



NCH Diploma Regulations 2018-19

2017 Matriculating Cohort

INTRODUCTION

1. These regulations are for all students on the following degrees:
 - BSc Economics with Minor
 - BA English with Minor
 - BA History with Minor
 - LL.B Law with Minor
 - LL.B Law
 - BA Philosophy with Minor
 - BA Philosophy, Politics and Economics
 - BA Philosophy, Politics and History
 - BSc Politics & International Relations with Minor

ABOUT THESE REGULATIONS

SCOPE OF THESE REGULATIONS

2. These regulations are effective from September 2018, for the 2017 matriculation cohort, on the degrees named above. They are subject to review by Academic Board if it is deemed necessary by the same.
3. Academic Board understands that students may base decisions on these regulations, and will endeavour to ensure that no student is adversely or unduly affected by any change in these regulations which may follow.
4. These regulations apply to all students registered at the New College of the Humanities (NCH) on the above degrees. All registered students are expected to work toward the NCH Diploma throughout their studies.
5. On matters where the regulations need to be interpreted, or are silent, Academic Board's decision is final.

AIMS AND OBJECTIVES OF THE DIPLOMA

6. The College, to which these regulations pertain, has been carefully developed to give students an unrivalled edge in the modern world: by the time students graduate they will have gained a dynamic and wide-ranging set of transferable skills. Not only will the subjects studied here complement

the student’s main degree subject and future employability, they will also have a positive impact on their personal development, providing a set of skills that will allow them to engage positively with the world around them.

7. It is an important feature of an education at the College that students complete the Diploma alongside their Degree studies.
8. The aim of the Core Curriculum is to introduce the methods and principles of good reasoning, to develop an intelligent insight into central areas of science, principally cosmology, fundamental physics and quantum theory, evolutionary biology, genetics and human evolution; and to introduce students to the principal theories of ethics and to explore their application to important questions in private and public life.
9. LAUNCH is taught through seminars, projects and electronic assignments in all three years. It is designed to prepare students for the world of work, and aims to give them a head start and a competitive edge in finding enjoyable and rewarding work after graduation.
10. The NCH Diploma is an internal New College of the Humanities qualification and not part of the credit-bearing degree structure.

THE NCH DIPLOMA

11. The NCH Diploma comprises TWO components:
 - 11.1 The Core Curriculum, which comprises six courses:
 - Critical Reasoning Part I
 - Critical Reasoning Part II
 - Science Literacy Part I
 - Science Literacy Part II
 - Applied Ethics Part I
 - Applied Ethics Part II
 - 11.2 LAUNCH, which comprises two courses:
 - Introductory Capabilities
 - Applied Capabilities
12. To pass the NCH Diploma, BOTH components must be passed.

CORE CURRICULUM	LAUNCH
50%	50%
Six courses Six assessments Five best marks from six	Introductory Capabilities: 1/3 weighting Applied Capabilities: 2/3 weighting

THE NCH DIPLOMA WITH ENRICHMENT

13. Enrichment is optional. Its purpose is to provide students with an opportunity to explore an extra subject, in addition to those involved in their degree programme.
14. Each Enrichment course comprises auditing the lectures of, and writing one assignment each for, two 30-credit courses from the same Faculty.
15. If it is taken and passed, along with the Core Curriculum and LAUNCH as outlined above, then the NCH Diploma title is enhanced.
16. The award of Enrichment will result in a student receiving an NCH Diploma with Enrichment.

TEACHING

TEACHING IN THE CORE CURRICULUM

17. For the Core Curriculum, students are expected to complete six courses.

First year

Michaelmas	Critical Reasoning I – lectures and structured independent study
Hilary	Critical Reasoning II – lectures and structured independent study

Second year

Michaelmas	Science Literacy I – lectures and structured independent study
Hilary	Science Literacy II – lectures and structured independent study

Third year

Michaelmas	Applied Ethics I – lectures and structured independent study
Hilary	Applied Ethics II – lectures and structured independent study

18. Students are free to attend Core Curriculum lectures also in the years in which they are not examined on them.

TEACHING IN LAUNCH

19. LAUNCH is taught through a combination of seminars, electronic exercises and project work. No prior knowledge is necessary, and it has been conceived and designed so that the benefits of this programme of study are transferable and broadly applicable across a number of different roles and careers. LAUNCH comprises two courses, Introductory Capabilities and Applied Capabilities.

