

## **PART G - Assessment and Examination**

### **SECTION 1: REGULATIONS**

#### **Regulation G1: Examining and Assessment of Students**

- G1.1 The purpose of assessment is to enable students to demonstrate that they have met the learning outcomes of the module/programme of study and achieved the minimum standard required at the point of assessment for the award/award of credit they seek. Specific assessment regulations relate the assessment criteria of each module/ programme to its learning outcomes/objectives, and provide a clear indication of how the achievement may be demonstrated. The assessment of the students' performance must accord with these assessment regulations.
- G1.2 Assessment must be by competent and impartial internal and/or external examiners, using methods that enable them to assess students fairly. External examiners will be involved in all assessments which count towards a particular award; their role will be to ensure that justice is done to the individual student and that the standard of the award is maintained. All recommendations leading to awards shall be moderated by the external examiners. All forms of assessment will be treated and marked with the same level of academic rigour.
- G1.3 Assessment involves academic judgement, and not only the computation of marks. Marks, grades and percentages are not absolute values but symbols to communicate examiners' judgement of different aspects of a student's work, in order to provide information for the final decision on a student's fulfilment of the programme objectives. It is particularly important for students to understand the nature of the examiners' discretion when details of individual marks are available to them.
- G1.4 Examining Boards shall have wide discretion in reaching decisions on the awards to be made to individual students. They shall be responsible for interpreting the assessment regulations for the programme if any difficulties arise, in the light of the University's requirements and good practice in higher education; their academic judgement cannot normally be questioned or overturned.
- G1.5 Within the constraints of the programme learning outcomes/objectives, and the assessment regulations, examiners have discretion in reaching decisions on the awards to be recommended for individual students. They are responsible for interpreting the assessment regulations for the programme taking the University's requirements into account and good practice in higher education. The academic judgements of the examiners are final.
- G1.6 Examining Boards shall be mindful of the dangers of over/under assessing students and shall come to a considered view on the amount and timing of assessments, and publish these in advance of each semester or stage of a programme. The development of assessment plans shall be encouraged for individual modules, or other elements of a programme, so that students shall be aware, in consultation with staff, of the assessment methods being proposed.
- G1.7 The development of marking schemes for all assessments shall be encouraged for the benefit of staff, external examiners, students and parity of assessment.

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- G1.8 All formal written examinations and, where possible, other forms of assessment should be marked anonymously.
- G1.9 The following shall represent the minimum level of practice required in order to maintain parity and quality standards across the University. Where appropriate, the marker and internal moderator should write their comments on separate report forms for the benefit of the external examiner. This should avoid the comments influencing the people subsequently reading/marking the script, and the obscuring the text of the original script with comments.
- a) Internal moderation of marking shall normally take place in order to ensure parity across a field and/or award. This may take the form of sampling a small amount of work or may extend to more formal, extensive moderation, where appropriate.
  - b) Where a module is delivered by more than one member of staff, the module leader is responsible for the marks recorded in all elements of assessment. Where teaching and/or marking is shared, the people involved should discuss beforehand the way in which the assessment criteria are applied to the learning outcomes of the module. The same guidelines shall apply for internal moderation as with modules taught by one person.
- G1.10 All projects and dissertations should normally be double marked. Where there is a dispute between two internal markers this should be resolved in consultation with field/programme leader, who should also aim to include the project dissertations in the sample sent to the external examiner. A mechanism for ensuring equity across all projects undertaken within any given field/programme shall be used by the faculties.
- G1.11 Samples of elements of assessments such as presentations, practicals, exhibitions and theatrical productions should also be available, where possible, for external scrutiny. This may be achieved, for example, by using video recordings, video-conferencing facilities or inviting the external examiner to visit a sample of assessments.
- G1.12 Examination questions and other criteria should be made available for external scrutiny before the assessment is undertaken by students. All assessed work should be made available for external scrutiny by way of external moderation of the standard of marking. The range of grades sent and the size and make-up of the sample should be agreed between the module coordinator/field leader and the external examiner. It will contain all failed work and all work for the highest grade
- G1.13 External examiners shall moderate marking, not re-mark or alter individual grades. The external examiner may recommend to an Examining Board to raise or lower the grades of the internal marker, either as a whole or within discrete and identifiable ranges of grades.

**Regulation G2: Taught 1<sup>st</sup> and 2<sup>nd</sup> Cycle Awards**

The regulations for similar award in the UK HE sector programmes are based on the foundational principles enshrined in the University of Wales Degree Regulations. Individual programmes may have more specific regulations including the addressing of accrediting/professional body requirements. These additional regulations are contained in the Definitive Document for the programme.

### **Common Assessment Regulations**

The regulations in Paragraphs G2.1 to G2.21 are common to all University of Wales taught degree awards delivered in or through the University. The paragraphs following G2.21 contain award specific regulations.

G2.1 Principles of assessment

G2.1.1 Assessment may have 2 purposes:

- i) formative: to provide supportive feedback and encouragement to students on their performance and progress.
- ii) summative: to enable students to demonstrate that they have met the objectives of their programme of study and have achieved the standard for the award they seek.

It is the latter context which is the focus of these regulations.

G2.1.2 Specific assessment requirements will relate to the objectives of programmes and of individual modules.

G2.1.3 Assessment involves judgement as well as computation. Marks and grades are not absolute values but indicators of examiners' judgements on different aspects of a student's work.

G2.1.4 Since modules are of a standard size and credit value, the assessment workload should be comparable. Examining Boards should have regard to ensuring this in their oversight of assessment practice.

G2.1.5 Where more than one element of assessment is used (for example, coursework and examinations), each carries a published weighting, agreed at validation, which is used to arrive at a single final grade or mark for the module.

G2.1.6 The normal expectation is that students will satisfy assessment requirements at the first attempt, but provision is made for re-assessment where appropriate.

G2.1.7 In order to achieve parity of assessment where modules are taught in more than one programme, a two tier Examining Board structure is necessary: a Module Examining Board and an Award/Progression Examining Board.

### **G2.2 Responsibilities of the University**

G2.2.1 It is the responsibility of the University:

- a) to ensure that learners are fully aware of the nature of the learning outcomes and all related assessment requirements which need to be met in order to achieve the qualification for which they are enrolled;
- b) to assess students fairly in accordance with the assessment scheme and regulations of the programme;
- c) to provide invigilation of examinations undertaken in the University, in accordance with approved procedures;
- d) to publish results of students' assessments affecting progression or awards;
- e) to investigate allegations of assessment offences, in accordance with approved procedures;

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- f) to consider applications for review of decisions of Examining Boards, according to approved procedures.

**G2.3 Responsibilities of students**

G2.3.1 It is the responsibility of the student:

- a) to attend examinations and submit work for assessment as required;
- b) to provide the Examining Board, before its meeting, with any relevant information on personal circumstances which may have affected performance or attendance and which they wish the Examining Board to take into account;
- c) to undertake assessments in a manner which does not attempt to gain an unfair advantage;
- d) to ascertain his/her results;
- e) to inform the Programme Director and Academic Registry of a decision to withdraw from a module or from a programme of study.

**G2.4 Transfer credit**

G2.4.1 Where credit gained at higher education level in another institution (or in another programme at Swansea Metropolitan University ) is directly relevant to the student's programme of study, it may be allocated a mark and credited towards the award.

G2.4.2 It is the responsibility of the Programme Team to delegate responsibility to one of its members for evaluating a student's previous record and deciding on the amount of credit that can be transferred. No more than two thirds of the total credit of the award may be transferred and none at the exit level.

G2.4.3 Where a student enters with transferable credit, the time period limits for study may be decreased.

**G2.5 Accreditation of prior experiential learning (APEL)**

G2.5.1 The University recognises that it is possible for a student to have undertaken learning at higher education level outside an academic institution.

G2.5.2 A student seeking credit for APEL towards an approved programme of study, shall be required to present evidence of such learning for consideration, and if appropriate for its credit value to be assessed and a mark awarded as detailed in Procedure G1b.

**G2.6 Maximum credit**

G2.6.1 The maximum number of credit points that can be transferred and/or granted to an award is specified in regulation E4 Admission with Academic Credit.

**G2.7 Examining Boards**

G2.7.1 The structure, function and membership of Examining Boards will be as detailed in University Regulation G4 – Examining Boards. The terms of reference and the constitution of these boards is given in Appendix 1 of these assessment regulations.

G2.7.2 The performance of each student will be considered in two stages:

- a) by module;
- b) by overall performance for the semester / year / award.

G2.7.3 Each faculty will establish Examining Boards in accordance with one of the following;

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- a) Single Board: where one Examining Board is exclusively responsible for all modules within the programme;
  - b) Two-tier Board: where a module is taught in more than one Examining Board area, the managing Faculty will establish a Module Examining Board to review progress and to make recommendations to the appropriate Award/Progression Examining Boards. The second tier, Award/ Progression Examining Board, will be responsible for progression and final awards, but cannot change the marks already agreed by the Module Examining Board apart from applying compensation in appropriate exceptional cases.

The single board of G2.7.3 (a) performs the function of the two-tier system but within a single board meeting.

## G2.8. Assessment methods

G2.8.1 The methods of assessment relate to the learning objectives/outcomes of the programme of study, and are specified in the definitive validated programme document.

G2.8.2 Changes in assessment methods can only be made with the approval of the Module Examining Board in accordance with the minor amendment procedure.

G2.8.3 Standard nomenclature used within the University is as follows:

- a) Coursework assignments  
Coursework assignments include all assignments in an assessment schedule (other than written and practical examinations) which contribute to the final mark/grade. Coursework assignments may include, *inter alia*, essays, projects, dissertations, theses, design portfolios, log books and non-invigilated examinations.
- b) Practical examinations  
Practical examinations include all examinations in a programme of study which require a demonstration of practical skills, normally under time-constrained, invigilated conditions.
- c) Written examinations  
Written examinations are invigilated, time-restrained assessments of a type agreed at validation.
- d) Oral/Viva Voce examinations  
Oral/Viva Voce examinations are of an interview nature with internal and often external examiner. A formal record must be kept.

G2.8.4 Candidates must not take into the examination room any book, manuscript or other aid, unless it is specifically allowed in the examination rubric or the University's examination procedures.

G2.8.5 Periods of work placement will be assessed in accordance with the procedures prescribed in the validated documents for the programme.

G2.8.6 Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.

## G2.9 Module marking scheme

G2.9.1 Modules will be assessed in accordance with a marking scheme reflecting the final award scheme, (for example G2.23.2.3 below). The assessment instructions and associated marking schemes must be agreed by the Module Examining Board.

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- G2.9.2 Weightings of elements of assessment will be agreed at validation and included in the module specification.
- G2.9.3 Where two or more elements contribute to the mark of a module (e.g. coursework and an examination; two examinations; two pieces of coursework) the marks (weighted where appropriate) are combined to give the module mark, excepting that if the mark for any one element falls below 30%, the module will be deemed a failure, irrespective of the overall mark achieved.
- G2.10 Module marking**
- G2.10.1 Major projects and dissertations contributing at least one module worth to the final award will be double-marked. The second marker should be conversant with the subject area of the major project or dissertation.
- G2.10.2 Coursework assignments and examinations will be marked anonymously, wherever possible, and will be double-marked or moderated, wherever practicable.
- G2.11 Late submission of coursework**
- G2.11.1 Details of the assessment schedule will be published at the beginning of each module. This will include information on the number of pieces of coursework required, their nature and quantity, and where and when they are to be submitted.
- G2.11.2 In extenuating circumstances (such as illness or family bereavement), the Programme Director, in consultation with the module tutor concerned, may agree an appropriate extension of time, subject to the following procedure:
- an extension must be requested, in writing, normally before the deadline date;
  - the request should be accompanied by supporting evidence (e.g. a medical certificate produced by a G. P.);
  - the extension will be for a specific time, and a new submission date will be indicated, in writing, to the student.
- Extensions will normally be reported to the Module Examining Board.
- G2.11.3 Where work has been submitted late, and no extension has been granted, the following applies:
- for work submitted up to one week (i.e. the same day the following week) after the deadline, a maximum mark of 40% is awarded;
  - for work submitted more than one week after the deadline, a zero mark is given.
- G2.11.4 Where a piece of coursework is not submitted by the end of the module, the student shall be deemed to have failed the module.
- G2.12 Absence from an examination**
- G2.12.1 A student who is absent from the examination without good cause shall be awarded zero for that examination.
- G2.12.2 In serious extenuating circumstances, where a student fails to attend or to complete an examination, if s/he is able to, s/he must write immediately to the Programme Director, indicating the nature of the circumstances and including appropriate documentary evidence (e.g. medical certificates). This evidence will then be placed before the Award/Progression Examining Board for consideration.

- G2.12.3 If an Award/Progression Examining Board is satisfied that a candidate is absent with good cause from a final examination/assessment following his/her presentation to the University, provided that the Examining Board is satisfied that there are reasonable grounds, it may:
- i) permit the candidate to sit a supplementary examination or a special oral examination, before the next meeting of the Award/Progression Examining Board; or
  - ii) award the qualification without further examination/assessment provided that at least two thirds of the modules have been completed which count towards the final award; or
  - iii) recommend that the candidates receives an aegrotat award.

The provisions described at (ii) and (iii) above may be made only if (a) the external examiner agrees that the supporting evidence is satisfactory, (b) if the candidate's performance in other examinations or assessed work justifies such action and (c) if appropriate, authorisation has been obtained in accordance with Regulation G9.

**G2.13 Progression (Applicable to programmes greater than 120 credits)**

- G2.13.1 Where a student, after any compensation and condonement, has obtained credits for all the modules attempted, s/he will be allowed to proceed.
- G2.13.2 Where a student has failed assessments s/he may be reassessed at the next assessment point.
- G2.13.3 Where a student has failed modules which together contribute more than 30 credits, the Award/Progression Examining Board shall have the discretion to decide whether the first reassessment shall be delayed and whether the student will be required to be examined as an internal or as an external candidate.
- G2.13.4 At the discretion of the Award/Progression Examining Board, a student may be permitted to progress, carrying failed credits subject to the requirement of successfully completing all relevant pre-requisites. The candidate may carry no more assessments than those contributing to the equivalent of 200 nominal hours of study of the respective failed modules. (On the basis of 100 nominal hours of study is equivalent to 10 credits and the nominal hours are directly proportional to the assessment weighting of a module.)
- G2.13.5 Module results will be published as soon as practicable after the Examining Board. Semester One results will be published after the Module Examining Board, with the caveat that the marks are subject to approval by the Award/Progression Examining Board.
- G2.13.6 Candidates may not re-sit any module or unit of assessment for which a pass-mark has been attained previously. Candidates who, with the agreement of the Examining Board, are to re-sit a full year of study may do so for the actual marks attained provided that at the outset previous marks are relinquished in full.

**G2.14 Compensation and condonement**

- G2.14.1 Where a student has marginally failed (35-39%) assessments contributing up to 30 credits in any level, but has presented extenuating circumstances to support poor performance, the Award/Progression Examining Board may, on the basis of the student's overall performance, compensate for the failure. Consideration must be given to the strength of the grounds presented, the student's profile and

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- the significance of the assessments concerned in the programme and award. Bereavement or such circumstances are considered as extenuating circumstances. Reasons of financial hardship are not considered as extenuating circumstances.
- G2.14.2 If failure is compensated, the mark is raised to 40%. Where a module is awarded a pass by compensation, this will be recorded on the student's record as 40PC.
- G2.14.3 The Award/Progression Examining Board may also, based on the student's overall performance, condone a failure in up to 20 credits in any level. The student is allowed to continue the programme without re-assessment. If failure is condoned, credit is given for passing the module, but the actual mark achieved is carried forward for the calculation of the final award if appropriate, and recorded on the transcript (i.e. 38C).
- G2.14.4 In cases of both compensation and condonement, the student is awarded credit as if the module had been passed.
- G2.14.5 In core modules, major projects and dissertations, compensation or condonement will only be permitted in exceptional circumstances.
- G2.14.6 Compensation and condonement can be applied at the first and at subsequent reassessments.
- G2.14.7 Compensation and condonement will not be permitted where the mark in any element is less than 30% or where the overall mark for the module is less than 35%.
- G2.14.8 No more than 20 credits may be condoned at any one level, and the maximum amount of condoned credit permissible in a degree scheme shall be 40. The maximum amount of credit which may be condoned or compensated, is 30 per level and 60 overall.
- G2.14.9 At level 4 only, condonement may be applied in modules up to a credit limit of 40 credits where students achieve an aggregate mark of at least 30% in each module and where all the learning outcomes have been presented for assessment to the satisfaction of the examining board
- G2.15 **Failure**
- G2.15.1 At the discretion of the Award/Progression Examining Board, students who have failed any modules which have not been compensated or condoned may be permitted further attempts to redeem their failure in each module in accordance with the award regulations. The results of any assessed elements taken prior to the Examining Board must be reported to the Board.
- G2.15.2 The maximum mark a student may be awarded at a second or subsequent attempt at an element of assessment is 40%.
- G2.15.3 If a student has failed a module, but has passed one or more of the elements of assessment, the Module Examining Board may decide that only failed elements need to be re-assessed. In this case, the mark attained in the re-assessed element(s) will be combined with the marks from the passed element(s), weighted appropriately, to give the overall mark To ascertain whether the student has passed the module

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**G2.16 Deferral**

- G2.16.1 Where a student presents documentary evidence of serious extenuating circumstances, the Award/Progression Examining Board has discretion to defer a student, giving him/her the opportunity to complete the assessment at a subsequent assessment point. This will be considered a first assessment of the module(s).

**G2.17 Withdrawal**

- G2.17.1 Where a student withdraws from a module before the end of the third week of that module, and informs the Programme Director and Academic Registry by that date, s/he will be deemed not to have enrolled on the module.

**G2.18 Posthumous awards**

- G2.18.1 An award may be conferred posthumously, and accepted on the student's behalf by a parent, spouse or other appropriate individual.
- G2.18.2 The normal conditions of award, including Aegrotat where appropriate, must be satisfied. These are specified in the Regulation G9 The Award of Degrees, Diplomas, and Certificates Posthumously

**G2.19 Students with special needs**

- G2.19.1 If a student is unable, through disability or specific learning difficulty, to be assessed by the normal methods, the Module Examining Board shall vary the methods as appropriate, having regard to the objectives of the programme and the need for fairness.
- G2.19.2 Where a student requires special facilities at examination, application must be made (with supporting medical evidence) through the Programme Director normally no less than eight weeks before the examination. The arrangements must be approved by the Module Examining Board.

**G2.20 Welsh language**

- G2.20.1 Where a student wishes to be examined through the medium of Welsh, s/he must request this in writing to the Examinations Co-ordinator by week three of their first Semester of study.

**G2.21 Assessment offences**

- G2.21.1 The agreed University and awarding body's procedures will be used for investigating allegations of assessment offences, including cheating, collusion, plagiarism and other breaches of regulations or attempts to gain unfair advantage in assessment.

**G2.22 Regulations Specific to Foundation Degrees(FdA, FdSc, FdEng)**

- G2.22.1 Scheme Structure  
A candidate shall pursue credit in respect of assessed workplace based learning which shall number not fewer than 20 credits
- G2.22.2 Assessment
- G2.22.2.1 The pass-mark for units of assessment, modules and awards shall be 40%, or the equivalent grade-point.
- G2.22.2.2 Every candidate for a Foundation Degree shall complete all units of assessments within the following periods:
- (a) Full-time mode: not more than four years from the start of the scheme

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- (b) Part-time mode : normally not less than three years and not more than ten years from the start of the scheme.

Within these overall time-limits, the University may specify lower time-limits for individual schemes of study.

(The above overall time-limits may be extended in exceptional cases upon the application of the student and which is subsequently approved by the University.)

### **G2.22.3 Failure**

At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted two further attempts to redeem the failure in each such unit, for the bare pass-mark (40%, or the equivalent grade-point) only.

### **G2.22.4 Awards**

G2.22.4.1 To be eligible for consideration for the award of a Foundation Degree, a candidate shall have:

- (a) pursued an approved scheme of study for the period prescribed by the University, except as provided by Regulation 5 above;
- (b) achieved a minimum number of 240 credits, of which at least 120 shall be at CQFW Level 5, (former HE Level 2) or above;

G2.22.4.2 An exit qualification (a Certificate of Higher Education) may be awarded to candidates who have achieved a minimum 120 credits but find themselves unable (or are not permitted) subsequently to complete the scheme.

## **G2.23 Regulations Specific to Undergraduate Degree Awards**

### **G2.23.1 Awards**

Subject to validation, the following exit points may be available to undergraduate students:

- |    |                                 |                                                                                                  |
|----|---------------------------------|--------------------------------------------------------------------------------------------------|
| a) | Certificate of Higher Education | where a minimum of 120 credits has been achieved at level 4 or above;                            |
| b) | Diploma of Higher Education     | where a minimum of 240 credits has been achieved, at least 120 of which are at level 5 or above; |
| c) | Ordinary Degree                 | where a minimum of 300 credits has been achieved, at least 60 of which are at level 6 or above;  |
| d) | General or Honours Degree       | where a minimum of 360 credits has been achieved, at least 120 of which are at level 6 or above. |

(NB. An Ordinary Degree may only be awarded, if it has been previously approved through the recognised validation processes and a student has registered on it prior to attempting the final 100 credits of the award. It is not a fall back for a failed Honours award.)

