



Undergraduate Assessment Policy

Annex 1 – Assessment Regulations

GENERAL

1. These regulations apply to 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).
2. 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.
3. 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 Appendix 1.
4. Students on a validated programme can only study the courses on that programme and may not substitute these for other courses; except through the application of Recognition of Prior Learning.
5. Practice-based standards and requirements of professional bodies may be reflected in learning outcomes where appropriate.
6. Assessment is a matter of academic judgment and not just the computation of marks. Academic judgment cannot be questioned or overturned. An award may, however, only be made when the student has fulfilled the objectives and intended learning outcomes of the programme and achieved the required academic standard.

ASSESSMENT OF COURSES

7. All students registered for a particular course should follow the same assessment plan and consequently take the same number of assessment elements and assessment types, although the precise assessment task may legitimately vary between student groups and students. One Progression and Award Board will ratify the marks for all the students taking that course in the same sitting.

8. Every time a course is offered to students it must have a defined academic session start and end date. An academic session is a specified period of time during which an academic programme or a level of a programme is delivered and assessed; a session may be synonymous with an academic year.
9. The first assessment attempt (first sitting) for all elements must be scheduled to occur before the end date of the course.
10. 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.
11. All courses must be summatively assessed; they will normally be marked using the Grade Marking scale (see Assessment Policy: Annexes 2 and 3). A grade of a mark must be produced for each assessment element such that an overall course mark can be determined. Exceptionally, there may be a requirement for individual assessments to be exempt from grade marking. Such exceptions must be approved through the programme approval or course approval and programme modification processes and stated on the course descriptor.

COURSE PASS MARK

12. 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.
13. The grades/marks for all elements of assessment will be aggregated by the assessment sitting to determine the overall course result for that sitting. For the purposes of progression and award, the best mark achieved for each element will be aggregated, regardless of sitting. The course will be deemed a pass where the aggregated course result is 40% or above, even if individual elements are below 40%.
14. There may be a requirement for individual assessment elements to be passed in their own right. In these circumstances, those elements must achieve a pass mark of 40% or more. Such exceptions must be approved through the University's programme approval or course and programme modification processes and stated on the course descriptor.
15. 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.
16. In line with the grade marking philosophy, course marks ending in a 9 will be rounded up to the next decile.
17. 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

18. Coursework, which is submitted no later than five working days after the original submission date, without an approved extension request, will be marked as normal and a penalty mark of 40% will be awarded.
19. 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.
20. 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.
21. 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.

EXTENSION OF AN ASSESSMENT SUBMISSION DEADLINE DATE

22. 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.
23. All approved extension requests will result in the student having an additional five working days from the original deadline date in which to submit their assessment.

NON-SUBMISSIONS

24. Students are required to make a credible and reasonable attempt at all assessments by showing that:
 - 24.1. The work is in the form required by the assessment brief.
 - 24.2. The academic content of the assessment addresses the specified topic.
25. Submissions which do not meet these criteria will be regarded as a non-submission for assessment purposes and awarded a mark of zero.

COMPENSATION

26. Compensation is the process by which an assessment board, in consideration of the student's overall performance in a course of study and their engagement on a programme recommends that credit be awarded for a course in which the student has failed to satisfy the assessment criteria, in order to enable the student to progress to the next level or be awarded the appropriate qualification.
27. Compensation will be used to re-dress marginal failure where a student has obtained a minimum mark of 30% in each assessment element in the course being considered for compensation.
28. Compensation can only be used when a student has attempted all assessments for a given sitting across all courses at that level.

29. At Levels 4-6 compensation will be permitted up to 30-credit points per level.
30. Students studying a course, which is not part of the defined programme structure may not be compensated in that course.
31. Compensation 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.
32. Compensation will be applied automatically when all the above criteria for compensation have been met. Where students are eligible for compensation in more than one course at that level, the course with the highest average mark will be compensated. If, exceptionally, a Head of Faculty considers a compensation should not be applied then they must apply to the University's Head of Quality Management for an exemption from this regulation.

PROGRESSION

33. Students can proceed to the next level of the programme with a maximum of 30 referred/deferred credits from the current level. Students cannot progress to the next level with an irretrievably failed course where all its reassessment opportunities have been exhausted.
34. Students who are unable to progress to the next level will be required to retake the failed courses.
35. Final year, Level 6 students who are referred in 30 credits or less after the resit period and cannot be compensated in the failed course(s) will be offered the opportunity to have two further referral attempts at the failed assessment elements or accept the exit award for which they are eligible. Where a student fails to notify the College and the University of their choice within 10 working days they will be given the appropriate award.
36. Students who achieve fewer than 90 credits at Level 6 after the resit period will be offered the option to retake the failed course or accept the exit award for which they are eligible.