First year

Michaelmas	Seminars and electronic exercises
Hilary	Seminars and electronic exercises
Trinity	Project work

Second year

Michaelmas	Seminars and electronic exercises
Hilary	Seminars and electronic exercises
Trinity	Project work

Third year

Michaelmas	Seminars and electronic exercises
Hilary	Seminars and electronic exercises

TEACHING IN THE ENRICHMENT COURSES

20. Enrichment courses for the 2017 matriculating cohort are available in Art History, English, Global Affairs, History, Law, and Philosophy, but will be subject to timetabling and course capacity.
21. A student cannot elect to receive an NCH Diploma with Enrichment in more than one subject.
22. Enrichment courses may be taken in any year of study and the two courses may be from any level(s), but a student may only take an Enrichment course at their own current level or below.
23. A student may follow Enrichment courses if they do not clash with their degree classes. If a student's timetable is such that 70% attendance of lectures looks impossible at the start of term, then the course should not be attended with the aim of achieving Enrichment. In circumstances when there is a one-hour clash, the student is expected to attend the other hour of the Enrichment lecture.
24. An Enrichment course consists of auditing lectures and writing one assignment.
25. Enrichment, like the rest of the NCH Diploma, is non-credit bearing, but taking Enrichment will involve extra hours of study.
26. A student taking Enrichment is required to attend a minimum of 70% of the lectures for the two Enrichment courses (absences due to Extenuating Circumstances (EC) aside). A one-off clash with a student's degree teaching is an Extenuating Circumstance.
27. In order to receive an NCH Diploma with Enrichment, a student must register for, and subsequently attend, the two Enrichment courses, submit

the two assignments, and have received a passing grade on both assignments.

28. Formal registration for Enrichment must be made to Student and Academic Services (SAS) by the end of Week 2 of the Michaelmas term of the student's first year of study of the Enrichment.
29. Auditing lectures in any subject, requires no registration, and carries no formal award.

ASSESSMENT

GRADING SCALE

30. All Diploma assessments are assessed on the following scale:

Alphanumeric	Numerical	Description
A1	100	Exceptional in most/all aspects, substantially exceeding expectations for this level
A2	92	
A3	83	Excellent quality, exceeding expectations for this level in many aspects
A4	74	
B1	68	Meets all the intended learning outcomes and exceeds the threshold expectations for this level in several of them
B2	65	
B3	62	
C1	58	Meets all the intended learning outcomes at, and exceeds, the threshold expectations for this level in some of them
C2	55	
C3	52	
D1	48	Meets all the intended learning outcomes at, but rarely exceeding, the threshold expectations for this level
D2	45	
D3	42	
F1	35	Fails to meet all of the intended learning outcomes and is marginally inadequate for this level
F2	20	
F3	0	

ASSESSMENT IN THE CORE CURRICULUM

31. Each course carries at least one summative assessment. The date and time of the examination, or the assignment deadline, is set and communicated to students by the start of the academic year in which it takes place. All assignments are assessed through the scale outlined above.
32. Non-attendance or non-submission of a Core Curriculum examination or assignment (without approved EC) is equivalent to a mark of F3 (0). Re-take opportunities are outlined below.

33. The final mark of the Core Curriculum is calculated from alphanumeric assessment marks by converting them to the numerical scale as outlined above, and calculating the arithmetic average of the five best marks, rounded to the nearest whole number. Each course carries equal weight in calculating the final mark for the Core Curriculum.
34. The average of the five best marks is the final Core Curriculum mark. The pass mark in the Core Curriculum overall is 40.
35. The assessment of the Core assignments is carried out by relevant academics within four weeks of the examination date.
36. Students with medical or other conditions, requiring extra time or special arrangements for examinations, should approach Student and Academic Services (SAS) at the earliest opportunity, preferably at the start of the relevant term, but with a minimum of ten working days before an examination or assessment, in order to arrange suitable facilities for assessment purposes where this may be required. Normally, all students are expected to complete the same assignment, but the College reserves the right to set alternative assignments where it is deemed appropriate by the Head of the Core Curriculum.