### **G2.23.2 Degree determination**

G2.23.2.1 Assessment at level 4 will be for qualifying purposes only; normally no marks from level 4 will be carried forward.

G2.23.2.2 The classification of Honours Degrees be determined by using 100% of the final year marks or 70%/30% split of level 6 and level 5 marks, whichever favours the student. For professional body exemptions or other similar good reason, an exception may be granted to this weighting through the validation process.

G2.23.2.3 The aggregate marks, weighted according to paragraph G2.23.2.2 will be used to determine the award according to the following table:

Honours

First Class 70% or higher

Second Class Division One 60% - 69%

Second Class Division Two 50% - 59%

Third Class 40% - 49%

At the discretion of the Award/Progression Examining Board, a student who has:  
(a) studied and been assessed for 360 credits, and

(b) achieved a minimum of 60 Credits at Level 6, and

(c) achieved an overall mark of 35% - 39%. calculated in accordance with the programme's formula for determining the award

may be eligible for the award of a degree at the Pass level.

G2.23.2.4 The classification of Joint Honours awards will be based on the aggregate marks for the whole award and not on the performance in each joint Honours component. Likewise the classification of a Major/minor award will be based on the aggregate for the whole award.

G2.23.2.5 Marking scales

Grades, scales or points may be used in marking or in informing students of their performance in assessments, but percentage marks must be used in the calculation of degree classifications. Where marking other than percentage marks are used, they must be in accordance with the following table of equivalencies:

| Grad | Point          | Percentage               | Scale | Comments on Performance         | Honours Classification for Degree Performance |
|------|----------------|--------------------------|-------|---------------------------------|-----------------------------------------------|
| A    | 16<br>15<br>14 | 90-100<br>80-89<br>70-79 | 5     | Work of exceptional performance | 1                                             |
| B    | 13<br>12<br>11 | 67-69<br>64-66<br>60-63  | 4     | Work of very good performance   | 2(i)                                          |

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| Grad | Point        | Percentage              | Scale | Comments on Performance          | Honours Classification for Degree Performance |
|------|--------------|-------------------------|-------|----------------------------------|-----------------------------------------------|
| C    | 10<br>9<br>8 | 57-59<br>54-56<br>50-53 | 3     | Work of average performance      | 2(ii)                                         |
| D    | 7<br>6<br>5  | 47-49<br>44-46<br>40-43 | 2     | Work of satisfactory performance | 3                                             |
| E    | 4            | 35-39                   | 1     | Marginal fail                    | Pass                                          |
| F    | 3<br>2<br>1  | 31-34<br>16-30<br>0-15  | 0     | Fail                             | Fail                                          |

G2.23.2.6 Notwithstanding paragraph G2.23.2.5 above, the Examining Boards shall have discretion to use the classification scheme as a guide rather than an obligation.

G2.23.2.7 The Award/Progression Examining Board shall have the right to require a viva voce examination or any reassessment procedure to confirm an award and its classification.

G2.23.2.8 Where there is insufficient evidence of a student's performance to confer the award for which the student was a candidate, but the Award/Progression Examining Board is satisfied that, but for illness or other valid reason, the student would have reached the standard required, the Board may recommend an Aegrotat Award. This recommendation will be considered in accordance with Regulation G9 The Award of Degrees, Diplomas, and Certificates Posthumously.

G2.23.2.9 An Aegrotat award carries no classification and may only be conferred upon written confirmation from the student that s/he accepts the Aegrotat award and foregoes the right to be reassessed subsequently.

G2.23.2.10 Award results will be published as soon as practicable after they have been determined by the Award/Progression Examining Board. It is the responsibility of the student to ascertain his/her result.

### G2.23.3 Re-assessment

G2.23.3.1 Excluding preliminary or foundation years, all degree examinations must be completed within the following periods:

- a) Full-time mode:  
three-year scheme: not more than five years from the beginning of the scheme  
four-year scheme: not more than six years from the start of the scheme
- b) Other modes of study:  
not less than four and not more than ten years from the start of the scheme.

G2.23.3.2 Students may be permitted at level 4 and 5, at the discretion of the Examining Board, up to two further attempts to redeem a failure in a module.

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G2.23.3.3 Candidates on an Honours degree scheme who fail at level 6 to reach the standard required for the award of a degree, shall be eligible for consideration of the award of a degree at the Pass or Honours level as appropriate. Level 6 modules may not be attempted on more than three occasions.

**G2.24 Regulations Specific to Graduate Certificate and Diploma (Grad Cert, Grad Dip)**

G2.24.1 The awards will be assessed in accordance with the common assessment regulations above.

G2.24.2 A Graduate Certificate will be granted interalia for the achievement of 60 level 6 credits and a Graduate Diploma for 120 level 6 credits.

G2.24.3 Candidates who have attained an overall mark of 70% or above shall be eligible for the award of Distinction.

**G2.25 Regulations Specific to the Postgraduate Certificate in Education – PGCE**

G2.25.1 A candidate must satisfy the examiners that he/she has developed the competencies expected of newly qualified teachers as written in Welsh Office Circular 13/98 or any other similar requirements specified by the National Assembly for Wales. This will depend upon candidates satisfying the examiners in both Practical Teaching and in written work consisting either of coursework or a combination of coursework and written examinations.

G2.25.2 A candidate who fails may, on the recommendation of the Examining Board, be re-presented for examination on not more than two further occasions. Re-examination shall take place within a period of two years from the date of the original examination.

G2.25.3 At the discretion of the Examining Board such a candidate may:

- (a) be required to repeat either the whole or part of the scheme of study and be re-examined in the examination as a whole or in those parts of the examination which he/she has failed;
- or
- (b) be required to be re-examined in the examination as a whole or in those parts of the examination which he/she has failed

The re-examination of Practical Teaching will be conditional upon the availability of a suitable school approved by the Examining Board.

**G2.26 Regulations Specific to the Postgraduate Certificate in Education (Post-compulsory Education and Training) PGCE (PcET) / Certificate in Education (Post-compulsory Education and Training)**

G2.26.1. The provisions of Welsh Office Circular 13/98 do not apply to candidates following the PGCE (Post-compulsory Education and Training) scheme. Such candidates are required to satisfy the examiners in both Practical Teaching and in written work consisting either of coursework or a combination of coursework and written examinations.

G2.26.2 A candidate who fails may, on the recommendation of the Examining Board, be re-presented for examination on not more than two further occasions. Re-examination shall take place within a period of two years from the date of the original examination.

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.G2.26.3 At the discretion of the Examining Board such a candidate may:

(a) be required to repeat either the whole or part of the scheme of study and be re-examined in the examination as a whole or in those parts of the examination which he/she has failed;

or

(b) be required to be re-examined in the examination as a whole or in those parts of the examination which he/she has failed.

The re-examination of Practical Teaching will be conditional upon the availability of a suitable organisation approved by the Examining Board.

G2.26.4 An Examining Board may award a Distinction to candidates who have successfully attained a Distinction level performance in at least three-quarters of the credits attempted and achieved a distinction level performance in the Supervised Practical Experience element of the scheme.

**G2.27 Regulations Specific to the Postgraduate Certificate in Education (Further Education) – PGCE(FE)**

G2.27.1 Schemes shall be offered on the basis of a one-year full-time period of study.

G2.27.2 Progress of a candidate may be assessed by:

- (i) a written examination or the assessment of course work, or by a combination of these methods of examination; and
- (ii) the assessment of the period of supervised teaching practice.

G2.27.3 At the discretion of the Examining Board, a candidate who has been unsuccessful in an assessment, or in assessments, may:

- (i) be permitted to attempt to redeem the failure(s) on up to two subsequent occasions within a period of two years from the initial unsuccessful attempt;
- (ii) be required to repeat the scheme, in part or as a whole, and to re-take either all of the assessments again or those assessments in which he/she was unsuccessful previously again;
- (iii) be required to be re-take either all of the assessments again or those assessments in which he/she was unsuccessful previously again.

G2.27.4. To qualify for the award of a PGCE(FE) a candidate shall have pursued an approved scheme of study for the period prescribed by the University, shall have completed the required elements of the scheme successfully, shall have matriculated, and shall have fulfilled any further condition(s) required by the University.

G2.27.5 An Examining Board may award a PGCE(FE) with Distinction to a candidate who has successfully:

- (i) attained a Distinction level performance in at least 3/4 of the credits attempted and
- (ii) - achieved a Distinction level performance in the Supervised Practical Experience element of the scheme.

**G2.28 Regulations Specific to the Postgraduate Certificate in Education (Further Education) (In-Service)**

- G2.28.1. Schemes shall be offered on the basis of two-years of part-time study.
- G2.28.2. Progress of a candidate may be assessed by
- (i) a written examination or the assessment of course work, or by a combination of these methods of examination; and
  - (ii) the assessment of the period of supervised teaching practice.
- G2.28.3. At the discretion of the Examining Board, a candidate who has been unsuccessful in an assessment, or in assessments, may:
- (i) be permitted to attempt to redeem the failure(s) on up to two subsequent occasions within a period of two years from the initial unsuccessful attempt;
  - (ii) be required to repeat the scheme, in part or as a whole, and to re-take either all of the assessments again or those assessments in which he/she was unsuccessful previously again;
  - (iii) be required to be re-take either all of the assessments again or those assessments in which he/she was unsuccessful previously again.
- G2.28.4 To qualify for the award of a PGCE(FE)(In-Service) a candidate shall have pursued an approved scheme of study for the period prescribed by the University, shall have completed the required elements of the scheme successfully, shall have matriculated, and shall have fulfilled any further condition(s) required by the University.
- G2.28.5 An Examining Board may award a PGCE(FE) with Distinction to a candidate who has successfully
- (i) attained a Distinction level performance in at least 3/4 of the credits attempted and
  - (ii) achieved a Distinction level performance in the Supervised Practical Experience element of the scheme.

**G2.29 Regulations Specific to Modular Master's Degrees( MA, MSc, MBA etc.)**

**G2.29.1 Scheme Structure and Awards**

- G2.29.1.1 Candidates may qualify for the award of a Modular Master's Degree upon successful completion of an approved modular scheme of study provided either on a full-time or on a part-time basis at, or on behalf of, a member institution. The academic content of a part-time scheme shall be equivalent to that of a full-time scheme and the assessment must include a dissertation or approved equivalent (see paragraph G2.29.6.1, below).
- G2.29.1.2 Part One of the scheme (the taught element) shall consist of a number of approved modules totalling 120 credits. Candidates may also be required to complete a period, or periods, of professional training or practical experience.
- G2.29.1.3 Candidates who progress to Part Two of the scheme (the dissertation element, or approved equivalent (see paragraph G2.29.6.1 below)) may, upon successful attainment of not fewer than 180 credits at the appropriate level(s), at least 60 of which shall be for the dissertation element of the scheme, be eligible for the award of a Modular Master's degree.

- G2.29.1.4 Candidates who are admitted to a modular Master's scheme but do not progress to completion may qualify for either a Postgraduate Certificate (upon attaining a minimum of 60 credits at least 40 of which must be at CQFW Level 7 (former HE Level M); the remaining 20 of which at CQFW Level 6 (former HE Level 3), or above or for a Postgraduate Diploma (upon attaining 120 credits with a minimum of 90 credits at CQFW Level 7 (former HE Level M) and a maximum of 30 credits at CQFW Level 6 (former HE Level 3).

**G2.29.2 Credit Transfer**

The maximum number of credits which may be transferred into schemes of study shall not exceed the number of credits established for Part One (the taught element); the remaining credits to be pursued at the University must be at CQFW Level 7, (former HE Level M). Transferable credit may not be attributed to Part Two of a scheme. A student may only transfer in a maximum of two thirds of the total credit required for any award.

**G2.29.3 Assessment**

- G2.29.3.1 Candidates must pass Part One of the scheme of study successfully before being permitted to proceed to Part Two. The dissertation, or approved alternative (see paragraph G2.29.6.1 below) shall embody the methods and results of a research project. Its length shall not exceed 20,000 words
- G2.29.3.2 Both Part One and Part Two must be completed successfully before candidates may qualify for the award of a degree. The examiners may require candidates to undergo an oral examination at any stage of the scheme of study.
- G2.29.3.3 The modular pass-mark shall be 40% (or the equivalent grade-point average). In respect of Parts One and Two, Examining Boards may award overall marks according to the following scales

**Part One (the taught element)**

|              |   |                                           |
|--------------|---|-------------------------------------------|
| 70% and over | : | Distinction level                         |
| 40-69%       | : | Candidate eligible to proceed to Part Two |
| 0-39%        | : | Fail                                      |

**Part Two (the Master's dissertation)**

|              |   |                   |
|--------------|---|-------------------|
| 70% and over | : | Distinction level |
| 40-69%       | : | Pass              |
| 39%          | : | Fail              |

- G2.29.3.4 In order to gain a Master's Degree with Distinction, candidates shall achieve an overall mark of not less than 70%, having achieved not less than 65% in Part One and not less than 70% in Part Two.

Notwithstanding the above, a candidate who has failed either Part of a scheme shall not, if permitted to attempt to retrieve such failure, be eligible for the award of a Distinction overall if successful.

**G2.29.4 Part One: Progression, Failure and Retrieval**

- G2.29.4.1 Candidates who obtain less than 40% (or the equivalent grade-point average) in a module may at the discretion of the Examining Board be re-examined in that module on one subsequent occasion within the overall time-limit prescribed for the scheme. Candidates who are re-examined in a module shall be eligible for the bare pass-mark only (i.e 40%).

- G2.29.4.2 Candidates who have passed Part One of the examination at the second attempt shall not be eligible subsequently for the award of the mark of Distinction.

**G2.29.5 Part Two: Submission of Dissertation and Retrieval of Failure**

- G2.29.5.1 Special provisions have been approved in respect of the following:

*Degree Schemes in the Creative and Performing Arts*

In the case of candidates following approved Taught Master's or research degree schemes of study which fall within the University's subject area of Creative and Performing Arts, the dissertation or thesis may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 5,000-6,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).

In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for dissertations/theses. This information shall be so placed as to be readily readable from the container in its stored position.

***References in the following paragraphs to 'a dissertation' should be taken to include any non-standard forms of submission/assessment detailed in this paragraph for Part Two.***

- G2.29.5.2 Candidates are at liberty to publish the whole or part of the work produced during the candidate's period of registration at the University prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.
- G2.29.5.3 Normally, no designated supervisor or equivalent member of staff who has been involved in the preparation of the dissertation shall act subsequently as internal examiner for it.
- G2.29.5.4 A dissertation which is not submitted within the deadline for a particular degree will be regarded as having failed by non-submission and candidates will be permitted to submit a dissertation (in the prescribed form and manner) on one occasion only, not more than twelve months from the original deadline stipulated for the scheme of study. A fee shall be payable for the examination of such a dissertation. Candidates who have failed by non-submission shall be eligible for the award of the bare pass-mark only and may not be considered eligible for the award of a Distinction overall.
- G2.29.5.5 If a dissertation is failed by the examiners the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result by the University Registry. A fee shall be payable for the examination of such a re-presented dissertation.

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**G2.30 Regulations Specific to the Master's Entry Certificate and Diploma Schemes**

**G2.30.1 Scheme Structure and Awards**

G2.30.1.1. Certificate schemes shall be offered on the basis of a six-months' full-time period of approved study and Diploma schemes shall be offered on the basis of an one-year full-time period of approved study or equivalent part time.

G2.30.1.2. Candidates for a Certificate shall be required to pursue a minimum of 60 credits at CQFW Level 6 or above; full-time candidates for a Diploma shall be required to pursue a minimum of 120 credits at CQFW Level 6 or above.

**G2.30.2 Credit Transfer**

G2.30.2.1. Notwithstanding paragraphs G2.30.1.1 and G2.30.1.2 above, the University may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award sought. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated in accordance with Procedure G1b. Any prior study shall have been completed at Swansea Metropolitan University or another recognised University whose schemes have been recognised by Swansea Metropolitan University for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards a Certificate or Diploma award of Swansea Metropolitan University shall be:

Certificate : 30 credits

Diploma : 60 credits

**G2.30.3 Assessment**

G2.30.3.1. Every candidate for a Certificate shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than one year from the start of the scheme;
- (ii) Part-time mode : not more than two years from the start of the scheme.

G2.30.3.2 Every candidate for a Diploma shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than two years from the start of the scheme;
- (ii) Part-time mode: not more than four years from the start of the scheme.

G2.30.3.3 The overall time-limits may be extended in exceptional cases

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G2.30.3.4 The above time-limits may be reduced pro rata at the outset of the candidature where a candidate has been admitted to study with transferable credit, as described in paragraph G2.30.2.1, above.

**G2.30.4 Failure**

G2.30.4.1. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted up to three further attempts to redeem the failure in each such unit, for the bare pass-mark (40%) only.

**G2.30.5 Award**

G2.30.5.1. To be eligible for consideration for the award of a Certificate, a candidate shall have:

- (a) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph G2.30.2.1 above;
- (b) pursued a minimum number of 60 credits at CQFW Level 6 or above;
- (c) fulfilled any further condition(s) required at the validation of the programme concerned.

G2.30.5.2 To be eligible for consideration for the award of a Diploma, a candidate shall have:

- (a) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph G2.30.2.1 above;
- (b) pursued a minimum number of 120 credits at CQFW Level 6 or above;
- (c) fulfilled any further condition(s) required at the validation of the programme concerned.

G2.30.5.3. Candidates must pass no fewer than 50 of those credits which contribute to the award of the Certificate and 100 credits for the award of the Diploma. Therefore candidates may be condoned/compensated in up to one sixth of the credits for each programme in accordance with the regulations within G2.14 above.

G2.30.5.4. Candidates with an overall mark of 70% or greater may be eligible for the award of Distinction at the discretion of the Examining Board.

G2.30.5.5. On successful completion of a Master's Entry Diploma, holders will have attained Level 6, as defined by the QAA's *Framework for Higher Education Qualifications in England, Wales and Northern Ireland*. Holders may be considered eligible for admission onto a cognate Taught Master's degree scheme of Swansea Metropolitan University.

G2.30.5.6 Successful completion of a Master's Entry Certificate does not of itself provide entry to a Masters Degree scheme but may be considered as part fulfilment of the entry conditions for admission onto a cognate Taught Master's degree scheme of Swansea Metropolitan University.



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**Appendix 1 Two-Tier Examining Boards – Constitution and Terms of Reference**  
**Module Examining Board (Tier 1)**

Module Examining Boards meet to review students' progress on individual modules. The meetings will normally be held after the end of each semester. It may be possible to hold one Board for inter-related modules.

**Terms of Reference:**

- a) to approve assessment instruments;
- b) to determine the mark for each student on the module, for onward transmission to the appropriate Award/Progression Examining Board;
- c) to confirm all results;
- d) to confirm any exemptions for the module and to note credit transfer and/or APL/APEL;
- e) to make recommendations to the appropriate Award/Progression Examining Board concerning reassessment of any failures;
- f) to note any reported extenuating circumstances relating to the student in question and to forward to the appropriate Award/Progression Examining Board for consideration;

*The Board does not have the authority to condone or compensate the mark of any student within a module but may make recommendations and forward evidence to the Award/Progression Examining Board.*

**Constitution**

Dean of Faculty (or nominee)s (who shall be Chair);  
All teaching staff responsible for the setting, marking and moderation of assessments of the modules to be considered by the Board;  
Secretariat – accountable to Registry  
External Examiner(s)

It is an expectation that all members of the Board will attend.

It is a requirement that all subject areas are represented.

The quorum is 50%+1

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**Award/Progression Examining Board (Tier 2)**

An Award/Progression Examining Board will meet at the end of the academic year and whenever necessary to determine issues of progression.

Terms of Reference

- a) to ensure that academic integrity of the award has been upheld;
- b) to determine whether a candidate has complied with the assessment requirements of the award including a consideration of condonement and/or compensation;
- c) to receive the agreed module marks and review the overall performance of the student;
- d) to consider individual student performance and agree the status of individual students with regard to progression and/or award;
- e) to receive information on individual extenuating circumstances;
- f) to ensure parity of treatment across the award/programme.

Nobody other than an Award/Progression Examining Board may assess or recommend progression for an award. Chair's action is strictly limited to implementing specific decisions of the Board. Any student who is not presented for consideration at the appropriate Examining Board will not be considered until the next meeting of the relevant Board.

Constitution

Dean of Faculty responsible for the award (or nominee) (who shall be Chair);  
Programme Director (who cannot be Chair of the Award/Progression Examining Board);  
A representative from each Module Examining Board contributing to the award; (i.e. if a two tier system exists) or (if no Tier 1) all teaching staff responsible for the setting and marking and moderation of assessments of the modules to be considered by the Board.

