

Contents		Page
Regulations		
1	Scope of these Regulations	5
2	Definitions	5
3	General Pre-Conditions to the Award of a Degree	6
4	Course Requirements	7
5	Duration of Course	7
6	Module Enrolment	8
7	Study Abroad and in Industry...	9
8	Student Progress Meeting	10
9	Module Assessment	11
10	Stage Assessment	12
11	Reassessment	14
12	Final Assessment	15
13	Final Reassessment	16
14	Consideration of Medical Evidence/Extenuating Circumstances...	16
15	Good Cause/Delayed Firsts	17
16	Disclosure of Results	17
Instructions to Examiners		
1	General Provisions	19
2	The Board of Examiners	19
	2.1 Membership of Boards of Examiners	19
	2.2 The Chair	20
	2.3 The External Examiner	20
	2.4 Voting	21
3	Provision of Information	22
	3.1 Illegibility of Examination/Course Test Scripts	22
	3.2 Procedure for marking offensive material	24
	3.3 Marks	24
4	Student Progress Meeting	24
5	Module Assessment Board	25
6	Stage Assessment Board	27
	6.1 Timing of the Board	27
	6.2 Provision of marks and other information	27
	6.3 Review of students' marks	27
	6.4 For all courses and assessments EXCEPT MB BS, Level 0 studies as part of a Foundation Year Programme offered by NSC and AHP and the Study Abroad/Year in Industry...	27
	6.5 For the MB BS course	29
	6.6 For students registered in the School of NSC and AHP	30
	6.7 Reassessment for Professional Registration (Medicine, Midwifery, Nursing, Occupational Therapy, Operations Department Practice, Paramedic Science, Speech and Language Therapy Physiotherapy and Social Work)	30
	6.8 Reassessment for Exemption from Professional Examinations	31
	6.9 For the Study Abroad/Year in Industry Assessment	31

	6.10	Cert HE	32
	6.11	Dip HE	32
	6.12	Level 0 study as part of a Foundation Year Programme	...							32
7		Reassessment - Module Reassessment Board					33
8		Reassessment - Stage Reassessment Board					33
	8.1	Provision of marks and other information...					33
	8.2	Satisfactory Completion of Stage					33
	8.3	Progression at the discretion of the Board of Examiners	...							34
	8.4	For Honours Degrees students				34
	8.5	Capping of Reassessment Marks				35
	8.6	Referral to the Head of School				36
9		Final Assessment Board				36
	9.1	For all students (except Students in the School of NSC)	...							36
	9.2	Award of Honours Degrees				37
	9.3	Viva-voce Examination				39
	9.4	Recommendation of Degree Class				39
	9.5	Award of MB BS				39
	9.6	Award of an Ordinary Degrees				39
	9.7	Award of Aegrotat Degree				39
	9.8	Award of Certificates and Diplomas listed in Appendix B7								40
10		Final Reassessment (except the School of NSC)				40
11		Consideration of Extenuating Circumstances				41
12		Good Cause/Delayed First Sit				42
	12.1	Absence from Examinations or Course Tests with Good Cause	42
	12.2	Absence from Examinations or Course Tests without Good Cause	44
	12.3	Absence from Examination at Reassessment				44
12.4		Delaying the delayed first sit	44
13		Disclosure of Results	44
14		Appendices	45
		Appendix A	46
		Appendix B	47
		<i>Appendix B1</i>	47
		<i>Appendix B2</i>	49
		<i>Appendix B3</i>	49
		<i>Appendix B4</i>	52
		<i>Appendix B5</i>	53
		<i>Appendix B6</i>	54
		<i>Appendix B7</i>	56
		<i>Appendix C</i>								75

Regulations for Undergraduate Awards

Common Course Structure

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the awards of degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Science (including those offered by the School of Nursing Sciences as listed in appendix B7), Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery. These Regulations also govern the awards of the Certificate and Diploma of Higher Education as listed in appendix B7.
- 1.2 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these regulations also apply to Visiting or Exchange students at the undergraduate level.
- 1.3 Once published, alterations to these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate.
- 1.4 All references to Instruction in these Regulations shall refer to the *Common Course Structure: Instructions to Examiners*.

2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

Course	a grouping of modules leading to an award.
Programme Specification	an outline of a course which specifies its content and requirements.
Course Director	an academic member of staff in the School in which a student is registered who is responsible for managing the course.
Stage	the equivalent of one year's full time study on a course, normally 120 credits apart from the MB BS programme.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and its credit value.
Level	modules shall be classified at one of the following levels: <ol style="list-style-type: none">(a) Access level (level 0);(b) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1);(c) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would

normally precede level 3 modules as these may form pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.

Credit	an indicator of the volume of study associated with a module .
Compulsory Module	a module designated as one which students must take in their chosen course.
Core Module	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies.
Free Choice Module	a module that may be selected by a student subject to the approval of the Board of their School of Studies.
Mark	Marks are expressed as a percentage except for modules in the MB BS course and for some specified modules or components of modules in other courses, where marks may be expressed as Fail/Pass or Fail/Pass/Distinction.
Good Cause	Sufficient and reasonable grounds to indicate that a student was prevented from taking an examination(s) or course test(s) or other form of assessment in lieu of an examination by factors outside the student's own control.
Delayed First Sit	A deferred assessment opportunity, normally in an examination or course test, granted by the Learning and Teaching Committee where a student has presented evidence that factors outside the student's own control compromised an examination or course test.
Finalist	a student undertaking the final Stage of his/her registered course.

3 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course. For example, where students have undertaken level 0 study as part of a foundation year to an Honours Degree programme, students must achieve (currently states: the pass mark in 120 credits) or meet the specific conditions of the University's offer, irrespective of the standard progression requirements as set out in Regulation 10.3 below;
- (b) satisfactorily complete a programme of study in accordance with these Regulations and any specific criteria set out in the relevant programme specification;
- (c) present for assessment at the due time;

- (d) satisfy the examiners as prescribed under these Regulations and any additional requirements set out in appendix B.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish the list(s) of modules required or available to students at the appropriate Stage, and may specify other requirements to be met by a student before successful completion of a course;
- (b) publish the form of assessment and reassessment for the modules it offers;
- (c) publish the expected contact time with students (e.g. in seminars/tutorials, lectures, laboratory or other practical work).

4.2 Courses shall consist of:

- (a) at least 280 credits for Ordinary Degree courses;
- (b) 360 credits (three-year programmes) or 480 credits (four-year programmes) for Honours Degree courses;
- (c) 720 credits for the MB BS course;
- (d) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within the final 240 credits specified in the programme specification for Honours Degrees (or the final 360 credits in the case of degree courses comprising 480 credits);
- (e) credits as specified in appendix B7 for all awards offered by the School of Nursing Sciences.

4.3 A full time student (including Visiting and Exchange students) shall be required to enrol for and complete modules that amount to the credit values specified for each Stage of their course in each academic year.

4.4 With the exception of those registered on part-time courses at the School of Nursing Sciences as listed in appendix B7, a part-time student shall be required to enrol for and complete modules that amount to at least 20 credits, and no more than 80 credits, in each academic year of study.

5 DURATION OF COURSE

5.1 Students must enrol for and complete the course in accordance with the description published by the University, within:

- (a) three or four years in the case of full-time Honours Degree students;
- (b) five/six years in the case of MB BS students/MB BS students registered on the MB BS programme with a foundation year;
- (c) the timescales set out for all awards offered by the School of Nursing Sciences as listed in Appendix B7;

- (d) a period of eight years from the date of initial registration for all part-time students except those included in appendices B4 and B7.
- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course (with the exception of MB BS students who intercalate after Stage 4 to complete a PhD). In such instances, it may also impose alternative conditions and requirements.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for each module that they wish to take and must do so by the deadline published by the School offering the module. No student shall register for modules totalling more than 120 credits in any one academic year except where stipulated by the programme specification or via concession by the Learning and Teaching Committee of Senate.
- 6.2 A reference in a Regulation to a particular course or module does not mean:
- (a) either that the course or module will necessarily be available in any particular session. The availability of any course or module may be subject to conditions such as the minimum or maximum size of classes, the availability of accommodation and other constraints;
 - (b) or that the module will necessarily be offered to a student. The choice of modules to be taken by a student (other than modules that a student is required to take in a particular Stage of a course) is subject to the approval of the Board of the student's School of Studies as well as approval from the School offering the module;
 - (c) that alternative arrangements will be made in case of any chosen modules clashing.
- 6.3 Within the modules taken in the final 240 credits of study (excluding the Year Abroad), Honours Degree students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of the Senate. Programme Specifications for some courses may further restrict the selection of modules wholly assessed by CW.
- 6.4 Where the course profile permits students to select modules from an options range/Free Choice, students wishing to make or change their module enrolments for a semester after the Friday of week 4 of that semester must obtain the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of their School. Fines will be applied for enrolments or enrolment changes made after deadlines.

- 6.5 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of units as follows:
- (a) a variation in modules totalling no more than 40 credits out of the total number of credits required for an Honours Degree;
 - (b) a variation in modules totalling no more than 20 credits out of the total number of credits required for an Ordinary degree.

Such variation shall not apply to core or compulsory modules nor to the substitution of an Honours level module (level 2 or level 3 module) by a module of a lower level (level 1 module), either of which, would require a concession from the Learning and Teaching Committee of Senate.

- 6.6 Only in exceptional circumstances will a student be permitted to repeat a module, i.e. re-register for a module in which the student has failed at assessment and reassessment. Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of their School of Study. In such a case, the mark for the retaken module will count for assessment purposes.
- 6.7 A student may be suspended from a module including a practice placement or from the practice placement element of a module, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is prima facie evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 STUDY ABROAD AND IN INDUSTRY

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK (or, if outside the UK, provided that the proposal has been approved by the relevant Faculty Associate Dean (LTQ)) provided that no such semester forms part of the student's final Stage of study and that appropriate assessments of the institution or industrial setting have been conducted. The marks obtained from the period of study abroad or in industry may count towards the degree classification, in accordance with the requirements specified in the programme specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad or period of industrial placement and shall publish any such criteria in advance within the programme specification of the course. The additional criteria (as set out in Appendix B1 of these regulations) shall take precedence over the progression regulations otherwise in force.

- 7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or period of industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:
- (a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;
- or**
- (b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.
- 7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Study offers module(s) under an approved ERASMUS scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:
- (a) must constitute a designated ERASMUS exchange administered by the University;
 - (b) shall not form part of the student's final Stage of study;
 - (c) must include the study of appropriate modules that will fulfil the normal course requirements;
 - (d) shall count in all respects towards the student's degree in accordance with the description in the relevant programme specification.

8 STUDENT PROGRESS MEETING

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA (and for courses offered by the School of Allied Health Professions, at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate). The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

- (a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;
- (b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

As the School of Nursing Sciences has frequent meetings of Boards of Examiners, where marks may be confirmed in accordance with Instruction 5, the School shall be exempt from holding student progress meetings in terms of checking students' academic progress.