First year	Critical Reasoning I Critical Reasoning II	Assessment Assessment	Best five assessments count
Second year	Science Literacy I Science Literacy II	Assessment Assessment	
Third year	Applied Ethics I Applied Ethics II	Assessment Assessment	
	Six courses	Six assessments	

ASSESSMENT IN LAUNCH

Introductory Capabilities

37. The Introductory Capabilities course is taken in the first year, when six assignments are completed, of which five are completed during the Michaelmas and Hilary terms combined, and one is a year-end project completed in the Trinity term. This course forms one-third of LAUNCH for classification purposes.
38. The assessment of Introductory Capabilities is as follows: the five assignments in Michaelmas and Hilary are marked alphanumerically. The alphanumerical marks are then converted to numbers and the lowest assignment mark is dropped. The Trinity project carries the weight of three times a standard assignment. The four Michaelmas and Hilary assignment marks are added to the Trinity project marks, and the resulting average of those marks is the student's final mark for the course.

39. Students must complete every assignment and miss no more than two timetabled teaching sessions without EC. Should students fail to conform to these criteria, they will be ineligible to participate in the Introductory Capabilities Trinity project.

Applied Capabilities

40. The Applied Capabilities course is taken across the second and third years, and in this course, six assignments in total are completed, of which five can be completed during the Michaelmas and Hilary terms of the second and third year, and one is a year-end project completed in the Trinity term of the second year. This course forms two-thirds of LAUNCH for classification purposes.
41. The assessment of Applied Capabilities is as follows: the five assignments in the Michaelmas and Hilary terms of the second and third years are marked alphanumerically. The alphanumerical marks are then converted to numbers and the lowest assignment mark is dropped. The Trinity project in the second year carries the weight of three times a standard assignment. The four Michaelmas and Hilary assignment marks are added to the Trinity project marks, and the resulting average of those marks is the student's final mark for the course.
42. Students must complete every assignment and miss no more than two timetabled teaching sessions without EC in their second year. Should students fail to conform to these criteria, they will be ineligible to participate in the Applied Capabilities Trinity project, scheduled for the Trinity term of their second year.

Overall assessment

43. LAUNCH assessment consists of 12 assignments over the three years.
44. All assignments are assessed through the scale outlined above. Non-submission of a LAUNCH assignment (without approved EC) is equivalent to a mark of F3 (0).
45. The weighted average of the two courses is the final LAUNCH mark. Introductory Capabilities is worth one-third of the mark, and Applied Capabilities two-thirds. The pass mark in LAUNCH overall is 40.
46. LAUNCH assignments are marked within four weeks of the submission deadline or assignment date, and results are communicated to students by the Dean of Careers.
47. Students with medical or other conditions, requiring extra time or special arrangements for examinations, should approach SAS at the earliest opportunity, preferably at the start of the relevant term, but with a minimum of ten working days before an examination, in order to arrange suitable facilities for assessment purposes where this may be required. Normally, all students are expected to complete the same assignment, but the College reserves the right to set alternative assignments where it is deemed appropriate by the course tutor, in collaboration with the Dean of Careers.

ASSESSMENT IN THE OPTIONAL ENRICHMENT COURSES

48. Each Enrichment course is assessed through one summative assignment.
49. An assignment comprises a written submission of 2,000 words, or equivalent.
50. Assignments are to be submitted by noon on Monday of week 12 of the last term in which the course is taught.
51. All assignments are assessed on the scale outlined above. The pass mark is 40.
52. The assessment of assignments is carried out by the relevant course tutor within four weeks of submission. Grades are communicated to SAS, and to students, by the tutor. Assignments are returned marked-up with comments.
53. An extension to this four-week period may be necessary if:
 - 53.1. There have been late submissions, where marks should not be communicated, or scripts returned, until all submissions for an assignment have been made, or
 - 53.2. For any particular assignment, there are variations in the submission dates between students which are not related to EC; in this case the four-week period will commence on the last of the submission dates.
54. A submitted assignment should be no longer than 110% of the length specified by the assignment brief. The word count includes everything in the main body of the text (including titles, subtitles, captions, inline references, quotes, citations, lists, footnotes and other written elements), but does not include bibliographies, appendices (which should be kept to a minimum) or words embedded within tables or graphs.
55. There is no regulatory/mandatory penalty for exceeding the word count by more than 10%, but students should be aware that the marker will not include any work, after the 110% limit has been reached, within the allocation of marks. Students may therefore be penalised for a failure to be concise, and for failing to conclude their work within the approximate length specified. Likewise, a failure to meet the maximum word limit may result in lower marks based on the quality of the work because they may not have included the necessary information required for the assessment.
56. Non-submission of an assignment (without approved EC) is equivalent to a mark of F3 (0).
57. In order to receive an NCH Diploma with Enrichment, a student must register for, and subsequently attend the two Enrichment courses, submit the two required assignments, and have received a passing mark for both assignments.
58. Should a student fail either of the two assignments, the student will normally have an opportunity to take another course in the same subject in order to pass. Students who fail an assignment from a course which is completed at the end of Hilary 2020 will not be required to take another course; instead they will be allowed to resubmit the assignment. All