External Examiner(s);

Secretariat – accountable to Registry

Conferment Officer-Registry

It is an expectation that all members of the Board will attend.

The quorum is 50% + 1

No student shall be a member of any Board for his/her programme or attend an examiner's meeting for such a programme other than as a candidate for assessment.

External Examiners must be associated with all award and progression decisions, and should normally be present at all meetings considering awards.

*Date of most recent updating November 2008*

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### Regulation G3: Higher National Assessment Regulations

These regulations are intended to be used in conjunction with Edexcel/BTEC programmes. Individual programmes may have more specific regulations and encompass accrediting/professional body requirements.

The current Edexcel/BTEC nomenclature defines the term 'unit' as a 'coherent set of learning outcomes describing what the learner is expected to know, understand or do'. Thus the unit is primarily a unit of assessment. The University term 'module' embraces both assessment and delivery. BTEC modules are normally 15 credits whereas the standard University module is normally 10 credits since being granted a licence modules now conform to the University's pattern.

#### **G3.1 Principles of assessment**

G3.1.1 Assessment may have two purposes:

- i) formative: to provide supportive feedback and encouragement to students on their performance and progress.
- ii) summative: to enable students to demonstrate that they have met the objectives of their programme of study and have achieved the standard for the award they seek.

It is the latter context which is the focus of these regulations.

G3.1.2 Specific assessment requirements will relate, therefore, to the objectives of programmes and of individual modules. It is important that assessment addresses whether learning outcomes have been met by the learner, both across units/modules and across qualifications.

G3.1.3 Assessment involves judgement as well as computation. Marks and grades are not absolute values but indicators of examiners' judgements on different aspects of a student's work.

G3.1.4 Since modules are of a standard size and credit value, the assessment workload should be comparable. Examining Boards should have regard to ensuring this in their oversight of assessment practice.

G3.1.5 Where more than one element of assessment is used (for example, coursework and examinations), each carries a published weighting, agreed at validation, which is used to arrive at a single final grade or mark for the module.

G3.1.6 The normal expectation is that students will satisfy assessment requirements at the first attempt, but provision is made for re-assessment where appropriate.

G3.1.7 In order to achieve parity of assessment where modules are taught in more than one programme, a two tier Examining Board structure is necessary: a Module Examining Board and an Award/ Progression Examining Board.

#### **G3.2 Responsibilities of the University**

G3.2.1 It is the responsibility of the University:

- a) to ensure that learners are fully aware of the nature of the learning outcomes and all related assessment requirements which need to be met in order to achieve the qualification for which they are enrolled;
- b) to assess students fairly in accordance with the assessment scheme and regulations of the programme;
- c) to provide invigilation of examinations undertaken in the University, in accordance with approved procedures;

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- d) to publish results of students' assessments affecting progression or awards;
  - e) to investigate allegations of assessment offences, in accordance with approved procedures;
  - f) to consider applications for review of decisions of Examining Boards, according to approved procedures.

**G3.3 Responsibilities of students**

G3.3.1 It is the responsibility of the student:

- a) to attend examinations and submit work for assessment as required;
- b) to provide the Examining Board, before its meeting, with any relevant information on personal circumstances which may have affected performance or attendance and which they wish the Examining Board to take into account;
- c) to undertake assessments in a manner which does not attempt to gain an unfair advantage;
- d) to ascertain his/her results;
- e) to inform the Programme Director and Academic Registry of a decision to withdraw from a module or from a programme of study.

**G3.4 Transfer credit**

G3.4.1 Where credit gained at higher education level in another institution (or in another programme at Swansea Metropolitan University) is directly relevant to the student's programme of study, it may be allocated a grade and credited towards the award.

G3.4.2 It is the responsibility of the Programme Team to delegate to one of its members, responsibility for evaluating a student's previous record and decide on the amount of credit that can be transferred.

**G3.5 Accreditation of prior experiential learning (APEL)**

G3.5.1 The University recognises that it is possible for a student to have undertaken learning at higher education level outside an academic institution.

G3.5.2 A student seeking credit for APEL towards an approved programme of study, shall be required to present evidence of such learning for consideration and if appropriate for its credit value to be assessed and a mark awarded as detailed in Procedure G1b.

**G3.6 Credit and exemption**

G3.6.1 A student may be granted the full graded credit where detailed evidence exists towards the achievement of an award. The determination of such grading should be the responsibility of an Examining Board. The evidence must be available to the Board. The Board may appoint a small assessment panel to work on its behalf to scrutinise the evidence.

G3.6.2 Where the evidence will not support the determination of a grade but will support the achievement of the overall objectives of a unit, exemption may be granted. No more than 50% of the award may be achieved by exemption.

**G3.7 Examining Boards**

G3.7.1 The structure, function and membership of Examining Boards will be as detailed in the University Regulation G4 – Examining Boards (and outlined in the Modular Structure, Procedures & Regulations document March 1998). The terms of

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reference and the constitution of these boards is given in Appendix 1 of this document.

G3.7.2 The performance of each student will be considered in two stages:

- a) by module;
- b) by overall performance for the semester / year / award.

G3.7.3 Each faculty will establish Examining Boards in accordance with one of the following:

- i) Single Board: where one Examining Board is exclusively responsible for all modules within the programme;
- ii) Two-tier Board: where a module is taught in more than one Examining Board area, the managing Faculty will establish a Module Examining Board to review progress and to make recommendations to the appropriate Award/Progression Examining Boards. The second tier, Award/ Progression Examining Board, will be responsible for progression and final awards, but cannot change the grades already agreed by the Module Examining Board apart from applying compensation in appropriate cases.

The single board of G2.7.3 (i) would perform the function of the two-tier system but within a single board.

### **G3.8 Assessment methods**

G3.8.1 The methods of assessment relate to the learning objectives/outcomes of the programme of study, and are specified in the validated programme document.

G3.8.2 Changes in assessment methods can only be made with the approval of the Module Examining Board in accordance with the minor amendments procedure.

G3.8.3 Standard nomenclature used within the University is as follows:

- a) Coursework Assignments  
Coursework assignments include all assignments in an assessment schedule (other than written and practical examinations) which contribute to the final mark/grade. Coursework assignments may include, *inter alia*, essays, projects, dissertations, theses, design portfolios, log books and non-invigilated examinations.
- b) Practical examinations  
Practical examinations include all examinations in a programme of study which require a demonstration of practical skills, normally under time-constrained, invigilated conditions.
- c) Written examinations  
Written examinations are invigilated, time-constrained assessments of a type agreed at validation.

G3.8.4 Candidates must not take into the examination room any book, manuscript or other aid, unless it is specifically allowed in the examination rubric or the University's examination procedures.

G3.8.5 Periods of work placement will be assessed in accordance with the procedures prescribed in the validated documents for the programme.

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|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| G3.8.6       | All outcomes in a programme must be assessed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>G3.9</b>  | <b>Module assessment and grading</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| G3.9.1       | Modules will be assessed in accordance with assessment instructions and an associated grading scheme agreed by the Module Examining Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| G3.9.2       | Relative weightings of elements of assessment will be agreed at validation and included in the module specification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| G3.9.3       | Where two or more elements contribute to the grade of a module (e.g. coursework and an examination; two examinations; two pieces of coursework) the grades (weighted where appropriate) are combined to give the module grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| G3.9.4       | <p>Grades will be assigned in accordance with the Edexcel /BTEC criteria.</p> <p><b>Pass</b><br/>A Pass grade is achieved by meeting all the requirements defined in the assessment criteria for each module.</p> <p><b>Merit</b><br/>In order to achieve a merit the student must:</p> <ul style="list-style-type: none"><li>• use a range of methods and techniques to collect, analyse and process information/data</li><li>• apply and analyse detailed knowledge and skills, using relevant theories and techniques</li><li>• coherently present and communicate work using technical language accurately.</li></ul> <p><b>Distinction</b><br/>In order to achieve a distinction the student must:</p> <ul style="list-style-type: none"><li>• check validity when collecting, analysing and processing complex information/data</li><li>• evaluate and synthesise relevant theories and techniques to generate and justify valid conclusions</li><li>• show an individual approach in presenting and communicating work coherently, using technical language fluently</li><li>• Normally, passed assessment elements need not be subject to reassessment.</li></ul> |
| G3.9.6       | The Award/Progression Examining Board shall have the right to require a viva voce examination or any reassessment procedure to confirm an award or any grades.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>G3.10</b> | <b>Module marking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| G3.10.1      | Major projects and dissertations contributing at least one module worth to the final award will be double-marked. The second mark should be conversant with the subject area of the major project or dissertation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| G3.10.2      | Coursework assignments and examinations will be marked anonymously, wherever possible, and will be double-marked or moderated, wherever practicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>G3.11</b> | <b>Late submission of coursework</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| G3.11.1      | Details of the assessment schedule will be published at the beginning of each module. This will include information on the number of pieces of coursework required, their nature and quantity, and where and when they are to be submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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G3.11.2 In extenuating circumstances (such as illness or family bereavement), the Programme Director, in consultation with the module tutor concerned, may agree an appropriate extension of time, subject to the following procedure:

- a) an extension must be requested, in writing, normally before the deadline date;
- b) the request should normally be accompanied by supporting evidence (e.g. a medical certificate produced by a G. P.);
- c) the extension will be for a specific time, and a new submission date will be indicated, in writing, to the student.

Extensions will normally be reported to Module Examining Board

G3.11.3 Where work has been submitted late, and no extension has been granted, the following applies:

- a) for work submitted up to one week (i.e. the same day the following week) after the deadline, a bare Pass;
- b) for work submitted more than one week after the deadline, a fail grade is given.

G3.11.4 Where a piece of coursework is not submitted by the end of the module, the student shall be deemed to have failed the module.

### **G3.12 Absence from an examination**

G3.12.1 A student who is absent from the examination without good cause shall be deemed to have failed the module.

G3.12.2 In serious extenuating circumstances, where a student fails to attend or to complete an examination, if s/he is able to, s/he must write immediately to the Programme Director, indicating the nature of the circumstances and including appropriate documentary evidence (e.g. medical certificates). This evidence will then be placed before the Award/Progression Examining Board for consideration.

G3.12.3 Where there is insufficient evidence of a student's performance to confer the award for which the student was a candidate, but the Award/Progression Examining Board is satisfied that, but for illness or other valid reason, the student would have reached the standard required, the Award/Progression Examining Board may recommend an Aegrotat Award. A case may be made to the Manager, Student Services of Edexcel in accordance with Edexcel procedures.

G3.12.4 An Aegrotat award carries no grading and may only be conferred upon written confirmation from the student that s/he accepts the Aegrotat award and foregoes the right to be reassessed subsequently.

### **G3.13 Progression**

G3.13.1 Where a student, has obtained credits for all the modules attempted, s/he will be allowed to proceed.

G3.13.2 Where a student has failed assessments s/he may be reassessed at the next assessment point.

- G3.13.3 Where a student has failed modules which together contribute more than 30 credits, the Award/Progression Examining Board shall have the discretion to decide whether the first reassessment shall be delayed and whether the student will be required to be examined as an internal or as an external candidate.
- G3.13.4 At the discretion of the Award/Progression Examining Board, a student may be permitted to progress, carrying failed credits subject to the requirement of successfully completing all relevant pre-requisites. The candidate may carry no more assessments than those contributing to the equivalent of 200 nominal hours of study of the respective failed modules. (On the basis of 100 nominal hours of study is equivalent to 10 credits and the nominal hours are directly proportional to the assessment weighting of a module.)
- G3.13.5 Module results will be published as soon as practicable after the Examining Board. Semester One results will be published after the Module Examining Board, with the caveat that the marks are subject to approval by the Award/Progression Examining Board.
- G3.13.6 Candidates may not re-sit any module or unit of assessment for which a pass-mark has been attained previously.
- G3.14 Compensation and condonement**
- G3.14.1 Compensation and condonement are not available normally for BTEC awards.
- G3.14.2 Where the same outcome exists in two or more modules, the achievement of this outcome in one module may be credited in all cases.
- G3.15 Failure**
- G3.15.1 At the discretion of the Award/Progression Examining Board, students who have failed any modules may be permitted up to two further attempts to redeem their failure in each module. The resits of any assessed elements taken prior to the Examining Board must be reported to the Board.
- G3.15.2 The maximum grade a student may be awarded at a second or subsequent attempt at an element of assessment is a Pass.
- G3.15.3 If a student has failed a module, but has passed one or more of the elements of assessment, the Module Examining Board may decide that only failed elements need to be re-assessed. In this case, the grade attained in the re-assessed element(s) will be combined with the grades from the passed element(s), weighted appropriately, to Ascertain whether the student has passed the module.
- G3.16 Deferral**
- G3.16.1 Where a student presents documentary evidence of serious extenuating circumstances, the Award/Progression Examining Board has discretion to defer a student, giving him/her the opportunity to complete the assessment at a subsequent assessment point. This will be considered a first assessment of the module(s).
- G3.17 Withdrawal**
- G3.17.1 Where a student withdraws from a module before the end of the third week of that module, and informs the Programme Director and Academic Registry by that date, s/he will be deemed not to have enrolled on the module.

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**G3.18 Awards**

- G3.18.1 A BTEC award will be made when the Award/Progression Examining Board agrees that all conditions for the Award have been met.

**G3.19 Classification**

- G3.19.1 BTEC awards are not classified.

**G3.20 Re-assessment**

- G1.20.1 The registration period for a BTEC award is five years. A student may apply for a further registration period in appropriate circumstances. All assessments and reassessments must be completed within the registration period.

**G3.21 Posthumous awards**

- G3.21.1 An award may be conferred posthumously, and accepted on the student's behalf by a parent, spouse or other appropriate individual.
- G3.21.2 The normal conditions of the award, including Aegrotat where appropriate, must be satisfied.

**G3.22 Students with special needs**

- G3.22.1 If a student is unable, through disability or specific learning difficulty, to be assessed by the normal methods, the Module Examining Board shall vary the methods as appropriate, having regard to the objectives of the programme and the need for fairness.
- G3.22.2 Where a student requires special facilities at examination, application must be made (with supporting medical evidence) through the Programme Director normally no less than eight weeks before the examination. The arrangements must be approved by the Module Examining Board.

**G3.23 Welsh language**

- G3.23.1 Where a student wishes to be examined through the medium of Welsh, s/he must request this in writing to the Examinations Co-ordinator by week three of Semester One.

**G3.24 Assessment offences**

- G3.24.1 The agreed University and awarding body's procedures will be used for investigating allegations of assessment offences, including cheating, collusion, plagiarism and other breaches of regulations or attempts to gain unfair advantage in assessment.

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**Appendix 1 Two-Tier Examining Boards – Constitution and Terms of Reference**  
**Module Examining Board (Tier 1)**

Module Examining Boards meet to review students' progress on individual modules. The meetings will normally be held after the end of each semester. It may be possible to hold one Board for inter-related modules.

**Terms of Reference:**

- a) to approve assessment instruments;
- b) to determine the mark for each student on the module, for onward transmission to the appropriate Award/Progression Examining Board;
- c) to confirm all results;
- d) to confirm any exemptions for the module and to note credit transfer and/or APL/APEL;
- e) to make recommendations to the appropriate Award/Progression Examining Board concerning reassessment;
- f) to note any reported extenuating circumstances relating to the student in question and to forward to the appropriate Award/Progression Examining Board for consideration;

*The Board does not have the authority to condone or compensate the mark of any student within a module but may make recommendations and forward evidence to the Award/Progression Examining Board.*

**Constitution**

Dean of Faculty (or nominee)s (who shall be Chair);

All teaching staff responsible for the setting, marking and moderation of assessments of the modules to be considered by the Board;

External Examiner(s)

Secretariat accountable to Registry

It is an expectation that all members of the Board will attend.

It is a requirement that all subject areas are represented

The Quorum is 50%+1

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**Award/Progression Examining Board (Tier 2)**

An Award/Progression Examining Board will meet at the end of the academic year and whenever necessary to determine issues of progression.

**Terms of Reference**

- a) to ensure that academic integrity of the award has been upheld;
- b) to determine whether a candidate has complied with the assessment requirements of the award including a consideration of condonement and/or compensation;
- c) to receive the agreed module marks and review the overall performance of the student;
- d) to consider individual student performance and agree the status of individual students with regard to progression and/or award;
- e) to receive information on individual extenuating circumstances;
- f) to ensure parity of treatment across the award/programme.

Nobody other than an Award/Progression Examining Board may assess or recommend progression for an award. Chair's action is strictly limited to implementing specific decisions of the Board. Any student who is not presented for consideration at the appropriate Examining Board will not be considered until the next meeting of the relevant Board.

**Constitution**

Dean of Faculty responsible for the award (or nominee) (who shall be Chair);  
Programme Director (who cannot be Chair of the Award/Progression Examining Board);  
A representative from each Module Examining Board contributing to the award; (i.e. if a two tier system exists) or (if no Tier 1) all teaching staff responsible for the setting and marking and moderation of assessments of the modules to be considered by the Board.

External Examiner(s);

Secretariat accountable to Registry

Conferment Officer-Registry

It is an expectation that all members of the Board will attend.

The quorum is 50% + 1

No student shall be a member of any Board for his/her programme or attend an examiner's meeting for such a programme other than as a candidate for assessment.

External Examiners must be associated with all award and progression decisions, and should normally be present at all meetings considering awards.

*Last revised Nov 2008*

**Regulation G4:      Examining Boards**

Examining Boards may be established as necessary, on behalf of Academic Board, for every programme to consider results and make recommendations on students pursuing schemes leading to qualifications of the awarding body.

- G4.1      The assessment regulations for each programme provides for one or more Examining Board(s), accountable to the Academic Board, with a constitution approved by or on behalf of the Academic Board, and which includes an External Examiner (or Examiners) approved by the Academic Board, and where relevant appointed by the University of Wales. An internal examiner (or examiners) and/or representative(s) of relevant modules appointed by the University. The Chair of an Examining Board may invite appropriate persons to attend a meeting of an Examining Board in an advisory capacity. Such persons shall possess no voting rights.

The constitution of the Examining Board may provide for subsidiary boards to make recommendations on defined functions to their parent board. Such subsidiary boards shall include at least one External Examiner.

- G4.2      The terms of reference of the appropriate Examining Board include the responsibility for:
- a)      scrutiny and approval of examination question papers and other assessment assignments, and their marking; and
  - b)      determining whether a student has complied with the requirements of the programme and its assessment and may proceed to the following stage of the programme; and/or
  - c)      recommending that the awarding body grant the appropriate award.

- G4.3      The constitution of an Examining Board requires that it shall normally be chaired by a senior member of the academic staff (relevant Dean of Faculty (or equivalent)) other than the Programme Director.

In addition to the Chairperson, a Convenor and Secretary who is a member of the full-time academic staff shall be nominated by the Faculty concerned and appointed by the Academic Registry to be responsible for the administrative arrangements associated with the work of the Examining Board.

The External Examiners are formally required by the University/University to be present at the meeting of the Examining Board(s) at which the examination results in the subjects/modules in which they have been involved are determined. If an External Examiner exceptionally cannot attend a meeting where his/her presence is formally required, he/she should be available for consultation by telephone, videoconferencing or other suitable means with the Chairperson and shall despatch, in accordance with his/her directions, all documents necessary for the due performance of the business of the meeting.

- G4.4      No student shall be a member of an Examining Board for his or her programme or attend an examiners meeting for such programme other than as a candidate for assessment.

- G4.5      All members of an Examining Board are bound by its decisions and are required to maintain confidentiality of the detailed proceedings unless authorised to disclose them by the designated officer or in evidence to a panel considering an application for review of a decision of an Examining Board. The official hard

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- copy of the results spreadsheet completed at the formal meeting of the Examining Board must be signed by the Chairperson and by all External Examiners. If, exceptionally, no External Examiner is able to attend, a copy of the form must be forwarded immediately to at least one External Examiner for signature.
- G4.6 The quorum of an Examining Board shall be 50%+1 of the members eligible to attend. Where student progression or awards are to be decided at least one External Examiner must be present where one to three external examiners have been appointed for that particular stage of assessment; and two must be present, including the chief external examiner (if any), where four or more have been appointed.
- G4.7 Each Examining Board shall normally meet as and when required to consider students' performance and to make decisions on termination of study, progression and recommendations on awards of degrees or intermediate awards as appropriate. The latest date by which Examining Boards must meet in any session shall be determined by the University's/University's Academic Boards.
- G4.8 Where an Examining Board meets to consider the results of modular units of study only the following shall be required to be in attendance: Chair, Convenor and Secretary, the relevant internal examiner(s) and the external examiner (where the Examining Board is meeting after the main summer examining period or at the end of the Session).
- G4.9 During Semester One, the external examiner(s) shall perform all the tasks normally associated with examining such as the approval of examination papers. The external examiner(s) will not be required to attend Examining Board meetings but may do so if he or she wishes. The external examiner(s) shall attend both tier Examining Board meetings and perform all function normally associated with examining in Semester Two.
- G4.10 In the unexplained absence of any examiner from a meeting, the Chairperson shall take such steps as he/she thinks fit for the due performance of the business of the meeting, and may adjourn it for that purpose. If the Chair is absent, the Examining Board shall appoint one of its members (other than the programme director) to the Chair.