9 MODULE ASSESSMENT

- 9.1 Subject to any alternative provisions in the Instructions to Examiners (Appendix B), each module shall be assessed by one of the following methods:
- (a) wholly by coursework (CW modules);
 - (b) wholly by examination (EX modules);
 - (c) as a project (PR modules);
 - (d) wholly by assessment of practice (AP modules);
 - (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a project and coursework; CA for modules which include coursework and assessment of practice).
- 9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50.00% with the exception of modules offered by the School of Nursing Sciences.
- 9.3 The pass mark of modules shall be 40.00% unless otherwise stated.
- 9.4 Individual modules/components of modules may be assessed on a Pass or Fail basis only with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.5 Modules in the MB BS course shall be assessed on a Fail/Pass or Fail/Pass/Distinction basis in accordance with the instructions in Appendix B.
- 9.6 Each module shall be assessed in accordance with the following timetable:
- (a) CW, PR, CP, CA and AP modules: by the end of the semester in which they are studied;
 - (b) EX modules: shall be examined at the end of the Spring Semester;
 - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester, the non-examined element by the end of the semester in which the module is studied;
 - (d) modules for the MB BS course: assessment may take place at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate;

- (e) modules offered by the School of Nursing Sciences: assessment may take place at such times as shall be approved by the Learning and Teaching Committee of the Senate.

9.7 In circumstances where a student has been permitted by the Learning and Teaching Committee to take a delayed “first sit” of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.

9.8 There shall be a Module Assessment Board(s) at which the Board of Examiners shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5. For courses offered by the Faculty of Health, the Board may also confirm the marks in components of modules for which it is responsible;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

10 STAGE ASSESSMENT

10.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the programme specification, the Stage Assessment Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. For:

- (a) full-time students this will normally fall at the end of the academic year;
- (b) part-time students this will occur when they have attempted sufficient modules with a credit total that equates to a Stage;
- (c) the School of Nursing Sciences, its Stage Assessment Boards (or sub-groups thereof) may also review marks of modules/components of modules and refer students to reassessment in accordance with Instruction 6.6 after Module Assessment Boards held at other additional times during the year.

10.2 The Stage Assessment Board shall:

- (a) consider the confirmed marks awarded by Module Assessment Boards, for students (other than finalists in the School of Nursing

Sciences*) registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage as appropriate;

- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 14, in respect of students who are not in the final Stage of their study.

*The Stage Assessment Board in the School of Nursing Sciences shall consider the confirmed marks for its finalists and consider whether students should proceed to Final Assessment Board or be referred to reassessment.

10.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following:

- (a) for all courses except those offered by the Faculty of Health, level 0 studies as part of a Foundation Year programme and the Study Abroad/Year in Industry Assessment:
 - (i) an overall aggregate for the whole of the Stage of at least the pass mark (40.00%) **and**;
 - (ii) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for Ordinary Degree students **and**;
 - (iii) at least the pass mark (40.00%) in all modules designated “core” for the course.
- (b) for MB BS students, a Pass or Distinction in all modules undertaken in the Stage in question;
- (c) for courses offered by the School of Nursing Sciences and by the School of Allied Health Professions, a mark of 40.00% or Pass in all modules undertaken in the Stage in question;
- (d) for the Study Abroad/Year in Industry Assessment, the criteria set out by the Faculty/School (Appendix B of the Instructions to Examiners) or a pass where the Study Abroad/Year in Industry is assessed on a Pass/Fail basis.

In respect of Visiting/Exchange students, the Board of Examiners does not consider whether they progress (as this is regulated by the students’ home institutions). However, the Board of Examiners shall review the marks achieved by Visiting/Exchange students and confirm whether they have achieved the same standards of satisfactory completion in accordance with 10.3(a) above and report this to the home institution. In the event that the Visiting/Exchange student has not achieved the pass mark in (a) module(s) undertaken at the University and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

- 10.4 In the event that a student has not completed the Stage satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 6.6(b)) offer the option of reassessment in all failed modules. In such circumstances, the student may:
- (a) either undertake reassessment;
 - (b) or withdraw from the course and receive an award where appropriate (in accordance with Instructions 6.10 and 6.11).

11 REASSESSMENT

- 11.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration (in the Schools of Allied Health Professions; Medicine; Nursing Sciences; and Social Work), reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

For CA modules, the method of reassessment will depend on the element failed by the student.

- 11.2 A student may be reassessed in a module or an element within a module on one occasion only.
- 11.3 Reassessment for each module shall be completed:
- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
 - (a) or, in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
 - (b) or, in respect of modules offered by the School of Nursing Sciences, by timescales published by the School;
 - (c) or, where a student has taken a delayed “first sit” of an examination under the terms of Good Cause (Instruction 12), at the next scheduled sitting of examinations in that module in accordance with Regulation 9.6.

11.4 Module Reassessment

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;

- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

11.5 **Stage Reassessment**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students (except finalists in the School of Nursing Sciences/MB BS Stage 4 students**) should progress to the next Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;
- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 14, in respect of students in this Stage of their study;
- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed first sit.

**The Stage Reassessment Board in the School of Nursing Sciences shall also consider the confirmed reassessment marks achieved by its finalists and consider whether they should proceed to Final Assessment Board or be required to withdraw from the course. Alternatively, it may take one of the courses of action set out in Instruction 9.8. The Stage Reassessment Board in the Norwich School of Medicine shall also act as the Stage Assessment Board in the consideration of MB BS students' progression to Stage 5 in view of the timing of the Elective module.

12 **FINAL ASSESSMENT**

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the award and shall:

- (a) with the exception of courses offered by the School of Nursing Sciences, perform the duties of a Stage Assessment Board for final Stage students in accordance with Instruction 6 including the referral of students to Reassessment where appropriate;
- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 14;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the programme specification and the standards laid out in the Instructions to Examiners;

- (d) in respect of Honours Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with the Instruction 9;
- (e) in respect of MB BS students who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the Norwich School of Medicine, recommend that such students have passed or passed with Distinction, in accordance with Appendix B in the Instructions to Examiners;
- (f) in respect of students registered at the School of Nursing Sciences who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the School of Nursing Sciences, recommend that such students have passed or, in respect of those who have completed Honours Degrees, be ranked as set out in Regulation 12(d) above.

13 FINAL REASSESSMENT

There shall be a Final Reassessment Board (except for the School of Nursing Sciences) at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 9;
- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 14;
- (c) perform all the duties of a Stage Assessment Board in respect of Final Stage students who have undertaken a delayed first sit;
- (d) where applicable, recommend the award of Diploma of Higher Education in accordance with Instruction 6.11.

14 CONSIDERATION OF MEDICAL EVIDENCE/EXTENUATING CIRCUMSTANCES

14.1 Examiners should take account only of factors which are formally reported, by a deadline to be published by the School, in one of the following ways:

- (a) a student (or a third party authorised by the student) may report in writing to the Head of their School any factors affecting themselves;
- (b) a member of academic staff or the Deputy Registrar and Secretary may, with agreement from the student, report in writing to the Head of a student's School any factors concerning the performance of that student in any part of an assessment for a course or module.

In either case, the Head of School shall pass this information to the Chair of the appropriate Board(s) of Examiners before the examiners' meeting(s).

- 14.2 Boards shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Board. Where circumstances are particularly sensitive, students may ask the Head of School to limit disclosure of the information. In such cases, the Head shall consult the Chair of the appropriate Board(s) of Examiners.

15 GOOD CAUSE/DELAYED FIRSTS SITS

If a student is absent from an examination, course test or other form of assessment in lieu of an examination for a reason outside the student's control, the Head of the student's School shall consider whether there appears to be sufficient evidence on which to recommend and seek a ruling of Absence with Good Cause from the Learning and Teaching Committee of the Senate.

Additionally, the Head of a student's School may recommend and seek approval for a Delayed First Sit where a student has attempted and failed an examination or course test and where there appears to be sufficient evidence that notwithstanding the student's attendance at the examination or course test it was not a reasonable assessment opportunity.

In each case of absence, the Head of School shall inform the Chair of the appropriate Board of Examiners whether a recommendation for a Delayed First Sit has been made, as well as the decision of the Learning and Teaching Committee of the Senate. The Chair shall draw each case to the attention of the Board under Instruction 12.

In accordance with Instruction 12, students who have been absent with Good Cause or for whom a Delayed First Sit has been approved shall normally be required to take the examination(s) or course test(s) or other form of assessment in lieu of an examination covered by the ruling at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's (delayed) first sit.

16 DISCLOSURE OF RESULTS

- 16.1 the deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 16.4 below);
- 16.2 examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with the Instructions to Examiners, and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

- 16.3 students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 16.4 as part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

Instructions to Examiners

1. GENERAL PROVISIONS

- 1.1 These Instructions should be read in conjunction with the Common Course Structure (CCS) Regulations that govern the awards of degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Science (including those offered by the School of Nursing Sciences as listed in appendix B7), Bachelor of Laws, Bachelor of Medicine/Bachelor of Surgery and the Certificate and Diploma of Higher Education as listed in appendix B7.
- 1.2 These Instructions apply to full-time and part-time undergraduate students. Where appropriate, these instructions also apply to Visiting or Exchange students at the undergraduate level.
- 1.3 Alterations to these Instructions may be made in line with any changes to the Regulations and only with the approval of the Learning and Teaching Committee of the Senate.

2. THE BOARD OF EXAMINERS

2.1 Membership of Boards of Examiners

- (a) The membership of Boards of Examiners must be approved by the Learning and Teaching Committee of the Senate. It shall comprise a Chair (who shall not be the Head of School), external examiner(s) appointed by the University and academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. There shall be a Secretary to the Board of Examiners, appointed by the Director of University Services for Learning and Teaching on behalf of the Registrar and Secretary.
- (b) With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners who have been approved as a member of the Board of Examiners by the Learning and Teaching Committee of Senate. References in these Instructions to the Board of Examiners shall in all cases except the Final Assessment Board be taken as including a sub-group of examiners.
- (c) All members of a Board of Examiners (or one of its sub-groups) are required to attend unless their absence has been approved in advance by the Learning and Teaching Committee. In the case of reassessment at Stages that count towards the final degree classification, there shall be appropriate consultation with external examiner(s).
- (d) In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation cannot confer rights of membership.

2.2 The Chair

The Chair of the Board of Examiners shall have responsibility for:

- (a) the production of all examination papers;
- (b) the recording of marks and their presentation to the Board;
- (c) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded;
- (d) ensuring that any Academic Appeal against a provisional coursework mark has been dealt with in accordance with the approved procedure before the Board's Stage Assessment meeting for the Stage to which the appeal relates;
- (e) the chairing of the meetings of the Board;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation, arrangements for consultation at Reassessment Boards and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) drawing the attention of the Board of Examiners to any factors reported in accordance with Regulation 14 (concerning medical evidence and/or extenuating circumstances) and any cases of Good Cause/Delayed First Sit under Instruction 12;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists, and that these are duly reported to the Registrar and Secretary;
- (i) ensuring that recommendations are made by the Board of Examiners to the appropriate School Board concerning the award of prizes in accordance with rules approved by the Learning and Teaching Committee and available at:
www.uea.ac.uk/prizesandscholarships
- (j) ensuring compliance with the relevant Regulations and Instructions to Examiners;
- (k) and undertaking such other tasks as the Senate shall require.

2.3 The External Examiner

The external examiner shall:

- (a) undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes) at the University of East Anglia, including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation;

- (b) attend the Final Assessment meeting(s) and, where appropriate, participate in the Final Reassessment meeting(s) where recommendations for awards are made and sign the appropriate pass lists;
- (c) submit an annual report to the Pro-Vice-Chancellor (Academic) within the time scales published by the University;
- (d) in executing Instruction 2.3(a) above, monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:
 - (i) where the marking standards are judged to be acceptable, that no further action is required;
 - (ii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
 - (iii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

2.4 Voting

- 2.4.1 The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority except where half or more of the external examiners present vote with the minority.
- 2.4.2 In the event that half or more of the external examiners present vote with the minority, the Chair shall declare the vote cancelled and put the issue to the meeting again. In the second vote, the decision shall go with the majority of the external examiners present. If the votes of the external examiners present are equally divided then the decision shall go with the overall majority. Where at this stage there is no overall majority, the Chair shall have a casting vote.