assessment shall take into account the possibility that the student may not have previous experience in the Enrichment subject.

LATE SUBMISSION

59. In the event of circumstances outside a student's control, which are likely to affect Diploma work, students should refer to the College's Extenuating Circumstances (Diploma Assessment) Policy, and contact the Extenuating Circumstances Officer (ECO) as soon as is feasible after the student becomes aware of the circumstance.
60. For any piece of work submitted late, the following penalties are applied:
 - 60.1. If the assessment is submitted late (i.e. within five working days of the submission deadline) the mark will be capped at 40 if a pass mark is achieved. Lateness begins from the stated deadline time, regardless of the time of day at which the deadline is set.
 - 60.2. If this assessment is submitted later than five working days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero.
61. No EC requests can be granted without submission of an Extenuating Circumstances form to the ECO for approval.
62. If a request for EC extends for more than one month beyond the scheduled submission deadline, or if no EC request has been received by that point, whether or not one is eventually received, then the College reserves the right to assign an exemption (Aegrotat pass), so as to allow for the marking, return and feedback of other students' submissions.

RE-SITS AND RE-TAKES

63. Absence from an assessed component with an attendance requirement (e.g. presentations, examinations), non-submission of an assignment, and a failing mark are all treated equally. In the event of EC, please see the College's Extenuating Circumstances (Diploma Assessment) Policy. In the absence of approved EC, the following applies.

RE-SITS IN THE CORE CURRICULUM

64. For examinations, one opportunity to re-sit each examination is provided. For examinations originally sat in Michaelmas term, the re-sit is in the first half of Hilary term. For examinations originally sat in Hilary or Trinity term, the re-sit is in Week 0 (Freshers) of the following Michaelmas term, and several re-sits may be scheduled to occur within one day.
65. There is no re-take opportunity for the third-year summative assignment.
66. Re-sit marks are capped at 40. In the presence of approved EC at the time of the original assessment, the cap can be removed.

RE-TAKES IN LAUNCH

67. There are no re-takes for LAUNCH, except in special cases where approved EC exist and the nature of the assessment permits it. A student who is absent from a compulsory presentation, in the absence of approved EC, receives a mark of 0, regardless of work undertaken prior to the assessment date.

DIPLOMA CLASSIFICATIONS

CALCULATION

68. A student must pass both components of the Diploma - the Core Curriculum and LAUNCH - in order to be awarded the Diploma.
69. A Pass mark in a component is 40 across all the assignments in that component, after the lowest mark (marks) has (have) been discounted according to the procedure outlined in the paragraphs above.
70. The marks used for this process are produced by the processes outlined above.
71. The Core Curriculum and LAUNCH each contribute 50% of the final classification, which in turn is the mean of the two component marks achieved by the processes described above.
72. The final numerical mark is converted to a Diploma classification as follows:

Grade band of final Diploma mark	Classification
69.5 and above	Distinction
59.5-69.49	Merit
39.5-59.49	Pass
39.49 and below	Fail

AWARDS NOTWITHSTANDING REGULATIONS

73. In the event of a final numerical mark falling on a borderline between classes (between 39 and 40 inclusive, between 59 and 60 inclusive, or between 69 and 70, inclusive), the student is considered for the higher class, for an award Notwithstanding Regulations.
74. An award Notwithstanding Regulations can be made under either of the following conditions:
- 74.1. In the presence of EC during or immediately preceding a part of the student's Diploma assessment. Any EC must have been reported through the EC process, at the time of the adverse events, to be considered here.
- 74.2. Where a student has made a considerable improvement in performance between different years of Diploma study. Considerable improvement can be demonstrated in one of two ways.