**Regulation G5: External Examiners**

**G5.1 The rights and responsibilities of External Examiners**

- a) The role of External Examiners is to ensure that each student is fairly assessed in accordance with the agreed assessment scheme, that justice is done to the individual student and that assessment is at a standard comparable with other awards in the United Kingdom.
- b) In order to carry out these responsibilities, the external examiner(s) must:
- i) be able to judge each student impartially on the basis of the work submitted for assessment, without being influenced by previous association with the programme, the staff, or any of the students;
  - ii) be able to compare the performance of students with that of their peers on comparable programmes of higher education elsewhere and/or with the standards expected by the appropriate professions;

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- iii) approve the form and content of proposed examination papers, coursework and other assessments that count towards the award, in order to ensure that all students will be assessed fairly in relation to the syllabus and regulations for the award, and in such a way that external examiners will be able to judge whether they have fulfilled the objectives of the programme and reached the required standard.
  - iv) ensure that the assessments are conducted in accordance with the approved regulations for the award;
  - v) External examiners must participate in discussions regarding any amendments to the methods of assessment in use. Draft examination papers and other major assessment components must be approved by the external examiner, who may require alterations to be made
  - vi) attend meetings of Examining Boards and have access to all assessed work.
  - vi) see work of all students proposed for the highest available category of the award and for failure, and samples of the work of students proposed for each category of award, in order to ensure that each student is fairly placed in relation to the rest of the cohort. The guiding principle is that external examiners should have enough evidence to determine that internal marking and classification are of an appropriate standard and are consistent. They should inspect a sufficient amount of work of the students to enable them to arrive at a judgement that can be applied to the examination as a whole;
  - viii) have the right to moderate the marks awarded by internal examiners subject to reporting to the Examining Board;
  - ix) be able to take part in a *viva voce* examination of any candidate should a viva be required. Should an interview be necessary for assessment purposes, the External Examiner will be invited to attend;
  - x) attend the meeting of the Examining Board at which decisions on recommendations for award(s) are made and ensure that those recommendations have been reached by means according with the University's requirements and normal practice in UK Higher Education;
  - xi) participate, as required, in any reviews of decisions about individual students' awards taken during the examiner's period of office;
  - xii) report to the Vice Chancellor on any matters of serious concern arising from the assessments, which put at risk the standard of the award(s). (See Regulation G5.6(i))
  - xiii) report back to the University, at least annually, as indicated in Regulation G5.6 (g,h).

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The purpose of the report is to enable the Academic Board to judge whether the course is meeting its stated objectives and to make any necessary improvements.

The External Examiner's reports are sent, by the external examiner, to the University and copies distributed within the University by the Academic Registry.

- b) To carry out these responsibilities the external examiner(s) must be:
- i) competent in assessing students' knowledge and skills at higher education level;
  - ii) expert in the field of study concerned;
  - iii) impartial in judgement;
  - iv) properly briefed on their role, the programme, and the University's requirements
- d) No recommendation for the grant of an award will be valid without the written consent of the External Examiner.

#### **G5.2 Appointment of External Examiners**

- a) Examiners shall normally be appointed for a period of four years, with the possibility of re-appointment for a fifth year.
- b) Upon appointment, each external examiner shall be supplied by the Convenor and Secretary with copies of the relevant syllabuses/modules and schedule of assessment for the programme(s) of study concerned, together with notification of the date set for the meeting of the Examining Board.
- c) Nominations of external examiners are made to the Academic Audit, Quality and Standards Committee of the University, which acts on behalf of Academic Board.
- d) All external examiner recommendation appointments must be approved by the Academic Audit, Quality and Standards Committee on behalf of the Academic Board. An Examining Board which does not include approved external examiners is not authorised to assess students for an award or to recommend the grant of an award to a student.
- e) Normally, where a programme starts in September or October, appointments will run from 1 October to 30 September and where a programme starts in January the appointment will run from 1 February to 31 January, with similar periods for other starting months. New examiners should take up their appointments on, or before, the retirement of their predecessors. External examiners should remain available after the last assessments with which they are to be associated in order to deal with any subsequent reviews of decisions. The examiner's normal term of office will be one which allows the examiner to assess four successive cohorts of students; this will normally mean four years but may be longer where, for example, continuous assessment is involved from an early stage or, in the case of new programmes, where the first output will not occur in the first year of appointment.

- f) External examiners should not normally hold more than the equivalent of two undergraduate appointments at the same time. Exceptions may include specialisms in which there are few eligible qualified people from whom to select. The total examining workload of the nominee should be compatible with the duties required.
- g) External examiners should not concurrently act as consultants to a programme team on programme design, be members of a panel established to review the programme they examine, or undertake duties incompatible with the objectivity of external examining.
- h) In recommending the appointment of external examiner(s) the Academic Board will seek to ensure that they will be competent and impartial, and that the Examining Board, as a whole, maintains an appropriate balance and diversity in order to ensure that students are fairly assessed.
- i) The University requires programme and award regulations to describe the nature and methods of assessment and show how external examiners will be involved in all forms of assessment which count towards the recommendation of an award. Within the terms of these regulations, it is for external examiners to decide in detail how to fulfil the responsibilities described above.
- j) The fee payable to an external examiner is determined in accordance with criteria approved by the University from time to time.
- k) The appointment of an external examiner may be terminated by the University on the recommendation of the University's Academic Board, if in its opinion, he or she has not fulfilled his or her duties in a manner consistent with the standards required by the University.

**G5.3 Minimum criteria for appointment**

The following criteria will ensure that only those with appropriate experience are appointed to act as external examiners.

- a) An external examiner's academic/professional qualification will be appropriate to the module/field or award to be examined, with both the level and subject(s) of those qualifications generally matching what is to be examined.
- b) An external examiner will have appropriate standing, expertise and experience to maintain academic standards in the context of higher education as a whole, as indicated by the normally accepted attainments and standing.
- c) An external examiner will have enough recent examining experience, preferably including having already acted as an external examiner or comparable related experience to indicate competence in assessing students in the subject area concerned. (Whenever possible, someone without direct experience of acting as an external examiner will be appointed only if there is already an experienced external examiner on the Examining Board or when overlap can be provided.)
- d) External examiners will be drawn from a wide variety of institutional/professional contexts and traditions in order that University programmes will

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benefit from wide-ranging external perspectives. In any event, there will not be:

- i) more than one examiner from the same institution in the team of external examiners, except in a complex scheme involving a very large number of discrete fields;
- ii) reciprocal external examining between schemes or departments in two institutions;
- iii) replacement of an external examiner by an individual from the same institution;
- iv) an external examiner from the same institution which has been the source of examiners in the recent past (normally five years).
- v) for University of Wales awards examiners drawn from members of staff of any of the Institutions of the University of Wales, nor from institutions where programmes are validated by the University of Wales or franchised by one of its institutions;
- vi) examiners who have been former members of staff with less than a lapsed time of a least four years, or with insufficient time for students taught by that member of staff to have passed through the system, whichever is the longer.

Members of staff who have retired, or who have moved to posts outside the University of Wales, may be invited back without the lapse of five years to act as University of Wales external examiners for institutions other than that at which they taught, provided that no contact has been established with the students to be examined.

- e) Examiners will not have too heavy a workload in respect of external examining duties. Normally, an examiner will not concurrently hold more than two substantial undergraduate external examining appointments.
- f) There will be an appropriate balance and expertise in the team of external examiners which should include:
  - i) significant internal and external examining experience;
  - ii) a balance between academic and professional practitioners;
  - iv) an appropriate range of academic perspectives.
- g) Bearing in mind that external examiners must be impartial in making judgements and that they will not have previous close involvement with the University which might compromise their objectivity, over the last five years a proposed external examiner must not:
  - i) have been a member of staff, a governor, a student, or a near relative of a member of staff in relation to the scheme;
  - i) have been an examiner on a cognate programme in the University;
  - ii) have been involved as an external examiner for the programme when it was approved by an external validating body;

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- iv) normally have been a consultant to the programme 18 months prior to the term of appointment. A distinction is recognised between consultant and an AAQSC or FAQSC panel member. Such a period would not be necessary in the case of panel membership.  
The duties of AAQSC/FAQSC validation panel members and external examiners must not create any conflict of interest
  - h) For similar reasons, an individual proposed as an external examiner will not be:
    - i) personally associated with the sponsorship of students;
    - ii) required to assess colleagues who are recruited as students to the programme;
    - iii) in a position to influence significantly the future employment of students on the programme;
    - iv) likely to be involved with student placements or training in the examiner's organisation.

**G5.4 External examining team**

- a) There should be an appropriate balance and expertise in the team of external examiners, both in terms of expertise and examining experience and between academic and where appropriate professional practitioners. The range of academic perspectives necessary to the programme should be represented in the external examining team.
- b) There should be a balance between individuals from institutions with different traditions.
- c) If the programme is associated with, or may lead to a professional award, at least one practitioner with appropriate experience should be in the team for the award.
- d) The external examining experience in the team, as a whole, must be sufficient and wide ranging.
- e) If the team of external examiners is large, a chief external examiner shall be appointed who should be a person with sufficient external examining experience to take an overview of the programme and ensure that a consistent standard is maintained across subjects. The responsibilities of the chief external examiners shall be set out in the assessment regulations.
- f) The phasing of appointments to the team should be structured to ensure continuity.

**G5.5 Impartiality**

The University requires that external examiners should be able to exercise impartial judgement and requires that they should not therefore have recent close involvement with the institution which might compromise objectivity. In this context, external examiners should not normally be appointed from competing institutions in Wales. (See G5.3 (d) (v))

G5.6

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**External Examiner's Report**

- a) External examiners are required to report annually to the awarding body on the conduct of the assessments just concluded and on issues related to assessment. Comments are invited on the examining process, observations on the structure and content of the programme of study and its teaching.
- b) Reports on undergraduate programmes should be made as soon as possible following the meeting of the Final Examining Board;
- c) Reports on Part 1 taught Master's programmes should be submitted following the meeting of the Examining Board;
- d) Reports on dissertations for taught Master's programmes (Part II) should be made separately, using the form enclosed with each dissertation.
- e) The External Examiner's report should be sent to the Academic Registry preferably electronically.
- f) The University/University attaches considerable importance to the External Examiner's report and payment of the fee is conditional upon its receipt.
- g) Reports from external examiners provide the basis of an annual report to Academic Board on the conduct of the assessments related to the module/field or award just concluded on issues relating to assessment, including:
  - i) the overall performance of the students in relation to their peers on comparable programmes;
  - ii) the strengths and weaknesses of the students;
  - iii) the quality of knowledge and skills (both general and subject specific) demonstrated by the students;
  - iv) the structure, organisation, design and marking of all assessments;
  - v) the implications of the assessments for the curriculum, syllabus, teaching methods and resources of the modules and/or programme;
  - vi) any other recommendations arising from the assessment.
- h) The purpose of an external examiner's report should be of such a nature so as to enable the Academic Board to judge whether modules of the field, or programme, are meeting their stated objectives and to make any necessary improvements, either immediately or at the next review of the field or programme, as appropriate.
- i) An external examiner will have the authority to report directly to the Vice Chancellor where there is concern about standards and performance, particularly if it is considered that assessments are being conducted in a way that jeopardises either the fair treatment of students or the standards of the awards.

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**Regulation G6: Review of a decision of an Examining Board**

- G6.1 The Academic Board shall establish appeal boards to consider applications from students, for review of decisions of Examining Boards under the University's Verification and Appeals Regulations and shall authorise the designated officer (Academic Registrar) to determine whether such applications are within the jurisdiction of the appeal board. Students are only entitled to appeal against a decision following a process of verification.
- G6.2 A student of the University is entitled to ask for verification of one or more of the following:
- a) that the assessment published by the University are free of arithmetical or other error of fact;
  - b) that the examiners were aware of exceptional personal circumstances reported by the student prior to the meeting of the Examining Board(s) concerned and which might in the student's opinion have had an adverse effect on his/her performance;
  - c) that the examiners were aware of defects or irregularities in the conduct of the examinations or in written advice relating thereto, when such defects or irregularities or advice might, in the student's opinion, have had an adverse effect on his/her performance.
- G6.3 It is not possible to apply for a review on the basis of a disagreement with the academic judgement of the Examining Board. Academic judgement includes assessing the merits of an individual piece of work and/or reaching a decision on a student's progression or on the final level of the award, based on the marks, grades and other information relating to the student's performance (including tutors' reports and the opinions of those who taught the student).
- G6.4 An appeal board shall be chaired by a nominee of the Vice Chancellor, normally a Senior member of Academic Staff not associated with the appeal. There shall be at least four other members who shall be staff members of the Academic Board. No member of an appeal panel shall consider an application in which he or she has an interest. The quorum shall be three members including the chairperson.
- G6.5 The appeal board may determine that:
- a) grounds for an appeal have been established (in which case it shall require the Examining Board to review its decision in the light of those grounds);  
or
  - b) the application be rejected.
- G6.6 An Examining Board that is required to review its original decision shall, so far as practicable, meet within six weeks of receipt by its chairman of the requirement to do so.
- G6.7 The Academic Board shall establish procedures for the consideration of applications for review of decisions of Examining Boards and for their reconsideration by Examining Boards.

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**Regulation G8: Annulment of a Decision of an Examining Board**

- G8.1 If, after reconsideration in the circumstances detailed in Regulation G6.5a, the Examining Board does not modify its decision the Academic Board may annul that decision if, in its opinion, proper account has not been taken of the factors specified by the Appeal Board.
- G8.2 Where there has been procedural or other irregularity, or it is not possible to reconvene an Examining Board, the Academic Board may annul a decision of an Examining Board without previously requiring reconsideration. If the error or irregularity is found to have affected more than one student, the Academic Board may annul all or part of the assessment.
- G8.3 Where a decision has been annulled, the Academic Board shall appoint an Examining Board empowered to make decisions on students' progression and/or awards, including, if necessary, the appointment of new external examiners.

**Regulation G9 The Award of Degrees, Diplomas and Certificates Posthumously.**

**G9.1 Initial Degree Schemes; and Undergraduate Certificates and Diplomas**

**G9.1.1 Modular Initial Degree Schemes**

An Examining Board may recommend to the University, that a posthumous degree be awarded where the following is met: the candidate has achieved no fewer than two thirds of the credits required, at the appropriate levels, prior to death.

Note: In the case of candidates following full-time Honours schemes, no fewer than 60 credits at level 3, taken in the final year, must be completed, whereas in the case of candidates following full-time Ordinary degrees, not fewer than 20 credits at level 3, taken in the final year, must be completed.

The Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

**G9.1.2 The Award of Posthumous Undergraduate Certificates and Diplomas**

An Examining Board may recommend to the University, that the award of a posthumous undergraduate certificate or diploma be made where a candidate has died prior to completion of an approved scheme in accordance with the following guidance

- (a) after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations. In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.
- (b) after completion of the taught element of the scheme of study, but prior to taking any of the required examinations. In such a case, the Examining Board shall consider the evidence available.

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- (c) prior to completion of the taught element of the scheme. In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

## **G9.2 Postgraduate Research Degree Schemes**

An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died:

- (a) after the thesis has been examined, or submitted for examination, but before the oral examination (where required) can be held. In such a case, the Board shall consider the work presented and, provided that it is satisfied that the work is the candidate's own (by means of the receipt of reports from the Dean of Faculty and the supervisor), may decide to recommend that an award be made.
- (b) before submitting the thesis. In such a case, the Board shall consider available evidence of the research work completed by the candidate. Normally, such evidence shall be supplied by the candidate's supervisor, who shall also submit a report for consideration by the examiners. The Dean of Faculty concerned shall also submit an argued recommendation regarding the award of the degree. The following criteria must also be satisfied:
- (i) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis;
  - (ii) the standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject;
  - (iii) the written material available (draft chapters, published work, work prepared for publication, presentations to conferences/seminars, progress reports by the candidate for his/her department/institution/sponsor) must demonstrate the candidate's ability to write a thesis of the required standard.

## **G9.3 Taught Master's Degree Schemes**

### **G9.3.1 Part I (Taught Component)**

An Examining Board may recommend to the University that the posthumous award of a Postgraduate Diploma to a candidate for a Master's degree scheme may be made (regardless of whether a Diploma has been approved for the scheme in question) where a candidate has died :

- (a) after completion of the taught element of the scheme, where the candidate has passed all of the required examinations, but has died before commencing the Master's dissertation;
- (b) after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations.  
In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.

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- (c) after completion of the taught element of the scheme of study, but prior to taking any of the required examinations.  
In such a case, the Examining Board shall consider the evidence available.
  - (d) prior to completion of the taught element of the scheme.  
In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

**G9.3.2 Part II (Project and Dissertation)**

- (a) An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died before the submission of a dissertation, provided that the Board is able to consider available evidence of the research work completed by the candidate. Normally, such evidence shall be supplied by the candidate's supervisor/advisor, who shall also submit a report for consideration by the examiners. The Head of the Department concerned shall also submit an argued recommendation regarding the award of the degree. The following criteria must be satisfied before the examiners recommend to the University, that the award of a posthumous degree be made:
  - (i) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the dissertation;
  - (ii) the standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject;
  - (iii) the written material available (draft chapters, published work, work prepared for publication, presentations to conferences/ seminars, progress reports by the candidate for his/her department/institution/ sponsor) must demonstrate the candidate's ability to write a dissertation of the required standard.

**G9.3.3 The Award of Posthumous Postgraduate Certificates and Diplomas**

An Examining Board may recommend to the University, that the award of a posthumous postgraduate certificate or diploma be made where a candidate has died prior to completion of an approved scheme in accordance with the following guidance

- (a) after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations.  
In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.
- (b) after completion of the taught element of the scheme of study, but prior to taking any of the required examinations.  
In such a case, the Examining Board shall consider the evidence available.
- (c) prior to completion of the taught element of the scheme.  
In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

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**G9.4 Regulation for the Making of Aegrotat Awards**

Should a candidate be prevented by illness from completing final examined/assessed elements of a taught scheme of study, the Examining Board, having considered the relevant evidence (which should include satisfactory medical certification in the case of illness, or appropriate documentation in other cases) may recommend to the Vice Chancellor that an Aegrotat award be made.

In doing so, the Examining Board should be satisfied that the candidate's prior performance shows beyond reasonable doubt that he/she would have passed but for the illness/event which occurred. The Vice Chancellor should be satisfied that the candidate is unlikely to be able to return to complete his/her study at a later date.

The candidate shall be asked to signal that he/she is willing to accept an Aegrotat award; where he/she is unwilling to do so, the Examining Board shall permit him/her to complete the examinations/assessments in question by an approved subsequent date.

An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification which might otherwise be associated with the scheme of study concerned.

No candidate shall be exempted from submitting and defending a research thesis or from presenting a Master's dissertation (or equivalent presentation) where such is required. It follows, therefore, that Examining Boards may not recommend the award of Aegrotat research degrees, and that Aegrotat taught Master's degrees may be awarded only where the work done for the dissertation can be examined. This requirement does not prevent the issuing to the candidate of any relevant certificate or diploma award which might be made in respect of study completed previously.

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**SECTION 2 PROCEDURES**

**Procedure G1a Examining and Assessment of Students**

**1. Information to be supplied to students**

All students shall be informed in writing, at the beginning of the academic year, of the following:

- a) methods of assessment to be used in their schemes including the weighting given to the assessment components of each module;
- b) information concerning the Verification and Appeals Procedures and Unfair Practice Procedures;
- c) that any exceptional circumstances which may have adversely affected their academic performance must be reported to the appropriate Examining Board(s) prior to the meetings of Examining Boards.

**2. Presentation of students**

- 2.1 All examination candidates names (taken from the enrolment system) are listed on an examination results form which will become the basis for the final result sheet.

**3. Preparation of Examination Papers**

- 3.1 Draft examination papers shall be prepared by course teams under the oversight of each Examining Board to a University template, approved by the external examiner(s) and forwarded to the University Academic Registry in such form as approved by the Examining Board, and by an agreed date.

- 3.2 The following requirements shall be printed on the front covers of examination answer books:

- a) the answers of candidates must be legibly written. The examiners are authorised either to ignore illegible scripts or to have it typed at the expense of the student.
- b) every book given to the student must be returned to the invigilator of the examination.

**4. Methods of Assessment**

- 4.1 All changes to methods of assessment made subsequent to the introduction of the programme require the approval of the external examiner(s) in the first instance.

**5. Examining Board Meetings and Notification of Results**

- 5.1 In determining the award of qualifications to students, all Examining Boards shall follow conventions approved by the University and lodged with awarding body. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall be in accordance with the awarding body scales for classification/grading of awards.