3. PROVISION OF INFORMATION

Examiners shall be informed of the following:

3.1 Illegibility of Examination/Course Test Scripts and gratuitously offensive material in work submitted for assessment

- (a) Students are expected to present examination or course test scripts in legible handwriting (unless individual arrangements are approved by the Learning and Teaching Committee of Senate for the use of a computer) and should not include gratuitously offensive material in any work (including coursework) submitted for assessment.
- (b) Where a marker finds a section of an examination or course test script is illegible or contains what is considered to be gratuitously offensive material in an examination or course test script or other form of assessed work, they shall mark the parts of the script that are legible or do not contain gratuitously offensive material and refer the whole script to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.
- (c) In the light of 3.1 (b), the Chair shall:
 - either**
 - (i) confirm that the section of the script is illegible or that the work submitted for assessment is gratuitously offensive
 - or**
 - (ii) decide that the script is legible or that the material is not gratuitously offensive and ask a second marker to mark the script or work in question.
- (d) In the event that the Chair confirms that a section of a script is illegible or that the work submitted for assessment is gratuitously offensive, the Chair, informed by the marker, shall:
 - (i) decide whether the illegible or gratuitously offensive part of the script or work submitted for assessment represents a minor or major proportion of the whole and whether any marks derived from this part would have a material impact on the module mark.
 - (ii) If it is decided that the illegible section of a script or the gratuitously offensive part of the work submitted for assessment represents a minor proportion of the script and would not have a material impact on the module mark, a mark of zero shall be awarded for this section.
 - (iii) If it is decided that the illegible section of a script represents a substantial proportion of the whole and/or would have a material impact on the module mark, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);

- (iv) if it is decided that the gratuitously offensive section of work submitted for assessment represents a substantial portion of the whole and/or would have a material impact on the module mark, a mark of zero shall be awarded for this section and a report made to the Head of the relevant School for consideration for disciplinary action under General Regulation 13 (Attendance, engagement and progress) of the General Regulations for Students.
- (e) Where a marker finds that the *whole* of an examination or course test script is illegible (or such a substantial part that there is little material that can be marked) or contains gratuitously offensive material in work submitted for assessment, they shall refer the script or the work submitted for assessment to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.
- (f) In the light of 3.1 (e) above, the Chair, informed by the marker shall:
 - either**
 - (i) confirm that the whole script is illegible or that all the work submitted for assessment is gratuitously offensive
 - or**
 - (ii) decide that the script is legible or that the material is not gratuitously offensive.
- (g) In the event that the Chair confirms that:
 - (i) the script is illegible, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);
 - (ii) work submitted for assessment is gratuitously offensive, a mark of zero shall be awarded for the whole of the work in question and a report made to the Head of the relevant School with a recommendation that disciplinary action be taken under General Regulation 13 (Attendance, engagement and progress) of the General Regulations for Students.
- (h) Where an opportunity to have an illegible script or part of a script legibly transcribed a student may:
 - (i) accept the offer and make arrangements with the School of Studies; or
 - (ii) accept a mark of zero the script or part of the script which has been deemed to be illegible.
- (i) In all cases where part or the whole of a script has been deemed to be illegible, or where a marker has concerns about the legibility of a script, the student shall be referred to Academic Adviser for appropriate guidance and advice.

3.2 Procedure for marking offensive material

Any summative and formative assessment submitted by students which contains material that is regarded as offensive should be dealt with in accordance with the University's "Procedure for Dealing with Inclusion of Offensive Material within work submitted by students for Assessment." which can be found at:

<http://www.uea.ac.uk/learningandteaching/exams/brdofexams>

If offensive material is found in a student's assessed work and it is considered by the marker that disciplinary action should be taken, the matter will be referred separately to the Disciplinary Officer by the Head of School under General Regulation 10 for Students.

- (a) Regardless of any disciplinary action, the following process should apply when marking offensive material:

A marker should award the work a mark worthy of its academic merit and notwithstanding the inclusion of offensive material. If the work submitted has no academic merit and has not met the learning outcomes of the task set, a marker may award 0%.

- (b) Where a marker is concerned that the offensive material causes him/her undue stress and may influence the marking, the matter shall be referred to the Chair of the Board of Examiners who will review the material and decide whether the material is such that the work should not be marked or that another marker should be asked to mark the work as much as possible. If the alternative marker declines to mark the work on the basis that the work, or part of the work contains gratuitously offensive material, the work or the relevant part(s) of the work shall be deemed unmarkable and a provisional mark of 0% recorded for those parts of the work that are deemed unmarkable.
- (c) If disciplinary action has been taken as part of the procedure for marking offensive material, marks awarded for assessments containing offensive material should be confirmed by the Board of Examiners once the disciplinary investigation/action has been concluded.

3.3 Marks

Marks shall be displayed in:

- (a) two decimal places for reporting Stage results and final classification rankings to Boards of Examiners;
- (b) two decimal places for reporting module and assessment item results to Boards of Examiners.

4. STUDENT PROGRESS MEETING

- 4.1 In accordance with Regulation 8 of the CCS Regulations, there shall be a Student Progress meeting:

- (a) in March for students registered in the School of Allied Health Professions and at such other additional times as shall be approved by the Learning and Teaching Committee of Senate;
- (b) in January/February for all other students.

As the School of Nursing Sciences has frequent meetings of Boards of Examiners, where marks may be confirmed in accordance with Instruction 5, the School shall be exempt from holding student progress meetings in terms of checking students' academic progress.

- 4.2 The Board of Examiners shall receive the provisional marks for all students taking degree courses which fall under its jurisdiction and for any Autumn Semester visiting students.
- 4.3 The Board shall confirm marks and discharge the duties of a Module Assessment Board (see below) for Autumn Semester visiting students only.
- 4.4 For all other students, the Board shall not confirm marks for the Autumn Semester (or in the case of MB BS students, for any other period reviewed) at its Student Progress Meeting(s). It shall review each student's marks achieved to date and take action as follows:
 - (a) for all students who have taken only modules in which all the assessed work falls within the Autumn Semester (i.e. modules which do not have examinations and year-long assessments at a later date): refer to the Head of the student's School of Studies any student whose aggregate mark, expressed as a percentage and taking weightings into account, is below 40.00%, for appropriate academic guidance and advice;
 - (b) in the case of students registered for the MB BS course whose assessed work covers the period of the Autumn Semester: refer to the Head of the Norwich Medical School any student who has failed two or more components of a module's assessment for appropriate academic guidance and advice;
 - (c) for any student who warrants special attention in respect of their academic performance and/or attendance record: refer to the Head of School, Adviser or other delegated member of academic staff for appropriate action such as a recommendation to change degree programme, amendment of their enrolment or some other action detailed by the Board.

5. MODULE ASSESSMENT BOARD

- 5.1 In accordance with Regulation 9.8 of the CCS Regulations, there shall be a Module Assessment Board meeting:
 - (a) in May/June/July for students registered for the MB BS course
 - (b) in March/June/July for students registered for courses offered by the School of Allied Health Professions;

- (c) on dates set out by the School of Nursing Sciences for its students; on dates as set out by the School of Education and Lifelong Learning for its students on Continuing Education courses;
- (d) in May/June for all other students.

The Board of Examiners shall receive the marks presented for each module (and where appropriate, components of modules) which is being assessed and for which it is responsible.

It is the role of the Board of Examiners to confirm that internal moderation has been completed and that the marking standards for the modules are appropriate.

In exceptional circumstances, the Board of Examiners may determine that marks for a component assessment within a module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for every assessment/module for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved.

Where scaling of the marks for an assessment item is proposed to the Learning and Teaching Committee of Senate, the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

In some circumstances it may be appropriate for the assessment item to be remarked.

Where a Student Progress Meeting acting as a Module Assessment Board has previously confirmed the marks of Autumn Semester only Visiting Students, marks may not subsequently be amended. In the event that adjustments to module marks would have resulted in a different outcome for the Autumn Semester only Visiting students concerned, the Board of Examiners must inform the student and the home institution, and may offer appropriate remedies such as an opportunity of reassessment in any failed modules, and/or adjustment in the marks statement showing higher/different marks.

Special factors relating to an individual student's examination and course work marks may only be taken into account at the relevant Stage or Final Assessment Board meeting.

- 5.2 After completing the above process, the Board shall confirm all marks. Prior to this confirmation, all marks shall be regarded as provisional, whether or not they have been published or presented on returned work to students, and may be subject to amendment by the Board of Examiners at the relevant Module Assessment meeting.

- 5.3 For students registered on the MB BS course, the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable, for certain specified assessments, a Distinction, in each module.
- 5.4 The Chair of each Module Assessment Board shall ensure that marks determined by that Board are recorded centrally in a manner and within a period prescribed by the Registrar and Secretary for all Boards in their Stage Assessments. These marks shall not normally be subject to further amendment except in the following instances:
- (a) to correct an error in recording or transcription;
 - (b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date.

6. STAGE ASSESSMENT BOARD

6.1 Timing of the Board

In accordance with Regulation 10 of the CCS Regulations, there shall be a Stage Assessment Board meeting in May/June/July of each academic year, and at other times in the School of Nursing Sciences.

6.2 Provision of marks and other information

The Board of Examiners shall receive the following information for all students taking courses which fall under its jurisdiction:

- (a) confirmed marks from the appropriate Module Assessment Boards;
- (b) an aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question (except for students registered for the MB BS course). This aggregate shall be calculated by applying the principles and procedures set out in Instruction 9.2.1 to the modules completed by each student in the Stage in question;
- (c) where relevant, the confirmed marks for the preceding Stage(s);
- (d) any information detailing extenuating circumstances relating to this Stage of study, reported to it via staff and/or the student in accordance with Regulation 14, and any information from the Module Assessment Board.

6.3 Review of students' marks

The Board of Examiners shall review each student's marks including the aggregate mark (where applicable) for the Stage and take action as described below.

6.4 For all courses and assessments EXCEPT MB BS, level 0 studies as part of a Foundation Year programme, courses offered by the School of

Nursing Sciences and the School of Allied Health Professions and the Study Abroad/Year in Industry assessment

6.4.1 The Board of Examiners shall:

either

- (a) confirm that the student has satisfactorily completed the Stage, with reference to the criteria set out in Instruction 6.4.2 below;

or

- (b) confirm that the student has not satisfactorily completed the Stage, and act in accordance with Instruction 6.4.3 below.

In all cases, the Board may refer to the Head of the student's School any student whose aggregate mark for the year is below 40.00%, for appropriate academic guidance and advice.

6.4.2 **Satisfactory completion of the Stage**

The Board shall confirm that a student has satisfactorily completed the Stage where the student has obtained:

- (a) an overall aggregate for the whole of the Stage of at least the pass mark (40.00%);

and

- (b) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for Ordinary Degree students;

and

- (c) at least the pass mark (40.00%) in all modules designated "core" for the course.

For students taking modules that lead to Professional Registration/ exemption from Professional Examinations, the Board of Examiners shall offer the opportunity of optional reassessment in failed modules in accordance with Instructions 6.7 and 6.8, notwithstanding satisfactory completion of the Stage as specified above.