- 74.2.1. An improvement of 20 or more marks between the average of the student's two Core assignments from an earlier year to a later year (and approximate maintenance of that level in third year, if the improvement was from first to second year).
- 74.2.2. A mark in LAUNCH's Applied Capabilities course which is 20 or more marks higher than the student's overall mark in Introductory Capabilities.

AWARDS

PROGRESSION

- 75. The College does not produce annual progression decisions or issue annual interim awards for the Diploma. Provided that a student has satisfied the requirements of the main Degree, they are permitted to progress to the next year of all Diploma curricula.
- 76. An unsatisfactory performance on the Diploma can lead to the student being placed on Report to Master status for the year that follows, whereby the student is required to report to the Master on a regular basis about their Diploma progress.

CLASSIFICATION DECISIONS AND THE BOARD OF EXAMINERS

- 77. Classification decisions are made annually after the third year of study only, after all assessments have been marked and all marks and EC requests processed. The decisions are made by the NCH Diploma Assessment Board (DAB).
- 78. The purpose of the DAB is to enable confidential discussion of the application of the Diploma Regulations to any particular case where this may be required, and to decide the final Diploma classification.
- 79. After the conclusion of the third year of study, any extensions given for Diploma work must not exceed 30 June. In addition, any EC requests by third-year students must be submitted by 30 June with all relevant documentation.

DIPLOMA CERTIFICATES

- 80. On passing the Diploma at the end of the third year of study, the student is awarded a certificate, which indicates completion of the Core Curriculum and LAUNCH, and the overall Diploma classification.
- 81. If a student has been assessed in, and passed, Enrichment, this will be included in the student's NCH Diploma certificate.

MARKING AND MODERATION

MARKING GUIDELINES AND COMMUNICATION OF MARKS

Marking in the Core Curriculum

82. Critical Reasoning, Science Literacy, and Applied Ethics examinations and assignments are marked anonymously and moderated by a second marker.
83. Core Curriculum marking for assessments sat as scheduled should be completed within four weeks of the date of the examination.
84. In the event of a capped re-sit, the marker(s) will mark all scripts without penalty, and the Registrar will apply any penalties as decided by the EC process.
85. The ECO will liaise with the Registrar regarding any approved EC leading to absences on any attendance-based assessments.

Marking in LAUNCH

86. Assignments should be submitted in the manner instructed by the Dean of Careers. Each assignment is assessed by a relevant individual within LAUNCH. Assessment of presentations usually takes the form of a panel of judges, which would normally include the Dean of Careers, and written work is normally assessed by the Dean of Careers, taking advice from the relevant Visiting Fellow where appropriate.
87. LAUNCH marking and assessment, for assessments completed on time and as scheduled, should be completed within four weeks of the designated date of submission or the date of the assessment.
88. In the event of a late submission, the marker will mark all assignments without penalties, apply any penalties after marking, and report marks after penalties to the Registrar for the record. The ECO will liaise with the Dean of Careers regarding any approved extensions.
89. The ECO will liaise with the Dean of Careers regarding any approved EC leading to absences on any attendance-based assessments.

Marking in Enrichment courses

90. Enrichment assignments should be submitted via Moodle, are marked by the relevant course tutor as a first marker, and may be moderated by a second marker.
91. Enrichment assignment marking for assignments submitted on time should be completed within four weeks of the designated date of submission, subject to the possibilities for extension.
92. The ECO will liaise with markers regarding any approved extensions.
93. The ECO will liaise with markers regarding any acceptable and approved EC leading to absences on any attendance-based assessments.

MODERATION OF MARKING

Moderation of marking the Core Curriculum

94. Assessment in the Core Curriculum is moderated. Moderation is to be arranged by each Course Convenor within the Core Curriculum.

Moderation of marking in LAUNCH

95. Presentations are normally assessed by a panel of judges. A sample of written work across the spectrum of marks awarded (normally six to ten submissions) is sent to the Visiting Fellow who has taught the course, for review and comments.