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- 5.2 Example of the University of Wales's classification for an initial degree award:
- |                      |                |
|----------------------|----------------|
| 70 per cent and over | I Honours      |
| 60-69                | II(i) Honours  |
| 50-59                | II(ii) Honours |
| 40-49                | III Honours    |
| 35-39                | Pass Degree    |
| 0-34                 | Fail           |
- 5.3 A record of the marks attained by students in all assessed work contributing to the final award shall be available at the Examining Board.
- 5.4 The University Registry shall supply to the Examining Board an official Results Form in respect of those students who have been presented for their final examinations. In accordance with the instructions on the results form, the Examining Board shall indicate there on the names of those students who pass the final examinations with or without classified Honours where appropriate. The Chair and external examiners shall sign the result form and return to the University Registry. In the case of University of Wales awards the completed results list shall be transmitted to the University of Wales Registry by SMU Academic Registry by electronic transfer. (see below)
- 5.5 In respect of those external examiners not present, arrangements shall be made for signatures via correspondence or other means.
- 5.6 Whenever a case of suspected unfair practice is the subject of investigation at the time when a notification of results form is issued, the name of the student concerned shall be withheld from the results form and a supplementary form issued later as appropriate.
- Publication of Pass/Results Lists**
- 5.7 The results of students' assessment and the awards for which they are recommended should be published following the meeting of the appropriate Examining Board. The results should be published in an approved form and be signed by the Chair of the Examining Board.
- 5.8 The awarding body, upon receiving a completed results form, may print and publish a University pass list showing those students who have qualified for awards for distribution to the Chair of the Examining Board, the external examiners and the University Academic Registry.
- 5.9 If a case of suspected unfair practice arises after the publication of a pass list, and the allegation against the student is proved under the approved procedures, then the Examining Board(s) concerned shall review and re-determine the student's result in light of any penalty which may have been imposed. In such circumstances, the Examining Board(s) shall, if necessary, cancel a result previously published and the awarding body shall issue a supplementary pass list, as appropriate.
- 5.10 The original copies of the signed notification of results forms received from the examining board shall be retained by the Academic Registry and placed in the University records.

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6. **Determination of Results  
Retrieval of Failures**

- 6.1 Where a student is required to repeat the assessment for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the Examining Board decides that this is not practicable, be of the same structure and based upon the same syllabus as the assessment at the time of the initial failure.
- 6.2 Where a student is permitted to repeat one or more failed modules as an internal student, the repeat assessment shall be of the same structure and based upon the syllabus taught to all internal students at the time of their re-assessment.
- 6.3 Where a student is re-sitting the assessment as an external student, the reassessment will normally be the same as for students sitting internally unless the Examining Board decides otherwise.
- 6.4 Where a student is re-sitting the assessment as an external candidate and the structure of the assessment is different from that at the time of the initial failure and/or the reassessment is to be based upon a different syllabus, the Dean of Faculty concerned shall inform the candidate in advance of changes in the structure of the assessment and syllabus content.
- 6.5 A student who passes a module in which he/she has previously failed shall be credited with the minimum pass mark only.
- 6.6 In the event of a student failing to complete the required amount of assessed work by the required date, an Examining Board shall apply such penalty as is determined by the University's regulation or as it may consider appropriate under the circumstances. Penalties may include *inter alia*, the award of a fail grade or failing the student in that particular module. However, where there are extenuating circumstances such as illness or accident which have prevented a student from completing assessed work by the required date, the Examining Board may allow an extension of the period for the submission of the assessed work, provided that there is sufficient time for adequate and proper assessment of the work prior to the meeting of the Examining Board. Appropriate medical or other evidence shall be submitted to the Chairperson or the Academic Registrar in support of the illness or accident.

**Absence from Examinations and Assessments**

- 6.7 The Examining Board concerned shall have discretion to decide whether, on the basis of the evidence received, a student has been absent with good cause.
- 6.8 A student who, without good cause, has been absent from any examination or failed to complete other forms of assessment by the required date, shall be awarded a zero mark for the examination concerned. This zero mark shall be treated as any other mark in an Examining Board's procedure for arriving at the degree result. If the Examining Board's procedure involves an averaging exercise, the zero mark must be included as a mark. Examining Boards must **not** arrive at a mark for the missed examination by averaging the student's other marks or by arriving at a mark derived from the student's performance during the session. Where the missed examination is only a component of the overall assessment for a module, the mark gained in other assessment components shall be counted, pro-rata, in arriving at degree results.
- 6.9 If a student completes a module but is absent from the examination/assessment concerned due to good cause, the Examining Board may permit the student:

- a) to sit a supplementary examination or a special oral examination, before the meeting of the Examining Board; or
  - b) to sit the examination or submit the assessed work, as a first attempt on the next occasion on which the examination/assessment is scheduled to take place.
- 6.10 If an Examining Board is satisfied that a student is absent with good cause from a final examination/assessment following his/her presentation to the University/University, provided that the Examining Board is satisfied that there are reasonable grounds, it may
- i) permit the student to sit a supplementary examination or a special oral examination, before the meeting of the Examining Board; or
  - ii) award the qualification without further examination/assessment provided that at least two thirds of the modules have been completed which count towards the final award; or
  - iii) recommend that the student receive an ***aegrotat*** award.
- The provisions described above may be made only if (a) the external examiner agrees that the supporting evidence is satisfactory, (b) the student's performance in other examinations or assessed work justifies such action and (c) the authorisation of the Vice Chancellor has been obtained.
- 6.11 Examining Boards shall have the discretion to apply the provision of the above to students who attend examination/assessments but produce evidence of illness, accident, close bereavement or other closely associated compassionate grounds.
- 6.12 If an Examining Board offers a student an ***aegrotat*** award and the student declines such an award, the Examining Board may permit the student to be re-presented for the examination/assessment on a future occasion, within the time limits prescribed by the programme regulations concerned.

**Procedure G1b: Accreditation of Prior Learning**

**1. Policy**

- 1.1 The University will recognise and may give credit for learning outcomes towards appropriate awards within its portfolio. The resulting credit will be of the same value within an award as that gained through more traditional assessment and examination.
- 1.2 Credit, will, in most cases, be achieved through the conventional assessment processes laid down in the documentation for the particular programme.
- 1.3 However, credit may be granted for prior achievement by the student on the production of suitable evidence, which will be assessed through the University's procedure.
- 1.4 The Accreditation of Prior Learning (APL) is the generic term used for the recognition of, and award of, credit on the basis of demonstrated learning that has occurred. It is used by the University for the purpose of awarding:
  - a) advanced standing on a course or programme

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- b) credit against some outcomes of the course or programme that will count towards an award.

Prior learning, which may be capable of assessment and accreditation may take the form of:

- a) certificated learning (APCL)
- b) uncertificated or experiential learning (APEL)

- 1.6 The main principle underpinning APL is that credit is given for learning, not for experience alone, and the resulting credit is of the same value within an award as that gained through more traditional routes. When implemented effectively, it forms part of the University's recruitment strategy, embodying the principles of flexibility and learner-centre provision.
- 1.7 This learning may have been gained in paid work, in unpaid work, as a result of courses attended in educational establishments or at work, through self-directed study or through leisure pursuits.
- 1.8 Typical APL candidates are adults who may fall into any of the following categories:
  - a) unemployed people seeking recognition for past work or non-work achievements;
  - b) people with certificated or uncertificated work-based learning seeking credit for the learning towards an award;
  - c) those seeking to "top up" an existing qualification;
  - d) those with overseas qualifications;
  - e) people who have left a programme of higher education before completion, wishing to count that learning towards another award.
- 1.9 To ensure that the University's APL policy can be implemented the programme team will need to:
  - a) ensure that the background information about the programme is accurate and clearly expressed so that it is possible for applicants to see how they might match prior learning to its outcomes;
  - b) have people available who can advise applicants in the process of identifying prior learning and submitting evidence;
  - c) provide assessors who can quantify the demonstrated learning within the context of the programme/award that the student is seeking to access;
  - d) satisfy itself that the evidence offered by the applicant is sufficient, authentic, current and valid in relation to the relevant learning outcomes, taking into account the level and volume of credit sought.

## 2. Procedures

- 2.1 The accreditation of prior learning involves candidates in a process of:
  - a) reflection to identify prior learning;
  - b) creation/matching of learning outcomes appropriate to a programme/award;
  - c) identification of appropriate evidence of learning;

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- d) gathering and presenting evidence for assessment.
3. **Phase 1 - Counselling and the production of a portfolio of evidence.**
- 3.1 A student will inform the University, usually the programme director, of prior experience/learning for which s/he believes that credit can be given and the use that will be made of the credits.
- 3.2 The programme director will arrange for the student to receive initial guidance and counselling of the student. This will normally be by the programme director or a nominee, who, whilst not necessarily being an expert in the subject area in which credit is being claimed, is sufficiently familiar with the area to offer advice. However, the counsellor must have expertise in the APL process. The APL process places great responsibility on the individual applicant.
- 3.3 The student will be counselled on the production of a portfolio of evidence. The responsibility for the production of the portfolio lies with the student. While the counsellor will support the student and advise, for example, on the interpretation of a syllabus, the final decision concerning the sufficiency, validity and currency of the evidence rests with the student.
- 3.4 There is no notional restriction on the timescale for the production of the portfolio within the registration period for the programme. However, the student must accept that there will be organisational constraints which will influence the satisfactory operation of the procedures. The student must recognise that if assessment through these procedures indicates that further evidence is required, possibly by attending and being conventionally assessed on parts of the programme, then time must be allowed for this since special arrangements for individual students are not normally available.
- 3.5 The learning that is identified through counselling and reflection will then need to be stated in such a way that it can be assessed. The evidence collected may be either:
- a) subject based - knowledge and comprehension, the ability to apply knowledge in different situations, processing skills acquired through the use and application of knowledge; or
  - b) personal outcomes - including key skills and interpersonal skills such as team work and negotiation, and interpersonal qualities such as motivation, initiative and critical self-reflection.
- 3.6 The writing of modules in terms of outcomes makes it possible for applicants/students to match their learning outcomes to those of the modules that have already been validated. Where the student's outcomes do not directly match the module outcomes, or where these not exist, the outcomes that describe the learning will need to be clearly described and capable not only of being assessed, but also of being ascribed a volume and level.
- 3.7 The presentation of the documents and relevant evidence of having met the agreed outcomes is often done through the preparation of a portfolio. The progress of the portfolio is regularly reviewed to ensure that the original learning outcomes were appropriate and capable of generating evidence for assessment. Once the portfolio has been generated, it is passed to the examiner/assessor.
4. **Phase 2 - Assessment of the portfolio**
- 4.1 The counselling process must be separate from the examination/assessment process.
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- 4.2 The examiner/assessor must be different from the counsellor in order that the process may be rigorous.
- 4.3 An examiner/assessor will be appointed by the programme Examining Board. This will normally be the examiner/assessor for the part of the programme being delivered conventionally.
- 4.4 The portfolio of evidence will be presented and a suitable time arranged for the *viva voce* examination of the student.
- 4.5 The *viva voce* will normally take the form of the student explaining how the evidence meets the requirements of the appropriate syllabus. The examiner will assess the authenticity, currency and sufficiency of the evidence. A clear indication will be given by the examiner at the end of the *viva voce* of the outcome of the process, paying particular attention to the manner in which any shortfalls are to be met (e.g. by the production of extra evidence, or through conventional assessment processes). This decision will be given subject to internal verification, and a student wishing to contest a decision must do so at this time. A record of the evidence and process will be kept, highlighting the features, which led to the assessment outcome.
- 4.6 The outcomes of the assessment should be available to, and verified by a second examiner, who must not be involved in the initial assessment, but will become involved in any case where a student contests an assessment decision. In this case, the second examiner shall carry out a separate, second assessment of the candidate, paying particular attention to any identified deficiency. If the student's appeal is upheld the record will be amended. If the original assessment decision is supported and the candidate wishes to appeal further, the candidate may make written appeal to the course Examining Board.
- 4.7 Outcomes will be notified to the Examining Board and the external examiner/moderator in the normal way, as with any assessment decision. The evidence and assessment reports will be made available to the external examiner/moderator. It should be noted that the production of a portfolio as described is only one method of establishing that a student has achieved the outcomes of a course. It may, for example, be more cost effective to set an essay or a test.
5. **Fees**
- 5.1 The University's current fee practice is to make no charge at all for claims that are based wholly on prior certificated learning, where this is largely administrative.
- 5.2 Where claims are large and complex, a sliding scale fee is payable based on the size and level of the claim. The total fee payable will be no greater than the same fee payable for a taught module or course.
- 5.3 It must be made clear, at the outset, to the applicant/student what the likely cost of undertaking an APL counselling and assessment will be, and when the fee is payable. This information is normally included in the initial briefing documentation, along with other details of what the process will involve.

**Procedure G1c      Examinations Procedure**

**1. Examination**

1.1 The University shall nominate an Examinations Co-ordinator who shall be responsible for:

- a) the conduct of all examinations at the University;
- b) the security and custody of examination papers;
- c) examination rooms and the seating therein for examinations;
- d) nomination of invigilators and arrangements for invigilation of examinations so that normally one invigilator acts for each group of fifty students or fewer;
- e) the delivery of examination question papers (immediately before each examination) to the invigilator(s) who shall then distribute them;
- f) the delivery of all the examination papers for practical examinations in any subject to the relevant Dean of Faculty who shall thereafter be responsible for their custody and distribution to the students;
- g) ensuring that answer-books, mathematical tables and other necessary materials are available for each examination;
- h) making appropriate arrangements for dealing with absentees from examinations in accordance with the provision in the regulations, including notification of cases to the Convenor/Faculty Examinations Officer or Chair of Examining Boards and the recording and reporting of such cases.

1.2 The Examinations Co-ordinator is responsible for the security of the examination papers and shall also be responsible for the secure delivery of papers to the relevant examination room/centre.

1.3 At the close of the examination the of Examinations Co-ordinator shall report on the manner on which they have been conducted, specifying any difficulties which may have arisen, and incorporating any suggestions for improvement in the conduct of the examinations. This report shall also detail any special arrangements made in relation to cases of absence from examinations.

**2. Practical Examinations**

2.1 The Dean of Faculty shall be responsible for the conduct of any practical examination in his/her faculty including the provision of invigilators.

**3. Special Examination Arrangements**

3.1 A student who has submitted to the Examinations Co-ordinator a medical certificate that he or she is unable through illness or accident to attend at the examination room but is fit to undergo examination may be examined in a separate room if the Examinations Co-ordinator is able to make satisfactory arrangements for the examination.

3.2 Each student shall be examined at the University; save that in exceptional circumstances, a student may with the approval of the Vice Chancellor, sit for a

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written examination at another comparable location and under approved conditions. Approval may be given provided that satisfactory arrangements can be made for the examination by the Examinations Co-ordinator concerned that where the same paper is to be sat by other students the examination is taken at the same time as the paper in the University and that any expense incurred will be borne by the student.

- 3.3 A student requiring special assessment arrangements for his/her examination shall submit a written application, in the first instance to Student Services who shall consult the Examinations Co-ordinator. The application shall be supported by documentary evidence. The Dean of Faculty or Chair of the Examining Board, in consultation with the Examinations Co-ordinator is permitted to disregard a request for support provision if not supported by appropriate documentary evidence.
- 3.4 Students who are physically disabled from writing a script may answer papers by means of amanuensis or by using a typewriter, a word processor or microwriter or other appropriate means. Any amanuensis or equipment shall be selected by the Examinations Co-ordinator in consultation with the Dean of Faculty. If a word processor or microwriter is to be used, a new/clean disc should be issued at the start of each examination. In either case, the examination shall in either case be conducted in a separate room under the supervision of a nominated invigilator who shall not normally be a member of the Examining Board concerned.
- 3.5 In respect of the most common medical circumstances, the following arrangements are normally appropriate:

a) **Dyslexia**

In the case of candidates with dyslexia, a report which is dated within three years of the date of entry of the candidate to the scheme of study must be received from a qualified psychologist experienced in working with dyslexic adults or from someone with a qualification from a professional training course involving assessing adults with dyslexia.

b) **Visual impairment**

A student may be permitted the use of an amanuensis, word processor or other appropriate means, where appropriate, the typeface on the examination paper shall be enlarged. If the visual impairment is known to be prolonged or permanent, a student may be permitted additional time for his/her examination(s).

c) **Hearing impairment**

A student shall be made aware of any announcements during an examination by the issue of written information.

d) **Physically impaired from writing a script**

A student may be permitted the use of an amanuensis, word processor and/or other appropriate means. If the physical impairment is known to be prolonged or permanent, a student may be permitted additional time for his/her examination(s).

The examination shall, in any of the above cases, be conducted in a separate room under the superintendence of a nominated invigilator who shall not normally be a member of the Examining Board concerned.

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- 3.6 If the Dean of Faculty recommends that a student should receive special provision, s/he shall forward the application, supported by copies of documentary evidence, to the Co-ordinator by the time-limits specified.
- 3.7 The Examinations Co-ordinator on receipt of a recommendation for special provision shall decide whether or not to approve the application for special provision and the provision which will be made available to the student. The decision of the Examinations Co-ordinator shall be final.
- 3.8 Students shall inform the Examinations Co-ordinator within the first month of the academic session if they are unable, on religious grounds, to take examinations on certain days. The Examinations Co-ordinator shall, as far as possible, take account of this request during the compilation of the examination timetable.

**Procedure G1d: Instructions to Examination Candidates**

**1. Attendance at examinations**

- 1.1 Students must present themselves at the examination room in good time before the examination is due to begin.
- 1.2 Students must not enter the examination room until instructed to do so by an invigilator.
- 1.3 Students may be admitted to the examination room by an invigilator: -
  - a) up to thirty minutes after the official start of the examination;
  - b) in abnormal or extenuating circumstances provided no candidate has already left;

Additional time for any candidate arriving after the start of the examination will **not** be given.

- 1.4 Students shall sign the attendance register when requested to do so by the invigilator.
- 1.5 Students must not leave their places without permission of an invigilator.
- 1.6 No student may leave the examination room during the first forty-five or during the last fifteen minutes of the examination.
- 1.7 A student wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by the invigilator throughout his or her absence. Any student who leaves the examination room without permission of an invigilator normally will be deemed to have withdrawn from the examination and will not be re-admitted to the examination room.
- 1.8 A student who wishes to leave the examination room early, must first attract the attention of an invigilator and have his or her script collected. He or she should take care not to disturb other students when leaving and must observe examination procedures until out of the room.
- 1.9 A student whose script has been collected will not be re-admitted to the examination room.

Instructions to examination Students

**2. General**

- 2.1 Upon entering the examination room, students must comply with the invigilators' instructions.
- 2.2 Students must not have in their possession in the examination room nor make use of any book, pencil case, manuscript, calculator, spellchecker, dictionary or other aids which is not specifically allowed for in the rubric of the examination paper.
- 2.3 A student who brings any unauthorised item to his or her place by mistake shall inform an invigilator immediately he or she discovers its presence.

- 2.4 Coats, briefcases, pencil cases and similar items shall be deposited outside the examination room or as directed by the invigilator.
- 2.5 Students shall use only the official stationery, materials and equipment provided. Examining Boards shall prepare lists of material and/or equipment to be permitted in examination rooms and students shall be notified in advance, in writing of the contents of these lists and which, if any, of those permitted items will be provided by the University. The material and/or equipment which students are permitted to bring into the examination room shall bear no marks or notes of any kind other than the name of the owner and anything which is regarded as normal in nature or construction of the item in question.
- 2.6 Any rough work shall be done on the stationery provided and handed in with the completed script. No student shall remove any script, rough work, official stationery or equipment from the room.
- 2.7 During the examination, students shall not communicate in any way with any person other than the invigilator.
- 2.8 An invigilator's attention may be attracted by a candidate raising his or her hand. A student may not leave his or her place without the prior permission of an invigilator.
- 2.9 Smoking is not permitted in the examination room.
- 2.10 A student who, in the opinion of the invigilators, causes an unreasonable disturbance, and continues or repeats it after warning, shall be required to leave the examination room and will not be re-admitted.
- 2.11 Students must not start writing, other than to complete the identification details on the answer paper, until given permission to do so by the invigilator.
- 2.12 Students must stop writing immediately they are instructed to do so at the end of the examination.
- 2.13 At the end of the examination students must remain seated and silent until all scripts have been collected and until dismissed by an invigilator.
- 3. Breaches of examination regulations and procedures**
- 3.1 In the event that an invigilator believes a student to be using unfair means (including unauthorised aids) will be informed and his or her answer paper marked at the appropriate place. Unless the student is required to leave the examination room under any section of the procedure, s/he will be permitted to continue the examination.
- 3.2 A student breaching any of these procedures will be reported to the Examining Board, and the matter will be considered in accordance with Unfair Practice Regulation.
- 4. Communication from examination students to Examining Boards**
- 4.1 Any student who wishes to draw to the attention of the Examining Board any matter or circumstance which s/he believes has materially affected his or her performance in any examination must do so, in writing, to the chairman of the Examining Board within five working days of the examination. Any student failing to do so will normally lose any opportunity to apply on these grounds for a review of the decision of the

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Examining Board. The letter must state clearly the manner in which the performance was affected, the dates and periods affected and must enclose any supporting documentary evidence (e.g. medical certificates).