6.4.3 **Failure to complete the Stage satisfactorily**

Where a student has not completed the Stage satisfactorily as specified above, the Board shall determine whether through use of its discretion the student should be permitted to progress to the next Stage, or be offered the option of reassessment in accordance with the Instructions below.

(a) **Progression at the discretion of the Board**

The Board of Examiners may take into account factors including any extenuating circumstances reported to it under Regulation 14 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board.

On the basis of the evidence available, the Board of Examiners shall consider whether the exercise of discretion, as distinct from a reassessment opportunity, is in the best interest of the student in terms of progression and/or degree classification. Where it is in the best

interest of the student, it may exercise discretion to permit progression for a student who has failed to complete the Stage satisfactorily but has achieved:

(i) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for the ordinary degree students;

and

(ii) an overall aggregate of at least 38.00% for the whole of the Stage;

and

(iii) at least 35.00% for all modules designated “core” for the course.

(b) Reassessment

Where discretion to progress has not been exercised, the Board shall offer the option of reassessment in all failed modules. In such circumstances, the student may either:

(i) undertake reassessment as required by the Board of Examiners or;

(ii) withdraw from the course and receive an award where appropriate (in accordance with instructions 6.10 and 6.11 below).

6.5 For the MB BS course

The Board of Examiners shall:

either

(a) confirm that the student has satisfactorily completed the Stage. A student who has achieved a Pass or Distinction in all modules undertaken in the Stage in question shall be deemed to have satisfactorily completed the Stage;

or

(b) confirm that the student has not satisfactorily completed the Stage. In such cases, the student may be referred to Reassessment in all failed modules and any failed components within modules in accordance with Instruction 6.7 below. The student may either:

(i) undertake reassessment as required by the Board of Examiners or;

(ii) withdraw from the course and be considered for any other award for which they have qualified.

In all cases, the Board may refer to the Head of the Norwich Medical School any student who has failed two or more modules within the Stage, for appropriate academic guidance and advice.

6.6 For students registered in the School of Nursing Sciences and the School of Allied Health Professions

The Board of Examiners shall:

either

(a) confirm that the student has satisfactorily completed the Stage. A student who has achieved a Pass or a mark of 40.00% in all modules, components of modules and individual sections within examinations (where required) undertaken in the Stage in question shall be deemed to have satisfactorily completed the Stage;

or

(b) confirm that the student has not satisfactorily completed the Stage. In such cases, the student may be referred to Reassessment in all failed modules, any failed components within modules and individual sections within examinations (where required) in accordance with Instruction 6.7 below. The student may either:

- (i) undertake reassessment as required by the Board of Examiners or;
- (ii) withdraw from the course and be considered for any other award for which they have qualified.

In all cases, the Board may refer to the Head of the School of Nursing Sciences any student whose progress warrants special attention.

6.7 Reassessment for Professional Registration (Medicine, Midwifery, Nursing, Occupational Therapy, Operating Department Practice, Physiotherapy, Speech and Language Therapy and Social Work)

(a) Students registered on courses that lead to professional registration may be referred to reassessment in:

- (i) any module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- (ii) any assessment item in a module where the mark in that item is below the pass mark acceptable to the professional body.

The resulting reassessment marks shall be dealt with in accordance with Instruction 8.

(b) In addition to (a) above, where the failed module or item is a clinical/practical placement, the Board may:

- (i) modify the form and duration of reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider(s);
- (ii) opt not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued

and persistent failure to demonstrate professional competence within the placement(s) with no significant trajectory towards competence). In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

In all cases described above, the Board shall take into account the comments of external examiners and where applicable, the guidelines issued by the relevant Professional/Statutory/Regulatory body.

- (c) Any student registered on the MB BS or MB BS with Foundation Year will only be permitted a maximum of two periods of intercalation or repeat of study, amounting to no more than two years in total, as a result of a failed delayed first sit, delayed second sit or result of an appeal. In the event where a student has an outstanding reassessment opportunity but the period of registration would exceed the maximum permitted (5 + 2 for MB BS or 6 + 2 for MB BS with foundation) the student will not be permitted to undertake the reassessment and will be required to leave the course. Exceptions to this are:
- (i) Where there has been a period of intercalation to undertake an intercalated degree after year 3 or 4, this intercalated year will not count towards the above allocation.
 - (ii) Year 5 students who have failed the Final clinical assessment at first attempt; these students will have a right to **ONE** repeat of year 5 regardless of the length of intercalation previously.

6.8 **Reassessment for Exemption from Professional Examinations**

For students taking modules that may provide exemption from the examinations of a Professional/Statutory/Regulatory body, the Board of Examiners may offer the opportunity of optional reassessment in:

- (i) any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- (ii) any component of such a module where the mark in that component is below the pass mark acceptable to the professional body.

In such cases, the marks obtained at reassessment shall be recorded for accreditation purposes but the original marks shall be used for assessment and degree classification as set out in Instructions 8 and 9.

6.9 **For the Study Abroad/Year in Industry Assessment**

6.9.1 The Board of Examiners shall:

either

- (a) confirm that the student has satisfactorily completed the Stage (with reference to the criteria set out in Instruction 6.4.2 above, or a Pass where the Study Abroad/Year in Industry is assessed on a Pass/Fail basis);

or

- (b) confirm that the student has not satisfactorily completed the Stage, and act in accordance with the Instruction below.

6.9.2 Where a student has not completed the Stage of Study Abroad/Year in Industry satisfactorily, the Board of Examiners may either exercise discretion to permit a student to progress, under the terms specified in Instruction 6.4.3(a), or consider the possibility and timing of a reassessment opportunity. In the event that neither discretion nor reassessment can be offered, it shall recommend either that the student be transferred to another programme if one is available or that the student be withdrawn from the University.

6.10 **CertHE**

- (a) For students registered on courses offered by the Norwich Medical School and the School of Nursing Sciences, the Board shall recommend awards in accordance with appendix B3 and B7 respectively in the event that students withdraw or have been required to withdraw from the University.
- (b) For all other students, the Board shall recommend the award of Certificate of Higher Education to students who have satisfactorily completed Stage 1 to enable progression to Stage 2, but who have then withdrawn or students who have been required to withdraw from the University without satisfactorily completing Stage 2. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA.

6.11 **DipHE**

- (a) For students registered on courses offered by the Norwich Medical School and the School of Nursing Sciences, the Board shall recommend awards in accordance with appendix B3 and B7 respectively in the event that students withdraw or have been required to withdraw from the University.
- (b) For all other students, the Board shall recommend the award of Diploma of Higher Education to students who have satisfactorily completed Stage 2 at Honours level to enable progression to Stage 3, but who have then withdrawn or students who have been required to withdraw from the University without satisfactorily completing Stage 3. In such cases, at least 120 credits towards the Diploma of Higher Education must have been completed at UEA.

6.12 **Level 0 study as part of a Foundation Year programme**

The Board shall assess the credits and marks achieved by the student and determine whether the student has achieved marks that merit progression to level 1 of their course of study or transfer to level 1 of another relevant course of study. The expectation is that students would normally have to obtain the pass mark in 120 credits.

7. REASSESSMENT – MODULE REASSESSMENT BOARD

In accordance with Regulation 11.3 of the CCS Regulations, a Module Reassessment Board meeting shall be carried out immediately prior to the Stage Reassessment meeting, in accordance with Instruction 5 governing the conduct of Module Assessment Boards.

8. REASSESSMENT – STAGE REASSESSMENT BOARD

In accordance with Regulation 11.4 of the CCS Regulations, there shall be a Stage Reassessment Board to consider the marks confirmed by the Module Reassessment Board(s). The Board of Examiners shall consider the marks achieved by reassessed students in those modules, components of modules including individual sections of examinations (where required) referred for reassessment.

8.1 Provision of marks and other information

8.1.1 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module concerned (or the mark derived from a delayed first sit);
- (b) the actual mark achieved in the Reassessment for consideration for purposes of progression;
- (c) where the actual mark achieved in the Reassessment is above the pass mark, a mark capped at the pass mark shall be recorded against the module in question for use in the Final Assessment for degree classification purposes;
- (d) where the student has undertaken reassessment in a component of a module in accordance with Instruction 6.7, the original marks achieved in the component and module as a whole, together with the reassessment mark for the component and a recalculated mark for the module as a whole. Where the reassessment mark for the component is greater than the pass mark, it shall be capped at the pass mark before recalculation of the module mark.

8.1.2 The Board of Examiners shall receive any information detailing extenuating circumstances reported to it via staff and/or the student in accordance with Regulation 14, and any information from the Module Assessment Board and Stage Assessment Board.

8.2 Satisfactory Completion of Stage

8.2.1 The Board of Examiners shall use the actual mark(s) obtained from the Reassessment(s) for the purpose of determining whether the student has satisfactorily completed the Stage in question, with reference to the conditions in Instruction 6.4.2 (a), (b), (c) (apart from offering another reassessment opportunity) Instruction 6.5 (a) and Instruction 6.6 (a) and where applicable, in Instruction 6.9.1 (a).

8.2.2 Where a student has not attended or submitted for reassessment, and has not reported extenuating circumstances (or reported extenuating circumstances that have not, in the Board's opinion, prevented the student from attending or submitting for reassessment), a mark of zero shall be recorded against the module(s) or component(s) where reassessment has not been attempted, for the purpose of determining whether the student has satisfactorily completed the Stage.

8.2.3 Where the student has presented extenuating circumstances that have, in the Board's opinion, prevented the student from attending or submitting for reassessment, the Board of Examiners shall offer the opportunity of a delayed reassessment (in respect of coursework or project) or seek a Good Cause ruling/Delayed First Sit ruling (in respect of examinations or course tests) under Instruction 12.

8.3 **Progression at the discretion of the Board of Examiners**

The Board shall consider the record of each reassessed student in the light of any extenuating circumstances reported by the Module Reassessment Board(s), staff and/or the student concerned. For students who have failed to complete the Stage satisfactorily after the Reassessment, the Board shall determine whether to progress the student at its discretion (as permitted in Instruction 6.4.3(a) (apart from offering another reassessment opportunity) or act in accordance with Instruction 8.4.

8.4 **For Honours Degree students**

8.4.1 If an Honours student has neither completed the Stage satisfactorily for their degree course nor been allowed to progress through the discretion of the Board of Examiners, the Board shall:

either

(a) permit the student to transfer to an alternative Honours degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;

or

(b) permit the student to transfer to an Ordinary Degree (where available) if the student has met the requirements for that Degree but not for an Honours Degree;

or

(c) where neither of the above is available, require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instructions 6.10 and 6.11);

or

(d) recommend to the Head of the student's School that application be made to the Learning and Teaching Committee of the Senate for an appropriate concession, notwithstanding failure to complete the Stage satisfactorily.

8.4.2 **For MB BS students**

Where an MB BS student has not met the requirements for satisfactory completion of the Stage, the Board of Examiners shall:

either

(a) require the student to withdraw from the University;

or

(b) recommend to the Head of the Norwich Medical School that application be made to the Learning and Teaching Committee of the Senate for an appropriate concession, notwithstanding failure to complete the Stage satisfactorily;

or

(c) in the case of Stage 3 or 4 students, consider whether the student has met the requirements for the award of the degree of BSc in Medical Studies and if so, shall recommend the award.