REASSESSMENT

DEFINITIONS

37. Refer: The student is required to attempt the failed assessment elements(s) only. Students are not expected to attend tutorials and the College is not expected to provide tutorials for referral assessment. The marks for referred assessments will be capped at the pass mark.
38. Deficit course: This refers to the course which was not passed after the referral period but the student was able to proceed to the next level/stage with that deficit. Students will be required to undertake the assessments that have not been passed in this course at the next available opportunities and the results will be capped at the pass mark.

39. Repeat course: This refers to a course which was not passed after the referral period and the student was not able to proceed to the next level. The course must be attempted again with attendance. Students will be assessed in the course as if for the first time; grades/marks will not be capped and grades/marks from the original attempt will not be carried forward. Penalties are applied in line with standard course regulations. Students cannot progress with a failed repeat unit as they become an irretrievably failed course.
40. Irretrievably failed: Where all attempts on a course have been taken and the course has not been passed. Students cannot progress to the next level/stage where they have irretrievably failed a course and will be offered the appropriate exit award or institutional credits.
41. Defer: The student's application for Extenuating Circumstances against an assessment element was approved and therefore they will be permitted to take those assessments again at the next available opportunity without any additional penalty; existing penalties will remain.

REASSESSMENT OPPORTUNITIES

42. Where students have failed to achieve a pass mark for the course they shall be offered one referral attempt for each failed element, except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a 'no right to re-sit' academic penalty.
43. Students shall not be able to re-attempt any passed elements of assessment except where students are required to repeat a course or where an academic misconduct penalty of fail course has been recommended.
44. Students must attempt the referred assessments at the next referral period as indicated at the time of results publication.
45. Students who, after the referral period, did not pass the course but are eligible to proceed with deficit credits will be granted two further referral attempts on the failed assessment element(s). Deficit courses that have not been passed after the final attempt will be classified as an irretrievable failed course. Students cannot progress to the next level with an irretrievable failure.
46. Students who, after the resit period, are unable to progress shall be permitted one opportunity to repeat the failed course(s), except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a 'no right to re-sit' academic penalty. Students must register for the repeat course(s) and attempt all assessment elements.
47. Students who have failed to achieve a pass mark for the repeat course(s) shall be offered one final attempt for each failed element, except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a 'no right to re-sit' academic penalty.
48. Where one or more assessment element of an 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. This option is not available to students who have submitted any referral assessments for the optional course they wish to transfer from. Subject to availability, students will start the new course the next time it is delivered, this must be within two weeks of the course's start date unless a strong academic rationale is provided and approved by the relevant Head of Faculty.

49. Where a student is referred in an assessment element as a result of a proven case of academic misconduct, they must make a valid attempt at the referred element. If no valid attempt is made, the course mark will be capped at F2 (Fail).
50. 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 a referred assessment, the mark will be capped at 40%.
51. Where a student has passed a course, but been deferred in an element, they will be offered the opportunity to take the deferred element.

AWARDS

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

CONFERMENT OF AWARDS OF STUDENTS ADMITTED WITH ADVANCED STANDING OR AWARDED THROUGH RPL

53. Progression and Award 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.
54. When a student has been given credit for prior learning, Progression and Award 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.
55. Where the calculation method includes discounting of courses and the student has 60 or more credits at Level 5 then discounting will be applied in line with the classification method below using only those courses and credits studied at the College.

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

AWARD OF A BACHELORS DEGREE

56. 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.
57. 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.
58. 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 A BACHELORS DEGREES

59. 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%). Classification averages are calculated to two decimal places.
60. The calculated 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

61. A student who withdraws or is withdrawn from a programme, will be granted credit points for those courses completed successfully at the College or been awarded through the Recognition of Prior Learning, except where credit has been withdrawn as a result of an academic misconduct penalty.
62. 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.
 - 62.1 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
 - 62.2 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

63. An award may be conferred posthumously where a student was close to completing their programme of study. The relevant Progression & Award Board will consider each case on an individual basis.
64. No classification shall be awarded in the case of a posthumous award.

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

65. The Certificate or Diploma of Higher Education may also be conferred as a posthumous award.

AEGROTAT AWARDS

66. 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 Academic Registrar, is unlikely to be able to complete their studies within the maximum registration period. The relevant Progression & Award Board will consider each case on an individual basis.
68. Where a student is receiving an Aegrotat undergraduate degree no classification shall be awarded.
69. The Diploma of Higher Education may also be conferred as an Aegrotat Diploma of Higher Education.
70. Aegrotat awards for students on other programmes may be conferred in certain exceptional circumstances.

APPENDIX 1

REGISTRATION PERIOD FOR PROGRAMMES

1. 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.
2. 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.
3. Since the College encourages the use of RPL process and advanced standing there are no minimum registration periods for awards.
4. A student will be entitled to receive only one award by the University as a result of a continuous period of registration.
5. 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.
6. Students who transfer between attendance modes will have their registration periods calculated pro rata.
7. Students who withdraw from a programme will not be permitted to register back onto that programme from which they have withdrawn: this includes students who transfer to another programme within the College.
8. 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.
9. A student cannot be registered on more than one named award being delivered by the College or the University at the same time.

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

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