**5. Emergency evacuation of examination room.**

- 5.1 In the event of an emergency evacuation of the examination room (e.g. when a fire alarm sounds), students must obey the instructions of the invigilator which shall give priority to the safety of the students.
- 5.2 Students remain subject to examination procedures during the evacuation.
- 5.3 Students shall follow the invigilators to the designated assembly area and follow the invigilators' instructions regarding resumption of the examination.
- 5.1 If it is possible to resume the examination students shall, when instructed by an invigilator, endorse their scripts with the words 'examination interrupted' and the reason for the interruption at the appropriate place. Compensatory time shall be allowed to student's equivalent to the period from the time the alarm sounded to the resumption.
- 5.2 Students shall be informed of the revised finishing time for the examination and that a report of the interruption will be made to the chairperson of the Examining Board.

**6. Variations to the above procedures**

- 6.1 Where the nature of the examination makes necessary any variation to the above procedures, students will be informed of such variation by an invigilator before the start of the examination.

**Procedure G1e: Invigilation of Examinations**

**1. Appointment**

- 1.1 Normally, at least two invigilators shall be nominated by the relevant Dean or nominee for each examination room. If more than fifty students are to be examined in any room, an additional invigilator shall be appointed for each additional fifty students (or part thereof).
- 1.2 One invigilator shall be designated senior invigilator and shall be in overall charge of the examination.
- 1.3 Where possible, an invigilator of each sex shall be appointed.
- 1.4 An invigilator shall not delegate his or her appointment.
- 1.5 At least one internal examiner or his or her suitably qualified nominated representative shall be present in the examination room during the first fifteen minutes and may remain throughout the examination to answer any queries on the accuracy of the examination paper. When it is not possible for the internal examiner to be present throughout, s/he shall be available for consultation by an invigilator at a named location.

**2. Responsibilities and conduct of invigilators**

- 2.1 Invigilators must ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the University's regulations, procedures and these instructions.
- 2.2 To ensure that the examination is conducted fairly and efficiently, the invigilators must devote the whole of their attention to the proceedings. Since students are instructed to attract the attention of the invigilator only by raising a hand, the invigilators must be positioned so that the whole area can be observed. They should refrain from conversation as far as possible.

**3. Duties of the senior invigilator**

- 3.1 To collect, from the Examinations Co-ordinator or nominee, the examination question paper and a list of materials, which any or all students are, permitted to bring into the examination room.
- 3.2 To ensure that the following are available in the examination room:
  - a) an adequate supply of the appropriate examination stationery;
  - b) an adequate supply of any books or equipment which are to be supplied to the students;
  - c) a list of those eligible and expected to attend.
- 3.3 To take charge of the examination, including the announcement of its start to finish.
- 3.4 To ensure that all scripts are collected at the end of the examination and returned with the signed attendance list to the Examinations Co-ordinator or nominee.

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- 3.5 To make a report in writing on any unusual circumstances and action taken to the chairman of the Examining Board immediately after the examination.
- 3.6 To announce before the start of the examination, any variations in the procedure as required by the *Instructions to examination students*.
- 3.7 The senior invigilator shall have discretion to take whatever action s/he deems appropriate to meet unforeseen circumstances not covered by the University's Regulations, Procedures and these instructions.

**4. Instructions to invigilators**

**Before the examination**

- 4.1 The senior invigilator shall collect the examination question papers and list of students eligible to attend from the Examinations Co-ordinator or nominee.
- 4.2 Invigilators shall arrive in the examination room at least thirty minutes before the planned start of the examination.
- 4.3 Invigilators shall ensure that the examination room is suitably prepared: -
- a) that a clock is visible to all students;
  - b) that the room is adequately lit and ventilated;
  - c) that there are sufficient places for the number of students listed;
  - d) that each place is provided with the materials, aid and equipment indicated on the rubric of the paper, and with answer paper.
- 4.4 The correct examination question paper shall be distributed to students' places before the examination starts.
- 4.5 Students shall not be admitted to the examination room until all preparation has been completed.
- 4.6 Students shall be seated as directed by the invigilators.
- 4.7 The signature of each student shall be obtained alongside his or her name on the list of students eligible to attend.
- 4.8 If a student's name does not appear on the list of those eligible to attend, s/he shall be permitted to start the examination whilst inquiries are made by an invigilator to establish his or her eligibility.
- 4.9 Before the examination starts the invigilators should remind students that: -
- a) they should be sitting at the correct place (if appropriate);
  - b) they should check that they have the correct examination question paper, stationery, materials, aids and equipment and that the question paper is complete;
  - c) they must read the instructions on the question paper and the answer paper;

- d) they should remain in their seats throughout the examination except when an invigilator gives them permission to leave;
- e) they should be silent until all scripts have been collected and until dismissed by an invigilator;
- f) if they wish to attract the invigilator's attention they should do so by raising a hand;
- g) they must not smoke;
- h) they may not leave the examination during the first forty-five nor the last fifteen minutes.

4.10 The senior invigilator should announce the start of the examination and its duration.

4.11 Examinations should start at the time specified. If there is an unreasonable delay, the reasons for it and the actual start time should be reported to the Examinations Co-ordinator and the Chair of the Examining Board.

**During the examination**

4.12 If a student wishes to leave the examination early, his or her script shall be collected before s/he leaves.

4.13 If a student wishes to leave the examination temporarily s/he shall be accompanied by an invigilator or authorised person throughout his or her absence.

4.14 In the event of a query on the examination question paper, the invigilator shall consult the internal examiner or his or her nominated representative (who will normally be present in the room during the first fifteen minutes and available throughout in a named place). Any error or omission should then be corrected by brief oral announcement as authorised by the internal examiner, and noted on a board for students' reference during the examination. In no circumstances should the invigilators otherwise attempt elucidate or interpret an examination paper, and where a student believes there to be some other error or ambiguity s/he should be advised to note his or her interpretation of the question in his or her answer. If a student raises a query after the first fifteen minutes of the examination, the query should be recorded by the invigilator, and although attempts may be made to answer it, the student has no right to expect this to be done. The senior invigilator shall record all queries made about the examination question paper, and the time of any announced corrections, and reports them in writing to the chairman of the Examining Board.

4.15 In the event of a student causing a disturbance in the opinion of the invigilators, s/he shall be warned, and required to withdraw if s/he persists and shall not be re-admitted. The time of his or her departure, and its circumstances, shall be reported to the chairman of the Examining Board.

4.16 If an invigilator observes a student apparently contravening the regulations regarding the use of unfair means, s/he should immediately require another invigilator to act as witness. A detailed note shall be made of the circumstances and a report made to the chairman of the Examining Board. The students shall not be required to leave the examination room (except under 1.5 above), nor shall his or her answer paper be taken from him/her or be destroyed. Every completed or part completed sheet of the

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student's script shall be marked with the time and the initials of the invigilator. The student shall be permitted to continue with the examination and his or her script shall be forwarded separately to the chairman of the Examining Board with the note of the circumstances.

- 4.17 If a student reports that s/he has inadvertently brought an unauthorised item to his or her desk, the invigilator should remove the item, mark every page of the candidate's answer script completed or part-completed up to that time with the time and his or her initials and report the full circumstances to the chairman of the Examining Board. The candidate shall be permitted to continue the examination.
- 4.18 If a candidate becomes ill (or similar emergency), the senior invigilator should take whatever action is necessary and submit a full report to the chair of the Examining Board.
- 4.19 Normally, not more than one invigilator shall leave the examination room for any purpose at any one time.
- 4.20 The senior invigilator shall remind students when there are thirty and fifteen minutes remaining for the examination.

#### **Ending the examination**

- 4.21 The senior invigilator shall announce the end of the examination and instruct Students to stop writing their answers.
- 4.22 Students shall be reminded to complete the identification details on the answer paper (including continuation sheets) if they have not already done so, and to attach all sheets together with the treasury tag provided.
- 4.23 Students shall be reminded that they must remain seated and silent until all scripts have been collected and until dismissed by the senior invigilator.
- 4.24 Invigilators shall remind students that all work including rough work must be handed in and no answer book, rough work, official stationery or equipment removed from the examination room.

#### **After the Students have left**

- 4.25 Invigilators shall check that the number of scripts collected corresponds to the number of students who attended, taking particular care when several answer books are expected from each student.
- 4.26 Completed answer books and unused examination papers shall be returned to the Examinations Co-ordinator or his or her nominee by the senior invigilator.
- 4.27 Unused stationery and other materials provided shall be collected and returned to the faculty concerned.
- 4.28 All reports from the invigilators on occurrences during the examination shall be submitted under separate cover to the chairman of the Examining Board.
- 4.29.1 If the Examinations Co-ordinator or nominee or the chairman of the Examining Board are unavailable (e.g. after evening examinations), the senior invigilator shall ensure that completed examination scripts and invigilators' reports are kept secure and passed over to the Examinations Co-ordinator as soon as practical

**Emergency evacuation of examination room**

- 4.30 In the event of an emergency evacuation of the examination room (e.g. when a fire alarm sounds), students must obey the instructions of the invigilator which shall give priority to the safety of the students.
- 4.31 Students shall be instructed that they remain subject to examination procedures during the evacuation.
- 4.32 The senior invigilator should instruct students to evacuate the room quietly leaving all examination materials in the room.
- 4.33 The invigilators should lead students to the designated assembly area and remain with them until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the senior invigilator, after appropriate consultation, to abandon the examination.
- 4.34 If it is possible to resume the examination, invigilators shall instruct students to endorse their scripts with the word 'examination interrupted' and the reason for the interruption at the appropriate place. Compensatory time shall be allowed to Students equivalent to the period from the time the alarm sounded to the resumption.
- 4.35 Students shall be informed of the revised finishing time for the examination and that a report of the interruption will be made to the chair of the Examining Board.
- 4.36 A full report of the circumstances, including the time of interruption, its duration and compensatory time allowed, shall be made to the chair of the Examining Board.

**5. Variation to the procedure**

- 5.1 Variations in detail required by the nature of a specialist examination (e.g. practical's, oral, aural, interpreting, word-processing) are covered by Notes of Guidance approved by the appropriate committee.

**Procedure G1f:      Handing in Work**

1. For every Examining Board there shall be a Convenor who shall be responsible for ensuring that the correct administrative procedures for the submission and examination of assessment assignments, essays, projects, dissertations etc. are carried out.
1. A student's coursework submitted for assessment shall not be examined if it is not submitted in the form; manner and time limit prescribed by the instructions to students.
2. Assessment work, which is not submitted within the stipulated deadline for a particular piece of work, should be regarded as having failed by non-submission (subject to allowable extenuating circumstances, approved extensions, and approved late penalties).
4. When the assessment work is handed out the criteria, instructions and return date must be clearly and unambiguously written on the information sheet handed to the student. The student must sign the information sheet to confirm their acceptance of the assessment task and they agree to the return date for examination. The information sheet should be countersigned by the responsible member staff and the copy sheet retained for evidence of acceptance and feedback after examination and marking moderation.

## Part G – Assessment and Examination

### Assignment Hand-out, Hand-in and Feedback Form

To be issued by the Module Tutor, and collected by the Programme Director/Faculty Office

|                               |                     |
|-------------------------------|---------------------|
| Student Reference Number/Name | Programme and Level |
|                               |                     |

|        |  |
|--------|--|
| Title: |  |
| Tasks: |  |

|                 |               |                |
|-----------------|---------------|----------------|
| Hand-out Date:  | Signed: Staff | Signed Student |
|                 |               |                |
| Hand-in Date:   | Signed: Staff | Signed Student |
|                 |               |                |
| Date Handed-in: | Signed: Staff | Signed Student |
|                 |               |                |

| Assessment Criteria | Marks        |               |             |
|---------------------|--------------|---------------|-------------|
|                     | First Marker | Second Marker | Agreed Mark |
|                     |              |               |             |
|                     |              |               |             |
|                     |              |               |             |

|                         |
|-------------------------|
| Comments on Assignment: |
|                         |

|                               |
|-------------------------------|
| Comments on Presentation/Viva |
|                               |

|                         |
|-------------------------|
| Final Mark/Grade Agreed |
|                         |

|                          |               |               |
|--------------------------|---------------|---------------|
| Signature of Supervisor: | First Marker: | Second Marker |
|                          |               |               |

|                                                                         |       |
|-------------------------------------------------------------------------|-------|
| External Examiners Comments and Signature if part of a moderated sample |       |
| Signature:                                                              | Date: |

Note: The answer provided must be the student's own work or referenced work.

Any work that is suspected of being **PLAGIARISED** will be reported to the chair of the Examining Board for investigation under the Unfair Practice Procedure.

### Procedure G2 Submission of Taught Masters Dissertations for UW Awards

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For UW awards, the following will apply.

1. Two copies of the dissertation shall be submitted by the candidate in accordance with the format stipulated.
2. Each copy of the dissertation shall include:
  - (a) a summary of the dissertation not exceeding 300 words in length;
  - (b) the required statement signed by the candidate (see paragraph 3 below);
  - (c) the required declaration signed by the candidate (see paragraph 4 below).
3. Every candidate in submitting a dissertation shall state to what extent it is the result of his/her independent work or investigation, and shall indicate any portions for which he/she is indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.
4. Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
5. A dissertation submitted for a higher degree of the University may be openly available and subject to no security classification or restriction of access. The University may, on the special recommendation of an institution, place a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to make an application to the institution concerned as soon as is reasonably practicable. Normally the institution will forward a recommendation to the University through the Research and Postgraduate Committee in the early stages of the candidate's project work.
6. On submission, candidates shall be required to incorporate a signed statement within the work to indicate either:
  - (a) that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or
  - (b) that the dissertation, if successful, may be made so available after expiry of a bar.
7. Candidates may not amend, add to or delete from the dissertation after it has been submitted for examination unless an Examining Board requires the candidate to make typographical or minor corrections to a dissertation which has been passed before deposit in the libraries.
8. The title and summary of the dissertation shall normally be freely available.
9. Both copies of every dissertation approved by the examiners shall become the property of the University.
10. If a dissertation is deemed by the examiners to be of particular value, one copy shall be deposited by the University in the National Library of Wales, Aberystwyth. A dissertation shall be deemed to be of particular value in the following cases:

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- (a) where it has been judged by the Examining Board to be of Distinction standard (whether or not the candidate has qualified for the degree with Distinction by virtue of having also achieved the necessary level of performance in Part One of the scheme);
  - (b) where it is of particular relevance to Wales or is in one of the following academic disciplines:

Welsh, Celtic Studies, Welsh History

**Procedure G4a: Dealing with extenuating circumstances by Examining Boards**

**1. Guidelines**

- 1.1 There are two principles underlying extenuating circumstances.
    - a) The object of an assessment is to measure achievement, not potential, what a student has done, not what s/he might have the potential to do.
    - b) Each student is responsible for submitting assessed coursework on time, for presenting him/herself for written examinations at the appropriate time and place, and for submitting information on extenuating circumstances.
  - 1.2 Therefore, the only extenuating circumstances, which are the concern of an Examining Board, are those that cast doubt upon the validity of an assessment as a measure of achievement, and are outside the student's control. This excludes circumstances which:
    - a) have had no direct bearing upon the assessment: e.g. absence from part of teaching due to illness. The student may not have reached his/her full potential, but this has not affected the validity of the assessment, which has demonstrated his/her level of achievement. The Examining Board may consider such extenuating circumstances in relation to progression - i.e. whether the student should be allowed a further attempt at the examination;
    - b) may have affected the assessment, but are the responsibility of the student: e.g. misreading the timetable; misjudging the time needed to revise.
  - 1.3 Examining Boards should also ignore special pleading based on the timetabling of student's examinations in close succession: this problem is bound to occur given the number of examinations to be timetabled over a short period.
  - 1.4 Extenuating circumstances should be presented, in writing, by the student as soon as possible after the assessment, and in any case no less than 24 hours before the meeting of the relevant Examining Board. Submissions by staff or other students, on behalf of a student who has not presented a written case him/herself cannot be accepted. The submission must be supported by documentary evidence. Where evidence is still awaited, the Examining Board can defer a decision, and authorise its Chair to act in accord with the Board's wishes and the approval of the relevant external examiner.
- 2. Process in Considering Extenuating Circumstances**
- 2.1 The assessment must be marked with no allowance for extenuating circumstances, and the mark (moderated by the external examiner) must be reported to the Examining Board or its sub-committee.
  - 2.2 The Examining Board is responsible for determining student performance, and only the Award/Progression Board is competent to make any allowance for extenuating circumstances. It is, however, recommended that the Board should establish a sub-committee to consider extenuating circumstances in the light of the marks, and

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- a) identify which fall outside the definition and so need not be referred to the Board;
  - c) highlight those, which might have had a significant effect upon the validity of the assessment, and must be reported to the Board.
- 2.3 In considering which submissions are particularly relevant, the sub-committee will need to consider the submission from the student, the supporting evidence, the provisional marks, the performance of the student in other modules, the comments of the student's adviser, etc. A record should be kept of all submissions, and the decision in each case.
- 2.4 When the Board is considering the extenuating circumstances, referred to it by the sub-committee, the Chairperson may ask for the comments of individual tutors. Individual members of the Board should not offer such comments unless asked by the Chair, and the Chair should guard against impassioned pleas made on behalf of individual students. The Chair must also rule out of order any special circumstances raised by members of the Board, which have not been properly documented. In deciding what action to take, the Board must bear in mind:
- a) the effect this has had upon the validity of the assessment(s), and
  - b) the cumulative effect upon the student's progression or classification for Honours.
- 2.5 However, the student's performance must always be seen in the context of the performance of the whole cohort.
3. **Circumstances affecting individual papers**
- 3.1 The sub-committee should consider the extenuating circumstances, and recommend which of the following categories appears to apply to each case:
- a) the circumstances have had little or no effect upon the student's performance, and the mark for the paper can be confirmed;
  - b) the circumstances appear to have had some effect upon the student (as evidenced by his/her performance in that paper when compared to performance in other papers);
  - c) the circumstances appear to be so significant as to bring into question the validity of the assessment as a measure of the student's attainment.
- 3.2 In the second case, where a student is marginally below pass/fail borderline, or on the boundary between two grades, and where there is clear evidence from other work submitted by the student that this performance is an aberration, the board may decide, with the agreement of the external examiners, to allow the student an extra mark or two to place the student in the higher category. No more than 2 percent must ever be granted to a student on this basis.
- 3.3 In the third case, where the Board is satisfied that a student has been significantly affected by the extenuating circumstances and that the assessment is not a valid measure of the student's achievement, it may either:
- a) set aside the performance and permit the student to take the assessment at the next available opportunity, as for the first time. This will be the

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logical solution if there is no outstanding problem of progression or classification for Honours;

- b) where it is important to have an option (to meet the requirements for progression or Honours), to give the student a *viva voce* examination on the subject of the relevant option/paper, on the basis of which a final mark will be determined. This will normally only be practicable where there is already substantial evidence of the student's performance from assessed coursework. The mark for an option should not be based solely upon a *viva voce* examination;
- c) exceptionally, where the student's final year has been disrupted by serious illness that prevented him/her from taking several option/papers, and the next occasion on which the assessment is to held is a considerable time in the future, the Board might request the suspension of regulations to permit a special paper(s) to be set.

3.4 There must always be some form of additional assessment if a mark is to be modified by more than the occasional mark. The Board should not make ad hoc adjustments to marks except at borderlines.

3.5 The above examples all relate to individual extenuating circumstances. Where the assessment of a whole group of students has been affected by extenuating circumstances (for example, when an examination has been disrupted by a fire alarm) the Academic Registrar should be consulted as to the options available to the Board.

#### 4. **Progression**

4.1 Where a student is unable to progress because of failure in one option for which there are valid extenuating circumstances, the Board will normally allow the student to sit the missed paper(s) in September/resit examinations provided in the Regulations. For programmes where there is no provision for September examinations, the student will normally have to sit the following year.

4.2 An Examining Board may also request suspension of regulations to permit a student to progress where there are very exceptional circumstances, or to allow a student to take special papers. This, should however, be very unusual, and only where the circumstances affecting the student are both extremely severe and fully documented. Where this occurs, the Examining Board should make arrangements for the results to be considered - perhaps by delegated authority to the chair, in consultation with a named External Examiner(s).

#### 5. **Overall Degree**

5.1 If a student's extenuating circumstances have been considered in the context of individual options/papers, there will be no outstanding issues to consider in relation to the overall degree. Chairs of Examining Boards should take care not to 'double count' extenuating circumstances - i.e. compensate the students in raising the mark for an individual paper, and also compensate in the classification of the degree.