Moderation of marking in Enrichment courses

96. A sample of Enrichment assignments from each set of submissions are to be given to a Moderator, that is, another member of the Faculty in the same subject area, for purposes of moderation of marking. If no other member of the faculty has sufficient expertise in the subject matter of the assignment, then an external moderator may be used. A minimum of two assignments, selected to represent the range of marks awarded, are to be moderated in each Enrichment subject group. In addition, any failing Enrichment assignment is to be second-marked by the same moderator and the mark agreed with the first marker.

APPEALS

97. The appeals process is not a way of circumventing the academic judgment of markers on the performance of students. It is a way of ensuring that all relevant circumstances are taken into account in assessment.

CORE CURRICULUM

98. Appeals against assessments within the Core Curriculum should be discussed, in the first instance, with the tutor of the relevant unit, the Head of the Core Curriculum, or the student's Personal Tutor (PT).
99. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.
100. Appeals against academic judgment are not permitted. This means that re-marking of work will not be initiated on the sole grounds that an individual does not believe the mark reflects their academic ability.
101. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Master of the College.

LAUNCH

102. Appeals against assessments within LAUNCH should be discussed, in the first instance, with the tutor of the relevant unit, the Dean of Careers, or the student's PT.
103. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.

104. Appeals against academic judgment are not permitted. This means that re-marking of work will not be initiated on the sole grounds that an individual does not believe the mark reflects their academic ability.
105. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Master of the College.

ENRICHMENT COURSES

106. Appeals against assessments within the Enrichment courses should be discussed, in the first instance, with the tutor of the relevant course, the HoF of the Enrichment subject, or the student's PT.
107. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.
108. Appeals against academic judgment are not permitted. This means that re-marking of work will not be initiated on the sole grounds that an individual does not believe the mark reflects their academic ability.
109. In the last instance, after all other avenues have been duly exhausted; the judgment of any procedural appeal rests with the Master of the College.

CONDUCT

ATTENDANCE

110. Students are expected to be active participants in all of their Core, LAUNCH and Enrichment (where applicable) lectures. Notification of absence, with an attempted explanation, should be communicated to SAS and the relevant tutor at the earliest possible opportunity.
111. A student whose attendance at Diploma teaching events and Professorial lectures has fallen below 70% at the time that they complete their degree, irrespective of in which year they have attended the Diploma teaching events, will not be awarded the Diploma. The exception to this are professorial lectures requiring specialist knowledge, which are indicated as such.
112. For LAUNCH where a student fails to attend three timetabled teaching sessions without EC in the first or second academic years, they will lose their place on the Trinity projects of those years.

ACADEMIC MISCONDUCT AND PLAGIARISM

113. On enrolling at the College, students are expected to familiarise themselves with the College's Plagiarism Policy.
114. Plagiarism and academic misconduct of any kind is taken extremely seriously by the College. If a piece of submitted work is found to include plagiarised material, the marker is to liaise with the Registrar and the Head of Faculty (HoF) for enrichment, or the Dean of Careers, or the NCH Diploma Coordinator. Details of sanctions can be found in the Plagiarism Policy.

QUALITY CONTROL AND ONGOING IMPROVEMENT

115. Each member of faculty should be regularly observed in a teaching context by another member of the Faculty, and observation should be followed by a feedback and discussion session.
116. Students' observations regarding the quality of teaching in any course should be directed in the first instance to the relevant HoF or PT.
117. The College undertakes to maintain the high quality of its teaching through encouraging professional development and using the teaching resources, such as conferences and workshops, provided by the College.
118. Students are encouraged to liaise with their student representatives to ensure that concerns are expressed, whether directly to the relevant HoF or other tutor, at regular Student-Staff Liaison Committee (SSLC) meetings, at Teaching and Learning Enhancement Committee (TLEC), or through the Student Union.

Title	NCH Diploma Regulations 2017-2018	Author	Registrar
Location	NCH Academic Handbook	Approved by	AcB
Version	2.0	Last updated	Rosalind Barrs
Publication date	September 2018	Review date	September 2020
Related policies	Extenuating Circumstances (Diploma Assessment) Policy; Plagiarism Policy; Student Attendance Policy		
External Reference Point			