8.4.3 **For Ordinary Degree students**

If an Ordinary degree student has not met the requirements for satisfactory completion of the Stage, the Board of Examiners shall:

either

(a) require the student to withdraw from the University;

or

(b) recommend to the Head of the student's School that application be made to the Learning and Teaching Committee of the Senate for an appropriate concession, notwithstanding failure to complete the Stage satisfactorily.

8.4.4 **For students registered on Certificates and Diplomas set out in Appendix B7**

If a student registered for a Certificate or Diploma set out in Appendix B7 has not met the requirements for satisfactory completion of the award or the Stage, the Board of Examiners shall:

either

(a) require the student to withdraw from the University and consider if the student has achieved satisfactory marks in sufficient credits for any other award in accordance with appendix B7;

or

(b) recommend to the Head of the School of Nursing Sciences that application be made to the Learning and Teaching Committee of the Senate for an appropriate concession, notwithstanding failure to complete the Stage satisfactorily.

8.5 **Capping of Reassessment Marks**

Following this process, the Board shall record and count (for the purposes of determining degree classification for Honours Degrees):

- (a) the minimum pass mark (40.00% or Pass) for the module where a student has passed the module reassessment;
- (b) the minimum pass mark (40.00% or Pass or the pass mark as specified by the professional body in accordance with Instruction 6.7(a)) for the component or item of reassessment where a student has undertaken and passed reassessment in a failed component of a module or individual section of an examination (where required) in accordance with Instruction 6.7. The module mark shall be recalculated accordingly;
- (c) where a student has not achieved the pass mark at reassessment for the relevant module, component or individual section of an examination (where required), the higher of the marks obtained for that module or component or item of reassessment shall count towards degree classification. Alternatively, where the student has registered for but could not attend or submit work for reassessment, and has presented acceptable reasons for this, a Good Cause ruling/Delayed First Sit ruling may be sought under Instruction 12.

8.6 Referral to the Head of School

The Board shall refer to the Head of the student's School any student who has been permitted to progress to the next Stage but whose aggregate mark for the current Stage is below 40.00%, for appropriate academic guidance and advice.

9. FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board. With the exception of the School of Nursing Sciences, the Final Assessment Board shall determine, in the first instance, whether students have satisfactorily completed the Final Stage of the course. Secondly, the Final Assessment Board shall consider the award and the classification of degrees as described below.

In the School of Nursing Sciences, students will proceed to the Final Assessment Board only if they have passed all the required modules and met the professional and academic requirements of the course. The Final Assessment Board shall consider the classification of its Honours Degree students in accordance with Instruction 9.2 below and awards of Certificates and Diplomas as set out in appendix B7.

9.1 For all students except students in the School of Nursing Sciences

(a) Consideration of the Final Stage

The Board shall undertake the duties of a Stage Assessment Board (in accordance with Instruction 6) for Final Stage students. For students who have failed to complete the Final Stage satisfactorily, the Board shall determine whether to exercise its discretion to progress the student to the award of a Degree, in accordance with Instruction 6.4.3(a), or offer the opportunity of reassessment.

(b) **Consideration of the Award**

The Board shall consider the classification of Final Stage Honours degree students and the award of degrees to Final Stage Bachelor of Medicine/Bachelor of Surgery and Ordinary Degree students. In doing so it shall take into account information available to it under preceding Instructions and shall be guided by the procedures outlined below. It may also take medical or other extenuating circumstances into account at the point of determining a student's degree result. When doing so, it shall be informed of any actions previously taken by Board(s) as indicated in Instruction 10.

9.2 **Award of Honours Degrees**

9.2.1 The Board of Examiners shall be presented with a set of final aggregate marks, expressed as a percentage and taking weightings into account, determined for each student on the basis of marks relating to the requirements of the course in question. These marks shall be compiled as follows:

- (a) the original marks obtained in Module Assessments together with any marks, capped at the pass mark where appropriate, obtained in Reassessment. However, all marks obtained by students in Reassessments, as outlined in Instruction 8 above, shall be made available to the Board;
- (b) marks shall normally contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question (but see (c) below);
- (c) marks relating to a module or modules may contribute a greater or lesser proportion to the aggregate where specified in the weightings in Appendix B;
- (d) marks used for the purpose of compiling an aggregate mark may not include any mark derived from Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) credit unless a concession has been granted by the Learning and Teaching Committee of Senate.

9.2.2 In resolving the class of students, the Board of Examiners shall follow the scale below to arrive at a provisional classification for all students on the basis of their aggregate marks.

<u>Aggregate Mark (%)</u>	<u>Class of Degree</u>
100.00 – 70.00	I
69.99 – 60.00	II (1)
59.99 – 50.00	II (2)
49.99 – 40.00	III
39.99 – 0.00	Fail

9.2.3 The Board of Examiners shall then be free to use its discretion to give special consideration to any student, including those students with extenuating

circumstances. In this process the Board shall take into account any comments from an external examiner(s) on a candidate's confirmed mark(s) for a particular module(s)

The Board of Examiners shall also take account of its past practice in the exercising of discretion for degree classification.

Furthermore, the Board of Examiners shall pay special attention to any student who falls into any or all of the following categories:

- (a) a student whose aggregate mark falls within 2 per cent below the boundary to a higher class. Where such a student is also registered on a course with weightings of 50:50 for Stages 2 and 3 (or Stages 2 and 4 in respect of four-year courses), the Board of Examiners may refer to the following combinations of marks and credits as guidance for the exercise of discretion in recommending degree classification (see also appendix B8):
 - (i) First Class Honours, where a student has achieved a minimum performance of 70.00% in modules totalling at least 120 credits;
 - (ii) Upper Second Honours, where a student has achieved a minimum performance of 60.00% in modules totalling at least 140 credits;
 - (iii) Lower Second Honours, where a student has achieved a minimum performance of 50.00% in modules totalling at least 140 credits;
 - (iv) Third Class Honours, where a student has achieved a minimum performance of 40.00% in modules totalling at least 160 credits;
 - (v) in cases where a student has undertaken a significant part of their counting credits as 30 credit modules, the thresholds for Upper Second and Lower Second shall be a minimum performance of 60.00% and 50.00% respectively in modules totalling 120 credits.

Where students are required to undertake core modules within Stages that count towards degree classification, the Board may also pay particular attention to achievement in core modules.

- (b) a student whose aggregate mark indicates an overall fail;
- (c) a student who has progressed by discretion.

9.2.4 Notwithstanding the fact that a student may have been granted Good Cause/Delayed First Sit in accordance with Instruction 12, the Board of Examiners may exercise its discretion to recommend the award of a classified degree on the basis of marks already achieved, as follows:

- (a) to a student who has been prevented from taking an examination or course test (through Good Cause) and has therefore not satisfied the Final Stage requirements for their course;

and

- (b) providing the contribution of the missed examination or course test would not materially affect the degree classification.

9.2.5 Starred Firsts

The Board of Examiners shall consider the performance of all Honours Degree students recommended for a first class degree. At its discretion, the Board may indicate with a star those Honours Degree students whose performance displays exceptional merit.

9.3 Viva-voce Examination

In resolving the class of students under Instruction 9.2 or 9.5, the Board of Examiners may seek to assist its deliberations by inviting a student to a viva-voce examination. Students may decline to attend. No student undertaking a viva-voce examination shall be awarded a class of degree lower than that which would have been awarded had there been no such examination. At least one external examiner and one internal examiner shall be present at every viva-voce examination.

9.4 Recommendation of Degree Class

Having followed the procedure set out in paragraphs 9.2.2 to 9.3 above, the Board of Examiners shall recommend a degree classification for each student which, having regard to all the evidence before it, best reflects the overall performance of the student.

9.5 Award of MB BS

The Board of Examiners shall consider whether or not students have passed the Final Assessment in accordance with the requirements of the course, and recommend the award of MB BS accordingly. It shall also consider whether any student shall be awarded the degree with Merit or Distinction, as set out in Appendix B. Any student who fails to achieve the standard required for the award of the degree shall be offered the opportunity to proceed to reassessment as described in Instruction 6.7.

9.6 Award of Ordinary Degrees

The Board of Examiners shall consider whether or not students have passed the Final Assessment in accordance with the requirements of the course, and recommend the award of an Ordinary Degree as appropriate. The Board shall pass any student with an overall aggregate of 40.00%.

9.7 Award of an Aegrotat Degree

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete an examination or some part of the Final Assessment, under the following circumstances and conditions. The Board must:

(a) be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination;

and

(b) be informed of the circumstances which must be such that:

(i) the student is not in a position to complete the examination or Final Assessment within a reasonable period of time;

and

(ii) the Examiners could not classify the degree based on the range of marks available.

9.8 Award of Certificates and Diplomas listed in Appendix B7

The Board of Examiners shall recommend the award of a Certificate or Diploma as appropriate.

10. FINAL REASSESSMENT (EXCEPT THE SCHOOL OF NURSING SCIENCES)

10.1 A Module Reassessment meeting shall be carried out immediately prior to the Final Reassessment meeting, in accordance with Instruction 5 governing the conduct of Module Assessment Boards.

10.2 The Board of Examiners shall consider the marks achieved by students in the Final Reassessment together with any other evidence presented as outlined above. It shall act in accordance with Instruction 9. For student(s) registered for Degrees, it may exercise discretion to progress a student to the award of a Degree, in accordance with Instruction 6.4.3(a).

If the Final Stage student has met the requirement for the course after Reassessment, it shall recommend the award of:

(a) an appropriately classified degree to any Honours Degree student;

or

(b) the degree of MB BS, which may not be awarded with Merit or Distinction, to any MB BS student;

or

(c) an Ordinary degree to any Ordinary degree student.

The Stage Reassessment Board in the School of Nursing Sciences shall consider the marks achieved by Final Stage students at reassessment. Where the student has passed all the required modules successfully, and met the professional and academic requirements of the programme after reassessment, the Stage Reassessment Board shall refer such students to the Final Assessment Board for consideration in accordance with Instruction 9. Where the Final Stage student has not passed all the required modules and/or has not met the professional and academic requirements, the Stage Reassessment Board shall act in accordance with Instruction 8.

10.3 In the case of any MB BS student who fails to meet the requirements of the MB BS degree but who meets the requirements of the BSc degree in Medical

Studies, the Board of Examiners shall recommend the award of BSc (hons) in Medical Studies with Honours.

11. **CONSIDERATION OF EXTENUATING CIRCUMSTANCES**

11.1 A Board of Examiners shall receive and consider all relevant factors reported to it via the Chair under either Regulation 14 (information put forward by staff and/or the student concerned) or from preceding Boards of Examiners.

11.2 Boards shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Board. Where circumstances are particularly sensitive, students may ask the Head of School to limit disclosure of the information. In such cases, the Head shall consult the Chair of the appropriate Board(s) of Examiners.

11.3 The Board of Examiners may take one of the following courses of action at Stage Assessment or Reassessment where extenuating circumstances have been brought to its attention:

(a) where a student has attempted and passed the assessment or reassessment notwithstanding medical or other extenuating circumstances, the Board shall record and count the mark achieved (assessment) or the minimum pass mark (reassessment) for the module(s) and note the circumstances for any appropriate action at Final Assessment or Reassessment;

(b) where a student has attempted and failed the assessment or reassessment, the Board shall consider whether the extenuating circumstances have, in its opinion, prevented the student from having a reasonable assessment opportunity or may have affected the student's ability to successfully complete the assessment opportunity. Where this is the case, it shall act in accordance with Instruction 11.4. Where this is not the case, it shall confirm the marks as presented and take action under Instruction 6.4.3 (Honours or Ordinary assessment), Instruction 6.5(b) (MB BS assessment), Instruction 6.6(b) (Nursing Science) or Instruction 8.4 (all reassessments);

(c) where a student has been prevented from taking the whole or some part of the examinations or course tests (as distinct from other coursework or project) for any assessment or reassessment, the Board shall consider such cases in accordance with Instruction 12;

(d) where a student has been prevented from taking the whole or some part of a non-examined assessment or reassessment, the Board shall consider such cases in accordance with Instruction 11.4.