5.2 If the student is on the borderline between two classes of degree or on the pass/fail borderline, the Board may take into account unfulfilled student potential due to extenuating circumstances during the course of the programme of study, provided that this is clearly evidenced by good performance in the majority of papers, but only where that unfulfilled potential has not been compensated elsewhere. This is the only instance in which potential, as opposed to attainment may be taken into

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- account. Where this is under consideration, the Board is advised to viva the student before taking a final decision, but is not obliged to do so.
- 5.3 The Board should always try, if possible, to classify a student for Honours rather than offer an aegrotat degree or ask the student to resit the relevant examinations. It is essential that external examiners are fully involved in the consideration of, and decision on, all such cases.
- 5.4 When an Examining Board makes a decision on a student's assessment affecting progression through the programme or award it shall consider any circumstances referred to it by the student concerned in accordance with University Regulations. An Examining Board shall normally only consider matters of illness, personal problems or other disability if requested to do so by the student concerned in accordance with this procedure.
- 5.5 A student who is of the opinion that his or her performance in an examination or in other assessed work, or his or her ability to attend an examination, or to comply with a regulation governing the programme or the assessment, has been adversely affected by illness, personal problems or other disability may refer those circumstances to the Examining Board and request the Examining Board to take into account the circumstances. For University of Wales awards cognisance of the relevant University of Wales regulations should be made.
- 5.6 The student shall explain the circumstances fully, in writing, and state in what way, and between what dates, they affected him or her. The statement shall be accompanied by any relevant documentary evidence.
- 5.7 Where illness or disability is the basis of the request, medical attention should be sought and a medical certificate produced if the submission of assessable work, or an examination, is concerned or if the illness has lasted for more than seven days. If the illness or disability is of a long term nature there must also be evidence to show that the symptoms were exceptionally acute and a material factor affecting performance at the relevant time.
- 5.8 The request to the Examining Board shall be in writing, accompanied by any documentary evidence, addressed to the chairman of the Examining Board and received as soon as practicable and normally not later than five working days after the particular assessment concerned. The Examining Board shall have discretion to consider requests submitted later so long as they are received before the start of the relevant meeting of the Examining Board. The University is only prepared to consider appeals which are based on exceptional personal circumstances, where there is a *prima facie* case that such circumstances could have had an adverse effect on the student's performance. In appeals based on these grounds, the appellant must show good reason why such personal circumstances were not made known to the Examining Board before its meeting. Where a student could have reported exceptional circumstances to the Examining Board prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.
- 5.9 The Examining Board may, from time to time, appoint one of its members or a committee of its members to review requests before the meeting of the board and, if appropriate, to request and receive reports from tutors and to interview students in order to allow him or her to clarify the extenuating circumstances. The Examining Board shall normally be presented with a written summary of the details of students' extenuating circumstances prepared by the chairman or his or her nominee.
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- 5.10 The Examining Board may exercise discretion in judging the effect, if any, of the circumstances brought to its attention and may, if it considers it appropriate, in the light of the objectives of the programme, adjust the assessment or award to compensate the student for any significant adverse effect on his or her achievement.

**Procedure G4b: The procedure originally under this designation has been superseded and no longer exists.**

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**Procedure G4c: Dealing with allegations of Assessment offences including Plagiarism (Unfair Practice)**

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1. Scope of this Procedure

This Procedure shall apply to allegations of unfair practice arising from students for all award types (i.e. taught or research schemes, degree awards, certificates or diplomas).

2. **Definition of Unfair Practice**

1.1 It is an unfair practice to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage, which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure. In particular, but without prejudice to the generality of the foregoing, it is unfair practice to:

- a) introduce into an examination room any unauthorised form of materials such as a book (including mathematical tables), manuscripts or loose papers or any kind or any source of unauthorised information;
- b) communicate with any other person in the examination room, except as authorised by an invigilator;
- c) copy or use in any other way unauthorised materials or the work of any other student/candidate;
- d) copy or use in any other way, work that has been previously submitted for assessment for any other qualification
- e) impersonate an examination student or allow oneself to be impersonated;
- f) engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- g) claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out or to claim to have obtained results which have not in fact been obtained;
- h) present evidence of special circumstances to Examining Boards which is false or falsified or which is, in any way, intended to mislead Examining Boards

2. **Unfair Practice in Work Completed Under Non-Examinable Conditions (including Taught Master's Dissertations and Research Degree Theses)**

2.1 If a member of staff considers, or suspects that unfair practice has occurred in relation to work submitted as a piece of coursework, a taught Master's dissertation or a research degree thesis, or any other work completed under non-examination conditions, s/he shall report the matter in writing to the Chair of the relevant Examining Board and the Academic Registrar as soon as possible.

The Chair of the Examining Board can require that the student concerned should attend a *viva voce* in order to establish the veracity of the submitted work. The *viva voce* must be conducted appropriately and a permanent record must be retained by the Faculty.

- 2.2 The Chair of the Examining Board shall first decide whether there is a *prima facie* case for treating the matter as a case of unfair practice. If s/he considers that a *prima facie* case has been established s/he shall inform the Academic Registrar, who shall take the actions prescribed by paragraph 4 below.

3. **Unfair Practice in a Formal Examination**

3.1 **Unfair Practice in the Examination Room**

An invigilator who considers, or suspects that a student is engaging in an unfair examination practice shall inform such a student, preferably in the presence of a witness, that the circumstances will be reported and that the student may continue that, and any subsequent examination(s) without prejudice to any decision which may be taken. Failure to give such a warning shall not however prejudice subsequent proceedings.

Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances in writing to the Chair of the relevant Examining Board and to the Academic Registrar.

3.2 **Suspected Unfair Practice Detected During or Subsequently to the Marking Period**

An internal or external examiner who, whether in the course of the marking period or subsequently, considers or suspects that a student has engaged in an unfair practice, shall report the matter in writing to the Chair of the relevant Examining Board as soon as possible. The Chair shall retain any relevant evidence and shall forthwith report the matter in writing to the Academic Registrar. The Academic Registrar shall then take the action prescribed in paragraph 4, below.

4. **Further Action to be taken by the Academic Registrar**

- 4.1 On receipt of a report concerning an allegation of unfair practice, the Academic Registrar or nominated person shall commence an investigation into the allegation. On completion of the investigation the Academic Registrar will discuss the matter with the Chair of the relevant Examining Board to determine whether, in the light of all the circumstances, a *prima facie* case has been established. If satisfied that such a case exists, the Academic Registrar shall report the case in writing to the Vice-Chancellor, sending copies of any relevant supporting evidence. The procedure shown below in paragraphs 5.2 to 5.6 shall then operate as described.

- 4.2 The candidate shall be informed of the allegation, and that a Committee of Enquiry will be constituted to consider the case (see paragraphs 5 - 8 below).

Where the allegation concerns alleged unfair practice in work totalling less than 20 credits, the candidate shall be informed by the Academic Registrar that he/she may elect either (i) for the matter to be dealt with by the Examining Board, which may approve such adjustment as may be considered appropriate (and which may also delegate responsibility to a member of the Board for explaining to the student the cause of the action) or (ii) for the matter to be heard by a Committee of Enquiry (see paragraphs 5 - 8, below). Where a candidate elects for the matter to be dealt with by the Examining Board (option (i)), he/she need be aware that there is no mechanism for subsequent appeal against the action of the Board.

However, if the allegation is that there was possible unfair practice in more than one piece of work and those pieces of work relate to more than one module, then even if the total is 20 credits or less the allegation must be considered by a Committee of Enquiry.

In addition if the candidate is a possible repeat offender or demonstrates or a pattern of behaviour associated with unfair practice, these cases should be referred to a Committee of Enquiry.

- 4.3 If it is decided not to report the case to the Vice-Chancellor, no further action against the student shall be taken and the Chair of the relevant Examining Board shall, where appropriate, inform the student in writing that the matter is closed.

5. **Appointment of Committee of Enquiry**

- 5.1 The Academic Board shall establish a Standing Panel of Enquiry for the purpose of investigating allegations of unfair practice in examinations/assessment. The Panel shall consist of six members of the full-time academic staff of the University, chosen so as to be representative of the Faculties/Schools at the University.

- 5.2 On receipt of an allegation of unfair practice, the Academic Registrar, or nominee, shall arrange for an appropriate committee of enquiry to be convened as soon as possible and for the Academic Registrar, (or nominee), to act as Secretary to the Committee. The Compliance Officer, who shall present the case against the candidate, shall not act as Secretary to the Committee.

- 5.3 Each Committee of Enquiry shall consist of three members with no interest in the case selected by the Academic Registrar (or nominee), from the Standing Panel. The Chair of the Committee of Enquiry shall be designated by the Academic Registrar from amongst the six members of the Standing Panel.

- 5.4 As soon as reasonably practicable after the appointment of the Committee of Enquiry the Secretary shall:

send to the student copies of statements of witnesses and of documents to be placed before the Committee of Enquiry, and request the student to indicate which statements or documents are agreed and which are in dispute;

notify the Compliance Officer and members of the Committee of Enquiry of the date, place and time of the meeting and supply them with copies of the allegations and of any agreed statements or documents.

- 5.5 The Secretary shall, at the same time, inform the student of the date, place and time when the Committee of Enquiry intends to meet and that s/he shall have the right to be represented or accompanied, to hear all the evidence, to call and question witnesses and to submit other evidence. The student is required to inform the Secretary whether or not s/he intends to attend the meeting of the Committee of Enquiry. If the student indicates that s/he does not wish to attend the meeting, the Committee of Enquiry shall proceed in his/her absence.

A student who intends to be accompanied and/or represented shall be required to inform the Secretary in writing in advance and shall state whether or not the person representing or accompanying him/her has legal qualifications. The University may also obtain legal representation.

Should a student not attend the meeting of the Committee of Enquiry, having

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previously indicated to the Secretary that he/she would attend, and provided that all reasonable means have been taken to contact the candidate, the meeting shall proceed in his/her absence.

**6. Functions of the Committee**

- 6.1 The functions of the Committee of Enquiry shall be:  
to consider the evidence submitted to it on the allegation of unfair practice;  
to determine whether the allegation has been substantiated;  
to determine, in appropriate cases, the penalty which should be imposed.
- 6.2 The Committee of Enquiry shall not normally be informed, before reaching its verdict on the allegation under consideration, of any evidence of previously substantiated allegations of unfair practice; the Committee should be so informed before determining the penalty in appropriate cases.  
However, in exceptional cases, evidence of previous allegations of unfair practice may be disclosed prior to the verdict of the Committee where such evidence:  
rebutts a claim of previous good character made by the candidate;  
is relevant to the allegation under consideration (other than merely showing that the candidate had a disposition to commit the facts alleged) and its prejudicial effect does not outweigh its probative value.

**7. Procedure during the Meeting**

- 7.1 The Compliance Officer, or the legal representative acting for the University, shall present the case against the student, calling such witnesses and presenting such evidence as the Compliance Officer thinks fit. The Compliance Officer may question both the student and witnesses.
- 7.2 The student shall have the right to be represented or accompanied, to hear all the evidence brought against him/her, to call and question witnesses, and to submit other evidence.
- 7.3 Witnesses can only be concerned with evidence relating directly to the allegation and shall withdraw after questioning.
- 7.4 When the submission of evidence and the questioning of witnesses are completed, all persons, other than the members of the Committee and the secretary shall withdraw.
- 7.5 The Committee of Enquiry shall then consider whether the allegation has been substantiated.

If the case has been substantiated, the Committee shall then consider the penalty to be imposed.

**8. Penalties Available to the Committee**

- The penalties available to the Committee of Enquiry shall be:
1. verbal or written reprimand may be given to the student. A record of the reprimand so given should be kept on the student's file. In addition, the Committee may recommend that the student should receive advice from a member of the Examining Board, in order to make clear the reasons for the Committee's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed with the student to ensure that any future repeat offence by him/her

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- cannot then be classed as 'inadvertent'.
2. the cancellation of the student's marks for the whole paper or other assessment component in question;
  3. the cancellation of the student's marks for the whole paper or other assessment component in question and the postponement of the student's qualification until one year after the date on which s/he would have qualified had the allegation of unfair practice not been substantiated;
  4. the cancellation of the student's marks in the examination as a whole;
  5. the cancellation of the student/candidate's marks in the examination as a whole and the disqualification of the student from any examination/ assessment of the awarding body.
  6. An alternative penalty to be decided upon by the Committee of Enquiry.

Note: Where the Committee chooses to implement any of the penalties shown above under 8.b, 8.(3), or 8.(4), the student concerned may be allowed, where the regulations for the scheme of study so permit, to retake the work(s)/assessment(s) in question, retaining eligibility for the bare pass-mark only.

9. **Action to be taken following the Committee of Enquiry**

- 9.1 When the Committee of Enquiry has investigated the facts of the alleged unfair practice it shall, in its report, state whether or not the allegation has been substantiated and shall determine any penalty to be imposed. The report shall be submitted to the Vice Chancellor as soon as possible after the Enquiry has been completed.
- 9.2 If the finding of the Enquiry is that a case has **not** been substantiated, the Chair of the Committee of Enquiry may inform the student verbally. Irrespective of whether or not the student is informed verbally, the Academic Registrar shall notify the student formally in writing of the Enquiry's findings and that the matter is therefore closed.
- 9.3 If the finding of the Enquiry is that the allegation has been substantiated, the Chair of the Committee of Enquiry may inform the student verbally, but there shall be no discussion of the Committee's decision with the student. Irrespective of whether or not the student is informed verbally, the Academic Registrar shall inform the candidate of the findings and the penalty imposed as soon as possible. At the same time the University Academic Registrar shall convey this information to the Vice Chancellor and the Chair of the Examining Board concerned.
- 9.4 The Academic Registrar shall further inform the student of his/her right of appeal to the Vice-Chancellor. Any such appeal shall be sent, in full, in writing to the Academic Registrar and must reach him/her not later than ten days after despatch of the Committee's decision to the student by the University. The address to which any such correspondence shall be sent is shown in paragraph 2 of the Appendix in the Procedure.
- 9.5 Where the allegation has been substantiated, the Academic Registrar shall require the Examining Board concerned to re-determine the student's overall

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- examination result in the light of the penalty imposed by the Committee of Enquiry.
- 9.6 If the Committee of Enquiry has decided that the mark obtained for the unit of assessment in which unfair practice has occurred shall be cancelled, the Examining Board shall award a mark of zero for the unit and shall then re-determine the student's overall result.
10. **Degree Examination Pass-Lists**
- 10.1 The Academic Registrar, in consultation with the Chair of the Examining Board, shall arrange for the publication of such supplementary pass-list, as may be necessary.
- 10.2 If a case of alleged unfair practice is under investigation at the time of the meeting of the relevant Examining Board, the Board shall defer consideration of the student's work until the Committee of Enquiry has made a decision on the case and the decision has been conveyed to the Chair of the Examining Board.
- 10.3 Should a case be under investigation when a pass-list is due for completion and publication, the name of the student concerned shall be withheld from the pass-list and a supplementary pass-list issued as appropriate.
- 10.4 An Examining Board shall also have authority to cancel a result previously published and to publish a supplementary pass-list should a case of unfair practice arise subsequently to the publication of the original pass-list.
11. **Appeals by students found guilty of unfair practice**
- The following procedure does not apply in the case of candidates who have elected to have their case dealt with by the Examining Board concerned (under paragraph 4.2 of the Unfair Practice Procedure, above) rather than by a Committee of Enquiry. Such candidates are advised that, instead, they may have recourse to appeal against the decision of the Examining Board under the University's separate Verification and Appeals Procedure. Copies of this procedure are available upon request from the Academic Registry, or may be accessed through the University's website ([www.sihe.ac.uk](http://www.sihe.ac.uk)).
- 11.1 The University is only prepared to consider appeals which are based on one or both of the following grounds:
- a) Irregularities in the conduct of the unfair practice procedure, which are of such a nature as to cause reasonable doubt whether the Committee would have reached the same decision had they not occurred;
  - b) Exceptional personal circumstances which were not known to the Committee of Enquiry when the student's case was considered and which can be shown to be relevant to the unfair practice. (In appeals based on these grounds, the appellant must show good reason why such personal circumstances were not made known to the Committee of Enquiry before its meeting. Where a student could have reported exceptional personal circumstances to the Committee of Enquiry prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal).

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- 11.2 Any appeal against a decision of a Committee of Enquiry shall be sent in full, in writing, to the Academic Registrar (Ref. Appeals) to arrive not later than **ten days** after despatch of the Committee's decision to the student by the University. Simple notice of appeal given in writing by a student within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if s/he deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
- 11.3 On receipt of an appeal, the Academic Registrar (or nominee) shall, where appropriate to the circumstances of the case, consult the Chair of the Committee of Enquiry. The appellant shall be provided with a written progress report **within 25 days**.
- 11.4 The University Vice-Chancellor (or nominee)\* is required to disallow an appeal:
- a) which is based on factors which were known to the Committee of Enquiry when the penalty was imposed;
  - b) which introduces information which was known to, and could have been divulged by, the student prior to the meeting of the Committee of Enquiry.
- \* An officer in the University Academic Registry may be nominated by the Vice-Chancellor to act on his/her behalf.
- 11.5 If it is decided by the University Vice-Chancellor (or nominee) that there is a *prima-facie* case to be considered, it shall be referred normally within 3 months of its receipt, to a University Appeal Board consisting of three persons. The University Appeal Board shall comprise the Vice-Chancellor or nominee and two members of the University Standing Panel (or their alternates). The Appeal Board shall have delegated powers to act on behalf of the University Academic Board;
- 11.6 An appellant shall be offered a personal hearing by the University Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied by a member of the academic or welfare or advisory staff of the University or by a student or officer of the Students' Union at the University, but not by any other individual. The appellant may not send any other person to an Appeal Board in his/her stead.
- 11.7 The Faculty/School shall be invited to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing. The University Academic Registry shall accordingly be informed in advance of the time and date of the meeting and shall be provided with a copy of the student's application for appeal.
- 11.8 The Appeal Board shall base its decision on the evidence of the appellant's submission and the testimony of the Chair of the Committee of Enquiry concerned, together with any further evidence which it considers relevant, including medical evidence where this is appropriate.
- 11.9 The decision of the University Appeal Board shall be conveyed by the University Academic Registrar (or nominee) as soon as possible to the appellant, the Chair

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- of the Committee of Enquiry and the Dean of Faculty.
- 11.10 The Appeal Board shall be empowered to take one of the following decisions:
- a) reject the appeal and uphold the original decision of the Committee of Enquiry;
  - b) revise the original penalty imposed;
  - c) to allow the appeal and make recommendations as to the appropriate action to be taken.
- 11.11 The decision of the University Appeal Board shall be final, and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.
- 11.12 If an appeal is upheld, the University Academic Registrar (or nominee), in consultation with the Chair of the Examining Board, shall then arrange for the publication of such supplementary pass-list as may be necessary.
- 11.13 If, as a consequence of a successful appeal, a student is regarded as having qualified for a degree/award, such a student shall be admitted to his/her degree/qualification at the next succeeding Degree/Award Congregation. Alternatively, the University Vice-Chancellor shall have authority to deem such a student to have been admitted to his/her degree/qualification provided all other necessary conditions for his/her admission have been met.
- 11.14 The University Vice-Chancellor shall also have authority to deem a student, who has already been admitted to a degree/qualification, to have been admitted to a different class of degree/qualification if, following a successful appeal, the Examining Board decides that the student's degree/qualification classification shall be amended. In such cases, the University Academic Registrar (or nominee) shall issue a replacement certificate upon the return by the student/candidate of the original certificate.
- 11.15 Where applicable, appropriate arrangements will be made in respect of students who, following successful appeal, are deemed by an Examining Board to have qualified for the award of a certificate or diploma.
- 11.16 The Appeal Board may make recommendations for consideration by the Committee on Academic Audit, Quality and Standards as appropriate on any matters arising from the consideration of appeals.
- 11.17 **Independent Review of Student Complaints and Appeals**
- The Swansea Metropolitan University will, normally, be subject to the Office of an Independent Adjudicator (OIA) for the redress of student complaints and appeals. Once all the relevant University's internal procedures have been exhausted, and a case remains unresolved, or the student is still dissatisfied, a student may apply to the OIA for an independent review of whether the correct procedures have been followed in arriving at a decision and whether there have been any breaches in the rules of natural justice. The Academic Registrar will inform the student of the application procedures when notifying the student, by means of the 'Completion of Procedures' letter, of the outcome of the final internal stage.
12. **Report to Academic Board**
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The University Academic Registrar shall submit a report on a case of unfair practice considered in accordance with the procedures outlined above to the next available meeting of the University's Academic Board.

