proceed to the next level. Where they have not passed 90 credits they will be required to repeat the level.
52. Students who are referred in 60 credits or more at Level 4-5 will be required to repeat the level and will not be offered the referrals.
53. Level 6 students who are referred in 60 credits or more will be offered the opportunity to repeat the Level, accept an Ordinary degree or the exit award for which they are eligible. Where a student fails to notify the College of their choice within 10 working days they will be given the appropriate award.
54. Students who achieve more than 60 credits at Level 6, but are not eligible for an Honours degree, will be offered the option to repeat the Level or take the outstanding referrals/deferrals, accept an Ordinary degree or the exit award for which they are eligible.. Where a student fails to notify the College of their choice within 10 working days they will be awarded the appropriate award.
55. Students can only repeat one level during their entire registration on a named award.
56. In cases where a repeat level is offered, students will be required to attend and to retake all assessments as if for the first time. No marks from the original attempt will be carried forward.
57. Students who are unable to progress and unable to repeat the level, as they have already had a repeat level, will be granted their referral attempts. Students who are still unable to progress after all referral attempts have been exhausted will be withdrawn and awarded any exit award or institutional credits they are entitled to.

AWARD OF A BACHELORS DEGREE

58. In order to complete a Degree with Honours students shall satisfy the requirements associated with such an award as set out in the programme specification.

59. Students may be considered for an Honours degree, having been assessed in and been awarded 360 credits. Students must have been assessed ²in all courses. For students admitted with RPL credits or advanced standing, only the courses studied at the College will be considered in the classification.
60. Where a student has been assessed in 360 credits, and has achieved at least 300 credits, the student will be eligible for the award of an Ordinary Degree.

CLASSIFICATION OF HONOURS DEGREES

61. The classification mark will be calculated using the weighted average course marks for the best 100 credits at Level 6 (weighted at 70%) combined with the best 100 credits from the remaining credits at Levels 5 and 6 (weighted at 30%).
62. The following overall classification mark will determine the Honours classification awarded, the classification boundaries are:
 - 62.1 69.5% or more: First Class
 - 62.2 59.5% – 69.4%: Second Class (First Division)
 - 62.3 49.5% - 59.4%: Second Class (Second Division)
 - 62.4 39.5%-49.4%: Third Class

EXIT AWARDS

63. A student who withdraws or is withdrawn from a programme, will be granted credit points for those courses completed successfully, except where credit has been withdrawn as a result of an academic misconduct penalty.
64. Exiting students who have shown they have achieved the specified learning outcomes for an award at a lower level than that which they were originally registered on will be granted that award.
 - 64.1 Certificate of Higher Education for successful completion of at least 120 credits, of which 90 credits or more must be at Level 4 or higher; and
 - 64.2 Diploma of Higher Education for successful completion of at least 240 credits, of which a minimum of 90 credits or more must be at Level 5 or higher.

POSTHUMOUS AWARDS

65. An award may be conferred posthumously where a student was close to completing their programme of study. The relevant Progression & Awards Board will consider each case on an individual basis.
66. No classification shall be awarded in the case of a posthumous award.
67. The Certificate or Diploma of Higher Education may also be conferred as a posthumous award.

² Credit awarded through the Recognition of Prior Learning Process is assessed credit

AEGROTAT AWARDS

- 68. An Aegrotat award may be conferred where a student was close to achieving an award but due to illness or other valid reason, as approved by the University’s Extenuating Circumstances Panel, is unlikely to be able to complete their studies within the maximum registration period. The relevant Progression & Awards Board will consider each case on an individual basis.
 - 69. Where a student is receiving an Aegrotat undergraduate degree no classification shall be awarded.
 - 70. The Diploma of Higher Education may also be conferred as an Aegrotat Diploma of Higher Education.
 - 71. Aegrotat awards for students on other programmes may be conferred in certain exceptional circumstances
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Location	NCH Academic Handbook	Approved by	Academic Board
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Related policies			