11.4 In the event that a student has failed a module or component of a module and the Board considers that the student's ability to undertake the assessment or successfully complete the assessment was affected by extenuating circumstances, the Stage Assessment or Reassessment Board shall consider whether the student has nevertheless completed the Stage satisfactorily in accordance with Instruction 6.4.1 (Honours or Ordinary Degree students) or

Instruction 6.5 (MB BS students) or Instruction 6.6 (students registered at the School of Nursing Sciences). To do so, it shall count all the marks presented, including marks in the failed module(s) affected by the extenuating circumstances, and:

either

(a) if the student *has not* satisfactorily completed the Stage, require the student to take a delayed attempt at the relevant assessment or reassessment (in respect of coursework or project other than course test). This may involve a period of intercalation. Alternatively, it may seek a Good Cause ruling/Delayed First Sit ruling (in respect of examinations or course tests) under Instruction 12;

or

(b) if the student *has* satisfactorily completed the Stage, offer the opportunity of a delayed attempt at the relevant assessment or reassessment (in respect of coursework or project other than course test) or seek a Good Cause ruling/Delayed First Sit ruling (in respect of examinations or course tests) under Instruction 12. Under such circumstances, the student may:

(i) either undertake the delayed assessment or reassessment attempt, at a time to be specified by the Board. This may involve a period of intercalation, until the module can be examined again;

(ii) or opt to progress to the next Stage of study. In this case, the failed mark will remain on the record and count towards degree classification (where applicable) and subsequent Boards of Examiners shall take the extenuating circumstances into account.

12. **GOOD CAUSE/DELAYED FIRST SIT**

12.1 **Absence from Examinations or Course Tests with Good Cause**

In accordance with CCS Regulation 15 (concerning Good Cause/Delayed First Sit), if the Learning and Teaching Committee deems that a student has Good Cause for absence from an examination or course test because of extenuating circumstances or otherwise determines that an examination or course test did not represent a reasonable assessment opportunity, it shall authorise the Board of Examiners to act in one of the following ways. The Board's action shall conform with the principle that a student must be fully assessed in all modules necessary to fulfil the requirements of their course in order to be considered for the award of a degree.

(a) **For students registered for the MB BS, BA Professional Practice (Social Work), all courses offered by the School of Allied Health Professions and all courses offered by the School of Nursing Sciences (all Stages):**

A student adjudged absent for Good Cause from all or any part of the examination(s) or course test(s) or for whom (an) examination (s) or

course test(s) are deemed to be void through no fault of the student in any Stage shall be required to take the examination(s) or course test(s) in question at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's first attempt. This delayed "first sit" shall normally be carried out at the earliest appropriate opportunity, but may be at another time at the discretion of the Learning and Teaching Committee.

(b) **Prior to the Final Stage for all other students:**

A student adjudged absent for Good Cause from all or any part of the examination(s) or course test(s) or for whom (an) examination (s) or course test (s) are deemed to be void through no fault of the student in any Stage (except the Final Stage) shall be required to take the examination(s) or course test(s) in question at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's first attempt. This delayed "first sit" shall normally be at the same time as the standard reassessment examinations in the Summer Vacation immediately following the absence, but may be at another time at the discretion of the Learning and Teaching Committee.

(c) **Final Stage for all other students:**

A student adjudged absent for Good Cause from all or any part of the examination(s) or course test(s) or for whom (an) examination(s) or course test(s) are deemed to be void through no fault of the student in the Final Stage shall normally be required to take the examination(s) or course test(s) question at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's first attempt. This delayed "first sit" shall normally be at the same time as the standard reassessment examinations in the Summer Vacation immediately following the absence, but may be at another time at the discretion of the Learning and Teaching Committee.

In the event that the examination(s) or course test(s) affected are within the limits set out in Instruction 9.2.4, the Board of Examiners may exercise their discretion to confirm module marks for missed examination(s) or course test(s) and/or for examination(s) or course test(s) that are judged not to represent a reasonable assessment opportunity as a result of extenuating circumstances, and proceed to degree classification on that basis, providing that the degree classification will not be materially affected. The Board of Examiners shall consider whether it has sufficient evidence on which to determine a class of degree in the absence of the missing/affected mark(s):

- (i) if the evidence is sufficient then the Board may, with the agreement of all the external examiner(s), proceed to classification under Instruction 9;

- (ii) if the evidence is insufficient then the Board may recommend that a Good Cause application be made, for a delayed first sit of the affected examination(s) or course test(s).

12.2 **Absence from Examinations or Course Tests without Good Cause**

If the Learning and Teaching Committee deems that a student was absent without Good Cause, the Board of Examiners shall act in one of the following ways.

- (a) **For students registered for the MB BS, BA Professional Practice (Social Work), all courses offered by the School of Allied Health Professions and all courses offered by the School of Nursing Sciences (all Stages):**

The Board of Examiners shall award a Fail for that (those) examination(s) or course test(s) missed and/or record a mark of zero. It shall proceed in accordance with Instructions 7 and 8.

- (b) **For all other students (all Stages):**

The Board of Examiners shall award a mark of zero for the paper(s) the student has missed and shall proceed in accordance with Instructions 7 and 8.

12.3 **Absence from Examinations or Course Tests at Reassessment**

The Board of Examiners shall act in accordance with the same principles as above, in respect of students adjudged absent with or without Good Cause from Reassessment Examination(s) or Course Test(s), i.e. students who are absent with Good Cause may be offered the opportunity of a delayed reassessment. This may involve a period of intercalation, until the module can be reassessed again.

12.4 **Delaying the delayed first sit**

Where a student is required to take a delayed first sit or a delayed reassessment under Instruction 12.1 but is unable to do so on the later date(s) stipulated by the Board of Examiners, the student shall be required to intercalate until the next time that the missed examination(s) or course test(s) are offered and, in such instances, the Learning, Teaching and Quality Committee may impose alternative conditions and requirements.

13. **DISCLOSURE OF RESULTS**

- (a) the deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see instruction 13.4 below);
- (b) examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with the Instructions to Examiners, and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

- (c) students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- (d) as part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can also be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

14. **APPENDICES**

Appendix A sets out the year weightings for degree courses and which, in accordance with Instruction 9.2.1(c), have differential year weightings.

Appendix B sets out any additional criteria governing progression to a period of study abroad/year in industry, degree classification methodology to be adopted by the School of Allied Health Professions and the Norwich Medical School, further information on Ordinary Degrees and specific requirements for courses offered by the School of Nursing Sciences. In these circumstances, the additional criteria take precedence.

Appendix C Sets out how to read the guidance on classification decisions (Section 9.2.3).

APPENDIX A

Year weightings (applicable to all courses except those offered by the School of Nursing Sciences)

Courses	Year 2	Year 3	Year 4 where applicable
All 3 yr courses in AHP, AMS, ART, ECO, ENV(*), FTM, HIS, LAW, LCS, LDC, NBS(**), MUS, PHI, PSI, PSY, SWK EDU – XC16	50%	50%	n/a
All 3yr courses in BIO, CHE, CMP, DEV, ENV(*), NBS (**),MTH, PHA and Natural Sciences EDU – X300	40%	60%	n/a
All 4 yr courses in AMS, ENV(*), FTM, HIS, LAW, LCS ART – , VOLX, V354	50%	0%	50%
CHE - F008 CMP – G414	0%	40%	60%
All 4 yr courses in BIO and Natural Sciences CMP – all 4 yr courses with a year in Industry ENV(*) – all 4 yr courses	40%	0%	60%

* ENV: Students in ENV starting in year 1 of a three year or four year course in September 2010 and direct entry students into year 2 in September 2011 will be classified on a 40%/60% weighting for year 2 and year 3 for three year courses (year 2 and year 4 in respect of four year courses). Students registered in year 3 or year 4 in September 2011 will either be classified on a 50%/50% weighting or 40%/60% weighting for the counting years of their degree programme depending on the option chosen by the student and as locally recorded in the relevant office of the Learning and Teaching Service.

** NBS: Students starting in year 1 of a three year course in September 2011 will be classified on a 40%/60% weighting for year 2 and year 3. Continuing students registered in year 2 and year 3 in September 2011 will continue to be classified on a 50%/50% weighting. Direct entry students into year 2 in September 2011 will be classified using a 50%/50% weighting.

For Specialist Practice awards in the School of Social Work, see Appendix B4.

For Professional Studies awards in the School of Education and Lifelong Learning, see Appendix B5.

Progression for honours degree courses with a required Year Abroad or Year in Industry to a period of study abroad or in industry (for courses in ART, AMS, BIO, CHE, CMP, ENV, FTM, LAW and Natural Sciences) and for specified courses without a required year in industry:

1. Stage Assessment: Stage 1

*Honours degree courses with a required Year Abroad (Stage 2 or Stage 3) in North America or Australasia or Europe or a required Year in Industry (Stage 2 or Stage 3) or for **specified courses without a required year in industry:***

1.1 For all Year Abroad courses in Natural Sciences, F102 (Chemistry with a Year in North America) G404 (Computing Science with a Year Abroad) and N323 (Actuarial Sciences with a Year in Industry).

1.2 For N324, BSc Actuarial Sciences without a year in Industry.

On the basis of the marks available at the Stage 1 Assessment, the Board shall decide whether a student shall be permitted to proceed to Stage 2 of the course. In reaching this decision, the Board shall be satisfied that the student has fulfilled the following criteria:

- (a) an overall mark of 40.00% or more for each module taken in Stage 1;
- (b) an aggregate mark, expressed as a percentage and taking weightings into account, of at least 55.00% for the Stage 1 Assessment.

A student who is not permitted to proceed to Stage 2 on the above basis shall be required to transfer to an equivalent course which does not involve a required Year Abroad/Year in Industry.

A student registered on N324, Actuarial Sciences without a year in industry who is not permitted to proceed to Stage 2 on the above basis, shall be required to transfer to an alternative Honours degree course for which the requirements have been met, with the agreement of the appropriate Course Director.

1.3 For all Year Abroad courses in ART, BIO and ENV.

On the basis of the marks available at the Stage 1 Assessment, the Board shall decide whether a student shall be permitted to proceed to Stage 2 of the course. In reaching this decision, the Board shall be satisfied that the student has fulfilled the following criteria:

- (a) an overall mark of 40.00% or more for each module taken in Stage 1;
- (b) an aggregate mark, expressed as a percentage and taking weightings into account, of at least 60.00% for the Stage 1 Assessment.

A student who is not permitted to proceed to Stage 2 on the above basis shall be required to transfer to an equivalent course which does not involve a required Year Abroad/Year in Industry.

2. **Stage Assessment: Stage 2**

*Honours degree courses with a required Year Abroad (Stage 3) in North America or Australasia or Europe or Year in Industry (Stage 3) or for **specified courses without a required year in industry**:*

2.1 For all Year Abroad courses in AMS, ENV, LAW and Natural Sciences, TW76 (Film and American Studies 4-year version) and N323 (Actuarial Sciences with a Year in Industry).