**Procedure G4d:            Disclosing Assessment Marks and Grades**

1. This procedure applies to assessment marks recorded in any form, whether or not they are held on equipment capable of automatic processing. The procedure incorporates the requirements of the Data Protection Act 1984/1988 in respect of assessment marks. For the purpose of this procedure, assessments are defined as examinations, coursework, assignments, projects or such other tests of academic ability as required by the regulations for the programme.
2. **Release of marks or grades to all students**
  - 2.1 The Dean of Faculty, or his or her nominee, shall issue students individually with the following quantitative feedback on their achievement:
    - a) for coursework, assignments or other continuous assessment and phase tests; provisional numerical marks or alphabetical grades (according to the assessment scheme) shall be given soon after the work is marked, and normally before the meeting of the Examining Board; the marks or grades are therefore still subject to moderation and to approval by the Examining Board. The student should be warned that the results are still subject to moderation by the Examining Board and may go up or down;
    - b) for examinations, end of unit tests, projects and other forms of assessment: numerical marks or alphabetical grades (according to the assessment scheme) shall be given as soon as practicable after the publication of results; the marks or grades issues shall be those agreed by the Examining Board. Where an Examining Board allows compensation for a failed mark or grade, that failed mark or grade shall not be amended; the record of the student's achievement will therefore show a weakness;
    - c) for aggregations of marks of coursework, coursework and examinations or overall assessment: numerical marks or alphabetical grades shall be given as in (b) above.
  - 2.2 Examining Boards are empowered to exercise discretion, in a fair and reasonable manner, in the interests of students, in accordance with the academic standards of the programme. The exercise of such discretion shall be minuted. The relationship between marks and result, or the moderation of marks, shall not, in itself, be grounds for review of a decision of an Examining Board.
3. **Requests by students for access to marks**
  - 3.1 If a student wishes to have access to his or her provisional marks or grades before their normal release, he or she may submit a written request to the Academic Registrar specifying the marks or grade concerned. The Academic Registrar, or his or her nominee, shall supply the marks to the student, as far as possible in the format in which they will appear on the final transcript of results. The authenticity of the request may be verified before any disclosure. The marks shall be disclosed within forty days of receipt of the request (plus any days for verification of the request) and shall be the marks held on the

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day of compliance with the request. If the request is received within thirty days of the meeting of the Examining Board the student shall be informed of the University's practice regarding the release of marks or grades; the normal process or release of such data shall constitute the response to the request.

The University reserves the right to make a charge for complying with a request for disclosure of marks or grades before their normal release.

**Procedure G4e:            Withholding results and Registration from Students**

1. This procedure deals with the promulgation of decisions of Examining Boards or of examiners and registration for subsequent stages of a programme for students who, when the Examining Board meets or examiners of a programme of supervised research hold an oral examination, have outstanding obligations to the University or are the subject of an allegation of a breach of discipline. Students who are candidates for an award include students eligible for intermediate or generic awards.
2. **Students who are not candidates for an award**
  - 2.1 A student with outstanding obligations to the University who is not a student for an award shall be examined in the normal way and the decision shall appear on the results list. The Examining Board shall not be informed of the existence of the outstanding obligation.
  - 2.2 The student shall be permitted to proceed in accordance with the decision of the Examining Board. Administrative procedures regarding notification of the student's progress shall be undertaken in the normal way.
  - 2.3 The Director of Finance, or other appropriate head of service, shall attempt to recover any debt or secure the discharge of outstanding obligation before the start of the next stage of the programme.
  - 2.4 If the student has satisfied the examiners and is therefore academically eligible to register for the next stage of the programme and the obligation has not been discharged in full, the registration form will be marked to show that s/he has outstanding obligations to the University. The student shall be ineligible to register until the obligation has been discharged in full.
  - 2.5 If the obligation is not discharged in full the Director of Finance, or other appropriate head of service, shall refer it to the University's Solicitor.
3. **Students who are candidates for an award**
  - 3.1 Before the meeting of the Examining Board at which a recommendation for an award is due to be made the Director of Finance, any other appropriate Head(s) of Service(s) and the Academic Registrar are authorised to waive the following procedures where the amount involved is insignificant or the amount of indebtedness has not been identified.
  - 3.2 The Academic Registrar shall notify the appropriate faculty administrator of the

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name of any candidate for an award with outstanding obligations to the University by issuing a letter for the student informing him or her of the reason for the withholding of the result. The faculty administrator shall ensure that the secretary to the Examining Board acts in accordance with paragraph 3.3.

3.3 The Secretary to the Examining Board shall:

- a) record the academic decision in the normal way;
- b) for students who are not referred or deferred on academic grounds, add a rider stating 'decision deferred pending a completion of University requirements';
- c) after the Examining Board has made its decisions on all candidates, notify the board of the requirement to withhold the result;
- d) after the Examining Board meeting, send to the student the letter issued by the Academic Registrar;
- e) record the decision on the results list in the form 'decision deferred pending completion of University requirements';
- f) prepare an additional result list with the academic decision but with no date of publication, undertake the normal checking and approval procedure, and lodge the signed list with the Academic Registrar.

3.4 The letter to the student is an attempt to secure the discharge of the obligation. If it is unsuccessful, the Director of Finance, or other appropriate head of service, shall proceed to secure discharge including reference to the University's Solicitor.

3.5 When the obligation is discharged in full including clearance of cheque(s) the Director of Finance, or other appropriate head of service, shall inform the Academic Registrar immediately, whereupon the Academic Registrar shall:

- a) date, countersign and publish the supplementary result list, sending a copy to the student;
- b) undertake appropriate processes for the grant of an award for which the student has qualified.

#### **4. Students who are the subject of allegations of breaches of discipline**

4.1 When a student becomes the subject of a formal allegation of a breach of discipline the secretary to the Student Discipline Committee shall notify the Academic Registrar who shall undertake procedures similar to those set out in paragraph 3.

4.2 When the allegation has been determined and any consequential action disposed of. The Academic Registrar shall arrange for the publication of the decision of the Examining Board. If the outcome of the allegation is that the student is dismissed from the University the Vice Chancellor may decide whether the result should be released or continue to be withheld for six years from the date of the Examining Board's decision, after which if any obligation outstanding to the University has not been discharged the Examining Board's decision shall thereupon be annulled.

#### **5. Discretion**

The Academic Registrar has discretion to vary the details of the procedure in exceptional circumstances.

#### **Procedure G6a Verification and Appeals Procedure in respect of Decisions by Examining Boards**

This procedure is applicable to all students of the University.

Students invoking this Verification and Appeals procedure are advised to note that the Procedure consists of two distinct stages: firstly, an application to the University for verification of the result and, secondly, following completion of the verification process, an application for appeal to the University.

Verification and Appeals which question the academic judgement of examiners shall not be admissible.

**Verification**

1. A student in a University examination\* is entitled to ask for verification of one or more of the following:
  - a) that the assessment published by the University is free of arithmetical or other errors of fact;
  - b) that the examiners were aware of exceptional personal circumstances reported by the student in writing or on the University's pro-forma prior to the meeting of the Examining Board(s) concerned and which, in the student's opinion, might have had an adverse effect on his/her academic performance.
  - c) that the examiners were aware of defects or irregularities in the conduct of the examinations or in written advice relating thereto, when such defects or irregularities or advice might, in the student's opinion, have had an adverse effect on his/her performance.

Note:

*\* In the context of this procedure an examination is any assessment leading to credit and marks which counts towards a student's module and overall result and which is conducted by an Examining Board comprising both internal and external examiners.*

2. A student who wishes to have such verification shall make written application to the Academic Registrar (or nominee), within fourteen days of the results being posted on the student portal or relevant Faculty notice board. Requests for verification must include details of any alleged defects or irregularities in the conduct of the examination or in any written advice relating thereto, or of any exceptional personal circumstances.
3. Upon receipt of such written application the Academic Registrar (or nominee) shall ask the Chair of the Examining Board (or nominee), to take the necessary steps to verify the facts to which the application refers. The Chair shall ensure that the facts are verified within three weeks of the date of the application. At the same time, the Academic Registrar (or nominee) shall acknowledge receipt of the application and inform the student of the action being taken.
4. The Chair of the Examining Board, upon completion of his/her enquiry, shall take the following action:
  - 4.1 If the verification procedure indicates that:
    - a) there has been an arithmetical or other factual error;

- b) exceptional personal circumstances reported by the student in writing or on the University's pro-forma prior to the meeting of the Examining Board(s) concerned were not, in fact, considered at the meeting(s);
- c) a candidate, in the course of requesting verification, has provided additional evidence of exceptional personal circumstances which were previously notified prior to the meeting of the Examining Board;

The Chair of the Examining Board shall arrange for the Examining Board to re-consider the student's examination performance. S/he shall inform the Academic Registrar (or nominee) in writing of the full circumstances of the case and, at the same time, the student shall be informed by the Academic Registry of the action being taken.

The Academic Registrar (or nominee), in consultation with the Chair of the Examining Board, shall subsequently arrange for the publication of such supplementary pass-list as may be necessary.

4.2 If the verification procedure finds that:

- a) there has been no error;
- b) any exceptional personal circumstances reported by the student have already been considered;
- c) there are no defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto;

the Chair of the Examining Board shall inform the Academic Registrar (or nominee) of this conclusion, in writing. The Academic Registrar (or nominee) shall, in turn, inform the student of this conclusion, and of the student's right of appeal, that an appeal may only be made on the grounds stipulated in paragraph 6 below and that such an appeal must reach the Academic Registrar (or nominee) within the deadlines stipulated in paragraph 5 below; a copy of the Procedure and of the Application form for Appeal shall be enclosed with that letter.

## Appeal

- 5. Students in University examinations are only entitled to appeal against a decision reached following the above process of verification. Any appeal shall be sent, in full, and in writing to the Academic Registrar (or nominee) and must reach him/her not later than ten days after the despatch to the student of the verification of his/her result. At an Appeal Board meeting, the Chair shall have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if s/he deems it not directly within the stipulated deadline.
- 6. The University is only prepared to consider appeals that are based on one or both of the following grounds:
  - a) defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto, where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the student's performance;

- b) exceptional personal circumstances where there is a *prima facie* case that such circumstances could have had an adverse effect on the student's performance. (In appeals based on these grounds, the appellant must show good reason why such personal circumstances were not made known to the Examining Board before its meeting. Where a student could have reported exceptional circumstances to the Examining Board prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal).
- 7. Appeals which question the academic judgement of examiners shall not be admissible.
- 8. On receipt of an appeal the Academic Registrar (or nominee) shall acknowledge receipt normally within three working days and, where appropriate to the circumstances of the case, consult the Dean of the appellant's Faculty or the Chair of the relevant Examining Board. Additionally if necessary the Academic Registrar may require further enquiries to be carried out by the Compliance Officer.
- 9. The Academic Registrar (or nominee) may disallow the appeal:
  - a) which is based on factors which were known to the Examining Board concerned when the student's result was determined;
  - b) which introduces information which was known to the student prior to the meeting of the Examining Board.
- 10. In the event that the Academic Registrar disallows the appeal the student can have that decision reviewed by the Dean of Quality or Academic Secretary.
- 11. If it is decided that there is a *prima facie* case to be considered, it shall be referred to the University's Appeal Board, in accordance with regulation G6.4. The Appeal Board members shall be selected by the Academic Registrar (or nominee) in accordance with the regulations. Periodically, the Vice-Chancellor shall advise the Academic Registrar of the criteria for nomination. The Academic Registrar (or nominee) shall act as secretary. The Appeal Board meeting shall normally take place within three months of receipt of the application for appeal.
- 12. With prior written agreement of the appellant and the Academic Registrar, a case may be expedited by referral for executive action by the Chair of the Appeal Board. An appeal shall not be rejected by Chair's executive action, the only decisions available to the Chair shall be:
  - a) to refer the case back to the relevant Examining Board for further consideration;
  - b) to refer the case to a full Appeal Board for decision.
- 13. An appellant shall be offered a personal hearing by the Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied, but not represented, by a member of the academic, welfare or advisory staff of the University or by a student or officer of the Students' Union, but not by any other individual. The appellant may not send another person to an Appeal Board in his/her stead.
- 14. A member of staff from the appellant's Faculty or Examining Board shall be invited to attend the hearing and at the invitation of Chair of the Appeal Board, to contribute to the hearing. All parties to the appeal shall be informed by the Academic Registrar (or

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- nominee), in advance, of the time and date of the meeting and shall be provided with a copy of the student's application for appeal.
15. The Appeal Board shall base its decisions on the evidence of the appellant's submission and the testimony of the Chair of the Examining Board concerned, together with any further evidence which it considers relevant.
16. The decision of the Appeal Board shall be sent by the Academic Registrar (or nominee), as soon as possible, to the appellant, the Chair of the Examining Board and the Secretary of the University's Academic Board.
17. The Appeal Board shall be empowered to take either of the following decisions:
- a) that the appeal be rejected and no further action be taken;
  - b) that the matter be referred back to the Examining Board.
- In exceptional cases only, the Appeal Board may specify the composition of the Examining Board.
- Where the case is referred back to the Examining Board, the Appeal Board may, where appropriate to the circumstances of the case, require an officer of the University Registry to attend as observer the meeting of the Examining Board.
18. In the case of 17 a) above, the decision of the Appeal Board shall be final and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.
19. In the case of 12 (a), 17 (b) above, a full report – including recommendations or advice where appropriate to the circumstances of the case - including all supporting documentation – shall be sent by the Academic Registrar (or nominee) to the Chair of the Examining Board and shall be considered by the Examining Board. The subsequent decision of the Examining Board, together with a copy of a relevant extract from its minutes, shall be sent by the Chair of the Examining Board to the Academic Registrar or his/her nominee within six working weeks of the date of the appeal hearing. The Examining Board's decision on whether any adjustment should be made to marks or grades previously awarded shall be reported back to the Appeal Board and shall be final. On receipt of this material, the Academic Registrar or his/her nominee may, in exceptional cases only, refer the case back to the Chair of the Appeal Board for review of the procedures followed. If it transpires that a serious procedural irregularity has occurred, the case may be referred back to the relevant Examining Board for reconsideration.
20. An Examining Board's decision on whether or not to adjust marks or grades previously awarded may, or may not, alter the appellant's overall examination result. If the overall result is altered, the Chair of the Examining Board shall arrange for the Academic Registrar (or nominee) to publish any supplementary pass-list which may be necessary. The Academic Registrar (or nominee) shall inform the appellant, in writing, of the decision of the Examining Board, but not the reasons for the decision.
21. If, following a successful appeal, the Examining Board decides that a student has qualified for an award, such a student shall be admitted to his/her award at the next succeeding Award Congregation. Alternatively, the Vice-Chancellor shall have authority to deem such a candidate to have been admitted to his/her award provided all other necessary conditions for his/her admission have been met.

22. The Vice-Chancellor shall also have authority to deem a candidate who has already been admitted to an award to have been admitted to a different class of award if, following a successful appeal, an Examining Board decides that the student's award classification shall be amended. In such cases, the Academic Registrar (or nominee) shall issue a replacement certificate upon the return of the original certificate by the student.
23. Where applicable, appropriate arrangements will be made in respect of students who, following a successful appeal, are deemed by an Examining Board to have qualified for the award of a certificate or diploma.
24. The Appeal Board may make recommendations for consideration by the Academic Audit, Quality and Standards Committee as appropriate on any matter arising from the consideration of Appeals.

### **Independent Review of Student Complaints and Appeals**

25. The Swansea Metropolitan University will, normally, be subject to the Office of an Independent Adjudicator (OIA) for the redress of student complaints and appeals. Once all the relevant University's internal procedures have been exhausted, and a case remains unresolved, or the student is still dissatisfied, a student may apply to the OIA for an independent review of whether the correct procedures have been followed in arriving at a decision and whether there have been any breaches in the rules of natural justice. The Academic Registrar will inform the student, by means of a 'Completion of Procedures' letter, of the application procedures.

### **Report**

26. The Academic Registrar (or nominee) shall report the application for verification and appeal, and their outcomes, to the Academic Board in a manner which maintains confidentiality.

## **SECTION 3: GUIDANCE**

### **Guidance Note G-1 Guidance on Consideration of Students with Disabilities**

**This Guidance Note recognizes that disabled students are an integral part of the University's Academic Community.**

1. **Introduction**
- 1.1 The supportive need(s) of disabled students will vary from student to student in terms of the nature and extent of the learning difficulty, and/or disability, and the individual course requirements.
- 1.2 Disability covers a wide range of impairment, including:
- visual aid and hearing impairment
  - physical and mobility difficulties
  - specific learning difficulties, including dyslexia
  - medical conditions and mental health problems
- The above is not an exhaustive list, and it should be remembered that a student disability may be permanent or temporary (e.g. loss of limb; broken leg).

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- 1.3 Whilst it is prudent to provide general guidelines for the procedures to be followed in the Identification, and Assessment Implications of any disabled student, some flexibility is required in their implementation, in order to optimise the appropriateness of what can be provided.
2. **Identification**
- 2.1 A disabled student's support need(s) may emerge during the Admissions process, either through declaration on the Application Form or at interview; at Enrolment; or at the point when a Support Form is completed by new students. Alternatively, a support need may be revealed at a later stage, either by the student, or in the course of the assessment of presented work.
- 2.2 In most cases, the student's own Faculty would be the first to be alerted to the existence of a support need. However it is possible that, *inter alia*, Academic Registry, Counsellors, or the Students' Union may become aware of a support need in the first instance, if a student seeks guidance or support there initially.
- 2.3 Where a support need is identified at the Admissions stage, Academic Registry will ensure that a potential student's application is dealt with in accordance with agreed Procedures.
- 2.4 The Student Application System (SAS) will be updated accordingly, and statistical indicators on applicants with disabilities will be reviewed during the annual course monitoring process.
- 2.5 All new students will be required to complete a Support Form (SDN/F1) during the first term of enrolment for return to the Academic Registrar, who will consider the responses with the Counsellor.
- 2.6 Where a support need has been identified, which was not present or revealed during the Admissions process, it will be referred back to the Counsellor for consideration. The Counsellor will discuss the issue with the Programme Director, unless the student has requested otherwise. Every reasonable step shall be taken to safeguard the position of the student during the required period of support.
- 2.7 In all cases, the Student Record System (SRS) will be updated accordingly, and statistical indicators on students with disabilities will be reviewed during the annual programme monitoring process.
3. **Assessment of Special Needs**
- 3.1 Once a disability has been identified, some assessment must be made as to the appropriate measures to be taken to enable the student to have access to appropriate learning experience, and at the same time to assess what academic implications that need has for the meeting of the course requirements by the student, and/or the delivery of the course by the Faculty.
- 3.2 Faculties are advised to seek the guidance of appropriate expertise within, and, if necessary, outside the University for planning such special arrangements. This expertise would normally be found within or through the Students' Union or Student Services, and the Academic Registrar should be kept informed if any special arrangements are proposed.
- 3.3 Where a student seeks his/her own assessment or diagnosis of the disability, it is for the

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- student to present this to the Faculty, along with any supporting evidence. Students should be advised to discuss the assessment with the Counsellor, from whom details of additional Professional help and funds may be available.
- 3.4 Once an assessment has been made, the student's Faculty should discuss the matter with the student, and seek to reach a mutually acceptable arrangement, subject to the approval of the Academic Registrar, and the External Examiner(s), which should be obtained before the confirmation of the arrangement is communicated to the student in writing.
- 3.5 Where Student Services, or other internal/external expertise has been consulted, either by the student or the Faculty, the student may, if s/he so wishes, ask for a representative of that source to be present at the discussion.
- 3.6 In all cases, the special arrangement should be agreed well before any course assessment or examination takes place, and should be noted in the student's file.
- 4. Assessment and Examination Arrangements**
- 4.1 Each year, the Academic Registrar shall request details from Programme Directors of any special arrangements they consider may be required for students with disabilities during examinations and other forms of assessment. The purpose of any such special arrangements should be to compensate for any restrictions imposed by a disability, without impairing the validity of the assessment.
- 4.2 Only at the Examining Board's discretion may special arrangements for students with disabilities be permitted. Faculties must, therefore, inform the External Examiner(s), and other members of the Board, of the arrangements they intend to make.
- 4.3 At the meeting of the Examining Board, a report should be made by the Programme Director of any special arrangements which have been made. Faculties are advised that Examining Boards are unlikely to accept special assessment arrangements for students, without the appropriate professional or medical advice to substantiate the need for such provision.
- 4.4 Examples of special assessment arrangements could include:-
- a) additional time to complete the assignment/examination
  - b) a separate room in which to take an examination, in the case of a student with a need for additional equipment which may distract other candidates e.g. word-processor; hearing-impaired aid; interpreter; amanuensis.
  - c) taking the examination at home, under separate invigilation, for students with impaired mobility.
- It should be remembered that the Examining Board may agree to the provision of alternative assessment.
- 5. In Cases of Dispute**
- 5.1 If at any stage in the process the action taken or arrangements proposed are disputed by the student, the Faculty, Student Services, the Students' Union, and the Academic Registrar should be informed.
- 5.2 The Academic Registrar, having assessed the facts of the situation, and consulted the

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- interested parties should, in the absence of a consensus, make a recommendation to the External Examiner(s) on what arrangements s/he considers appropriate.
- 5.3 No arrangements shall be made which do not meet with the External Examiner(s)' approval.  
*(Amendments to Regulations and Procedures approved at Academic Board 19 March 2003)*