2.2 For N324, BSc Actuarial Sciences without a year in Industry

On the basis of the marks available at the Stage 2 Assessment, the Board shall decide whether a student shall be permitted to proceed to Stage 3 of the course. In reaching this decision, the Board shall be satisfied that the student has fulfilled the following criteria:

- (a) an overall mark of 40.00% or more for each module taken in Stage 2;
- (b) an aggregate mark, expressed as a percentage and taking weightings into account, of at least 55.00% for the Stage 2 Assessment.

A student who is not permitted to proceed to Stage 3 on the above basis shall be required to transfer to an equivalent course which does not involve a required Year Abroad/Year in Industry.

A student registered on N324, Actuarial Sciences without a year in industry who is not permitted to proceed to Stage 3 on the above basis, shall be required to transfer to an alternative Honours degree course for which the requirements have been met, with the agreement of the appropriate Course Director.

2.3 For Year Abroad courses in ART and BIO.

On the basis of the marks available at the Stage 2 Assessment, the Board shall decide whether a student shall be permitted to proceed to Stage 3 of the course. In reaching this decision, the Board shall be satisfied that the student has fulfilled the following criteria:

- (a) an overall mark of 40.00% or more for each module taken in Stage 2;
- (b) an aggregate mark, expressed as a percentage and taking weightings into account, of at least 60.00% for the Stage 2 Assessment.

A student who is not permitted to proceed to Stage 3 on the above basis shall be required to transfer to an equivalent course which does not involve a required Year Abroad/Year in Industry.

3. **Stage Assessment following the Year Abroad**

For all Year Abroad courses in AMS, ART, BIO, CHE, CMP, ENV, LAW and Natural Sciences and TW76 (Film and American Studies 4-year version).

On the basis of the marks available from the Year Abroad, the Board shall decide whether a student shall be permitted to proceed to the next Stage of the course. In reaching this decision, the Board shall be satisfied that the student has fulfilled the

criteria of an aggregate mark, expressed as a percentage (where appropriate) of at least 40.00% or the equivalent or Pass for the Year Abroad.

A student who is not permitted to proceed to the next Stage on the above basis shall be referred to the Head of their School for appropriate academic guidance and advice. In accordance with Regulation 7.3, the Head of the student's School may require the student to transfer to an equivalent course which does not involve a required Year Abroad.

APPENDIX B2

Bachelor of Science in Occupational Therapy, Bachelor of Science in Physiotherapy, Bachelor of Science in Speech and Language Therapy

Because of the nature of the course, some modules include clinical placements. In order to progress and to complete the course successfully, it is necessary for candidates to satisfy the examiners at each Year Assessment about their competence in the clinical placements. Where a clinical placement is split into two or more blocks, each block will be assessed as a separate component and students must achieve a pass in each part of the assessment. In the assessment of placements, the following instructions apply:

Stage Assessment and Final Stage Assessments (May/June)

Where the Board offers the opportunity of reassessment, it shall be noted that:

- (a) a candidate who fails to satisfy the examiners in respect of two or more of the required clinical placements undertaken in Stage 2 shall normally be required to withdraw from the University and shall not normally be permitted to undertake a Stage 2 Reassessment.
- (b) a candidate who fails to satisfy the examiners in respect of two or more of the required clinical placements undertaken in Stage 3 shall not be eligible for the award of a degree nor for registration with the Health Professions Council and shall not normally be permitted to undertake a Final Stage Reassessment.

APPENDIX B3

Bachelor of Medicine/ Bachelor of Surgery

General

Following recommendation by the General Medical Council (GMC) in 2007, the award of a degree of Bachelor of Medicine/Bachelor of Surgery qualifies graduates to practise with a provisional licence as a doctor in the UK and to be registered by the GMC under the Medical Act 1983.

In order to proceed to the following year and/or be awarded a Bachelor of Medicine/Bachelor of Surgery degree a candidate must satisfy the examiners as below and also be confirmed by the MB BS Professionalism Committee as Fit to Practise in accordance with criteria which are separately published by the General

Medical Council (GMC).

1. Modules are assessed as follows:
 - Integrative Period and Final Integrative Period - Pass/Fail/ Distinction
 - all other modules: Pass/Fail

No mark is recorded for any of these modules.

2. In order to proceed to the next year of the course - or if in the final year be awarded the degree of Bachelor of Medicine/Bachelor of Surgery - candidates must attain the following credits:

<u>Module 1</u> 60	<u>Module 2</u> 60	<u>Integrative Period</u> 30			= 150 credits at Level 1	
<u>Module 3</u> 40	<u>Module 4</u> 40	<u>Module 5</u> 40	<u>Integrative Period</u> 30			= 150 credits at Level 3
<u>Module 6</u> 40	<u>Module 7</u> 40	<u>Module 8</u> 40	<u>Integrative Period</u> 30			= 150 credits at Level 3
<u>Module 9</u> 50	<u>Module 10</u> 50	<u>Integrative Period</u> 30	<u>Module 11 (Elective)</u> 20			= 150 credits at Level 3
<u>Intro to Year 5</u> 10	<u>Module 12</u> 30	<u>Module 13</u> 30	<u>Module 14</u> 30	<u>Final Integrative Period</u> 20	= 120 credits at Level 3	

Total MB BS credits - 720 credits

Stage Assessment and Final Assessment

3. For the purpose of Instruction 6.5 - and in the case of Year 5 to award the degree - the Board of Examiners must be satisfied that all assessment components within the Year concerned have been passed. If not so satisfied, the Board shall refer the candidate to Reassessment in the failed component(s) and shall proceed thereafter as in Instructions 7, 8 and 10.
4. **Intercalation and academic ability to resume studies (from academic year 11/12 onwards)**
Students who have been granted a period of intercalation via a concession from the Learning and Teaching Committee of the Senate at any stage of the MB BS programme, will need to satisfy the Norwich Medical School of their academic ability to resume their studies prior to return from a period of intercalation. Fitness to return from intercalation is usually assessed via a

diagnostic examination which covers material examined during the successfully completed Stage of Study prior to the period of intercalation. Passing such a diagnostic examination entitles the student to a return from intercalation and the student resumes study on the programme as agreed in the concession. Failure to pass the diagnostic examination will lead to a meeting with the student's adviser at which alternative options will be discussed which could include transfer to another suitable course, repeat of entire year of study, withdrawal or a second period of intercalation as well as resuming their studies with an appropriate learning support package.

5. Progression hurdle at the end of year 3 (only applies to 12/13 cohort onwards)

5.1 In the first three year of the MB BS degree, a student is required to sit six examinations, three Objective Structured Clinical Examinations (OSCE) and three written examinations in addition to other assessments.

5.2 If at the end of year 3 a student has accumulated three or more fails as measured in the overall marks achieved for the relevant assessments (examinations, OSCEs and ANP as outlined in 5.1 above), at the first sitting of those, the student will not be permitted to progress to year 4 of the course. If the student has passed year 3, either after the first assessment or after reassessment, s/he will be awarded the exit award of a BSc (hons) in Medical Studies as outlined in paragraph 7 a) below.

6. The Board of Examiners may award a Merit or Distinction for the Stage and the degree as a whole if students have met the following criteria:

(a) For recommendation of an MB BS Stage Distinction:

- Stage 1-4: a Stage Distinction is achieved by meeting the distinction criteria of the overall year OSCE and at least one other distinction in the written examination, Portfolio Report, SSS Presentation or Analytical Review.
- Stage 5: a Stage Distinction is achieved by a Distinction in Final Clinical Assessment.

(b) For the award of an MB BS degree with Distinction:

A student must be placed in the top 15% of the Foundation Programme Application Service (FPAS) ranking for Foundation Year (F1) as well as in the top 15% of the Year 5 in the Final Clinical Assessment.

For the award of an MB BS degree with Merit:

A student must be placed in the top 25% of the Foundation Programme Application Service (FPAS) ranking for Foundation Year (F1) as well as in the top 25% of the Final Clinical Assessment

RANKING	FINAL CLINICAL ASSESSMENT	AWARD
TOP 15%	TOP 15%	MB BS WITH DISTINCTION
TOP 16% - 25%	TOP 16% - 25%	MB BS WITH MERIT
TOP 15%	TOP 16% - 25%	MB BS WITH MERIT
TOP 16% - 25%	TOP 15%	MB BS WITH MERIT
NOT IN TOP 25%	TOP 25%	MB BS
TOP 25%	NOT IN TOP 25%	MB BS
> TOP 25%	> TOP25%	MBBS

- (c) No Distinction may be awarded in any one academic year if a student has failed any one component of assessment within that year. No Distinction may be awarded at reassessment.

7 Exit awards for MB BS students

(a) Bachelor of Science in Medical Studies

Candidates who have accumulated at least 360 credits on the Bachelor of Medicine/Bachelor of Surgery programme (of which at least 300 will be at Level 3 as a result of credit framework described in paragraph 3 above) but who do not proceed further shall be awarded the degree of Bachelor of Science in Medical Studies **with Honours**, which does not confer the licence/registration as described above.

(b) Diploma of Higher Education

Candidates who have satisfactorily completed Stage 1 to enable progression to Stage 2 of the MB BS degree and have in addition passed further credits amounting to at least 240 credits in total shall be awarded a Diploma of Higher Education.

(c) Certificate of Higher Education

Candidates who have passed at least 120 credits as part of Stage 1 of the MB BS degree shall be awarded the Certificate of Higher Education.

APPENDIX B4

BA Specialist Practice

The above BA award shall consist of 120 credits at level 3. Notwithstanding Regulation 5.1(d), students shall enrol for and complete the course within a period of five years from the date of initial registration. On the recommendation of the Head of School, the Learning and Teaching Committee may extend the period of registration in respect of a particular student.

A maximum of 40 credits at level 3 may be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). Such APL may only derive from a comparable programme of study or relevant experience. The remaining 80 credits towards this award must be derived from modules studied and completed at UEA.

A Module and Year Assessment Board shall consider the results achieved by students at the end of every academic year. The Module Assessment Board shall act in accordance with Instructions 5.1, 5.2 and 5.4. The Year Assessment Board shall receive the confirmed marks from the Module Assessment Board and offer the option of reassessment to any student in modules where the student has achieved a mark lower than 40.00%.

In the event that a student fails to achieve 40.00% or more in a module at reassessment, a Year Reassessment Board (immediately following the Module Reassessment Board) shall require the student to withdraw from the course or, on the recommendation of the Head of School, may seek a concession from the Learning and Teaching Committee of the Senate.

A Final Assessment Board shall convene to consider the results of students who have achieved the pass mark of 40.00% in 120 credits, immediately following the Module Assessment Board. For the purpose of degree classification, an aggregate mark shall be calculated from marks achieved in the 120 credits completed at UEA or, in respect of students who have been granted APL at the point of admission, marks in a minimum of 80 credits achieved at UEA. The Board of Examiners shall be guided by the relationship between the aggregate mark and classes of degree as outlined in Instruction 9.2.2 and recommend a degree classification for each student which, having regard to all the evidence before it, best reflects the overall performance of the student.

APPENDIX B5

BA Professional Studies

- 1 The above awards shall consist of 120 credits at level 3. Students shall normally have been admitted on the basis of being granted APL for 240 credits (120 at level 1 and 120 at level 2) accumulated as part of a Foundation degree programme before joining these programmes in Stage 3 at UEA.
- 2 A Module and Year Assessment Board shall consider the results achieved by the students at the end of the academic year. The Module Assessment Board shall act in accordance with Instructions 5.1, 5.2 and 5.4. The Year Assessment Board shall receive the confirmed marks from the Module Assessment Board and decide if the students have met the progression requirements to proceed to classification and shall act in accordance with Instruction 6.4.2. If a student has failed to progress to the classification stage and if any extenuating circumstances have been reported, the Board shall consider if progression at the discretion of the Board of Examiners should be

exercised as stipulated in Instruction 6.4.3 (a). Where discretion to progress has not been exercised, the Board shall offer the option of reassessment in all failed modules as set out in Instruction 6.4.3 (b).

- 3 A Final Assessment Board shall convene to consider the results of students who have satisfied the progression requirements at the Year Assessment to progress to classification. For the purpose of degree classification, an aggregate mark shall be calculated from marks achieved in the 120 credits completed at UEA. The Board of Examiners shall be guided by the relationship between the aggregate mark and classes of degree as outlined in Instruction 9.2.2 and recommend a degree classification for each student, which having regard to all the evidence before it, best reflects the overall performance of the student.
- 4 For students who have been referred to reassessment, a Module Reassessment Board shall be held as set out in Instruction 7, and thereafter a Year Reassessment Board shall be held in accordance with Instruction 8. The Board shall determine if, in accordance with Instruction 8.2, a student may progress to classification or if in view of extenuating circumstances discretion should be exercised as set out in Instruction 8.3 using the criteria set out in Instruction 6.4.3 (a). If a student has met the criteria for progression to classification, the Board shall proceed to classify the student and confer an award as set out in 3) above paying special attention to Instruction 8.5 regarding the capping of reassessment marks for the purposes of classification.
- 5 Students registered on the BA Professional Studies are entitled to an exit award of an Ordinary degree in Professional Studies, if they satisfy the requirements as stipulated in B6.2 below.

APPENDIX B6

Ordinary Degrees

- 1 For Ordinary Degree programmes offered in the Faculty of Science:
For the purposes of Instruction 9.4 the following procedure shall apply:
 - (a) the final aggregate mark, expressed as a percentage and taking weightings into account, shall be determined for each student based on modules taken in years 2 and 3 combined, amounting to 160 credits;
 - (b) if a student has taken modules equivalent to more credits than the required minimum, credits shall be discarded at the end of the course. The remaining credits shall be used to determine the final aggregate mark for the Final Assessment;

- (c) in considering the final aggregate mark, the Board shall be guided by the following criteria:
 - (i) a student achieving a final aggregate mark of 40.00% or more shall pass;
 - (ii) a student achieving a final aggregate mark of less than 40.00% shall fail.

At its discretion, the Board of Examiners may give special consideration to a student who has achieved an aggregate mark of at least 38.00% and exercise discretion to grant the award of an Ordinary Degree.

2 Exit award for students registered on the BA (Hons) Professional Studies (N900):

Students registered on the BA (Hons) Professional Studies course and who have successfully completed at least 60 credits at level 3 and successfully accumulated a total of 300 credits may be awarded an Ordinary degree in Professional Studies as an exit award.

1. Pre-Registration awards leading to registration with the Nursing Sciences Council (for entry to the Register. For modules starting in September 2012, students who failed at reassessment and in the case of failure at the Assessment of Practice will be permitted to remain on the programme until the Academic Appeal Stage 1 and Stage 2 processes have been completed.

1.1 Diploma of Higher Education in Adult Nursing, Children’s Nursing, Mental Health Nursing, Learning Disabilities Nursing

The Diploma of Higher Education in Adult Nursing and in Mental Health Nursing have been endorsed by the Nursing Sciences Council for delivery in the Bailiwick of Guernsey from September 2008.

For students commencing on these programmes from September 2007 to February 2011

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <ul style="list-style-type: none"> (a) a one-year Common Foundation Programme (CFP) in which students complete 120 credits at Level 1 which includes associated periods of professional placement. The award of 120 credits at Level 1 achieves the NMC outcomes for entry to the branch programme. The CFP comprises three 40-credit modules of study; (b) a two-year branch programme in which students complete 240 credits at Level 2 including associated periods of professional placement. The branches of nursing covered by these Regulations are Adult Nursing; Children’s Nursing; Mental Health Nursing and Learning Disabilities Nursing. Each year consists of two year-long 60 credit modules of study; (c) maintenance by the student of a portfolio throughout the programme; (d) a minimum of 4,600 hours attendance (comprising 50% theory and 50% practice in both the CFP and branch programmes); (e) achievement of all the NMC proficiencies for entry to the Register (in 	<ul style="list-style-type: none"> 1. The period of study shall normally consist of three years of full-time study. 2. Each year of study shall be divided into three terms. 3. A student’s period of study may be extended by concession to a maximum of five years from the date of initial registration.

- accordance with NMC requirements);
- (f) self-declaration of good health and good character, confirmed by the School, as required by the NMC;
 - (g) maintenance by the student of an Ongoing Achievement Record.

2. In order to enter the branch programme (Year 2), a student must achieve 120 credits at Level 1, with the proviso that students subject to reassessment may enter the programme pending the results of reassessment. Reassessment for any Year 1 CFP module shall be completed and results confirmed by the Board of Examiners within 12 weeks of entering the branch programme (in accordance with NMC requirements). Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.

3. (a) In order to enter Year 3, a student must achieve 120 credits at Level 2, with the proviso that students subject to reassessment may enter pending the results of reassessments. Reassessment for Year 2 modules shall be completed and results confirmed by the Board of Examiners within one term of a student's commencement of Year 3. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.

(b) Requirement for transfer from Diploma in HE programmes (February 10 to February 11 cohorts) to Year 3 of BSc programmes after successful completion of year 2 are:

- pass at first attempt in all three modules in Year 1;
- pass at first attempt in both modules in Year 2;
- overall average mark of 50% in Year 2.

4. In the case of failure in assessment of practice, a student shall normally be required to proceed directly to reassessment, in the same placement area. Failure to complete reassessments satisfactorily within the defined timescales

shall result in the student being withdrawn from the programme.

5. With the exception of students for shortened programmes with a prior professional registration (see paragraph 6 below), a maximum of 120 credits at Level 1 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both the professional and academic profile.
6. Shortened programmes are available to students with a prior professional registration. 120 credits at Level 1 are normally awarded on the basis of AP(C)L and up to a further 120 credits at Level 2 on the basis of APL may be awarded on an individual basis.
7. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
8. Students who successfully complete 120 credits at Level 1 and 120 credits at level 2 but do not proceed further shall be awarded the Diploma of Higher Education. In such cases, at least 120 credits towards the Diploma of Higher Education must have been completed at UEA. The Diploma of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.

1.2 Bachelor of Science in Adult Nursing, Children’s Nursing, Mental Health Nursing, Learning Disabilities Nursing

The Bachelor of Science in Adult Nursing and in Mental Health Nursing have been endorsed by the Nursing Sciences Council for delivery in the Bailiwick of Guernsey from September 2008.

For students commencing on these programmes from September 2007 to February 2011

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <ul style="list-style-type: none"> (a) a one-year Common Foundation Programme (CFP) in which students complete 120 credits at Level 1 which includes associated periods of professional placement. The award of 120 credits at Level 1 achieves the NMC outcomes for entry to the branch programme. The CFP comprises three 40-credit modules of study; (b) a two-year branch programme in which students complete 120 credits at Level 2 and 120 credits at Level 3 including associated periods of professional placement. The branches of nursing covered by these Regulations are Adult Nursing; Children’s Nursing; Mental Health Nursing and Learning Disabilities Nursing. Each year consists of two year-long 60 credit modules of study; (c) maintenance by the student of a portfolio throughout the programme; (d) a minimum of 4,600 hours attendance (comprising 50% theory and 50% practice in both the CFP and branch programmes); (e) achievement of all the NMC proficiencies for entry to the Register (in accordance with NMC requirements); (f) self-declaration of good health and good character, confirmed by the School, as required by the NMC (g) maintenance by the student of an ongoing Achievement Record. <p>2. In order to enter the branch programme (Year 2), a student must achieve</p>	<ul style="list-style-type: none"> 1. The period of study shall normally consist of three years of full-time study. 2. Each year of study shall be divided into three terms. 3. A student’s period of study may be extended by concession to a maximum of five years from the date of initial registration.

120 credits at Level 1, with the proviso that students subject to reassessment may enter the programme pending the results of reassessment. Reassessment for any Year 1 CFP module shall be completed and results confirmed by the Board of Examiners within 12 weeks of entering the branch programme (in accordance with NMC requirements). Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.

3. In order to enter Year 3, a student must achieve 120 credits at Level 2, with the proviso that students subject to reassessment may enter pending the results of reassessments. Reassessment for Year 2 modules shall be completed and results confirmed by the Board of Examiners within one term of a student's commencement of Year 3. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.
4. In the case of failure in assessment of practice, a student shall normally be required to proceed directly to reassessment, in the same placement area. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.
5. A total of 120 credits at Level 2 and 120 credits at Level 3 are required for the classification of the award, with the exception of students with a prior professional registration on shortened programmes under paragraph 7 below. Level 2 and Level 3 modules are split equally into 2x60 credit modules (one theory and one professional practice module) per year. For classification purposes, the theory module is weighted at 75% and the professional practice module is weighted at 25% counting towards the aggregate mark of each year.
6. With the exception of students for shortened programmes with a prior

professional registration (see paragraph 7 below), a maximum of 120 credits at Level 1 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both the professional and academic profile.

7. Shortened programmes are available to students with a prior professional registration. 120 credits at Level 1 are normally awarded on the basis of AP(C)L and up to a further 120 credits at Level 2 on the basis of APL may be awarded on an individual basis.
8. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
9. Students who successfully complete 120 credits at Level 1 and 120 credits at level 2 but do not proceed further shall be awarded the Diploma of Higher Education. In such cases, at least 120 credits towards the Diploma of Higher Education must have been completed at UEA. The Diploma of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
10. Shortened programmes are also available to students with a relevant health-related degree. Students are required to undertake the programme of study at Level 2 and Level 3, but up to 120 credits at Level 1 may be awarded on the basis of APL.

- 1.3 Bachelor of Science:**
Adult Nursing
Children’s Nursing
Mental Health Nursing
Learning Disabilities Nursing

- Bachelor of Science:**
Adult Nursing
Mental Health Nursing

has been endorsed by the Nursing Sciences Council for delivery in the Bailiwick of Guernsey from September 2011

For students commencing on these programmes from September 2011 and thereafter

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <p>(a) Year 1 (certificate level) in which students complete two modules (60 credits each) of integrated theory and practice. Students are permitted one attempt at the Assessment of Practice but two attempts at coursework, portfolio and examinations. In order to enter Year 2, a student must achieve 120 credits at Level 1, with the proviso that student subject to reassessment may enter the programme pending the results of reassessment. Reassessment for any Year 1 module shall be completed and results shall be confirmed by the Board of Examiners within 12 weeks of entering Year 2 (in accordance with NMC requirements). Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.</p> <p>(b) Year 2 (Diploma level) in which students complete two modules (60 credits each) of integrated theory and practice. Students are permitted</p>	<p>1. The period of study shall normally consist of three years of full-time study.</p> <p>2. Each year of study shall be divided into two semesters.</p> <p>3. A student’s period of study may be extended by concession to a maximum of five years from the date of initial registration.</p>

one attempt at the Assessments of Practice but two attempts at coursework, portfolio and examinations. In order to enter Year 3, a student must achieve 120 credits at Level 2 and complete all theory and practice hours for Year 2, with the proviso that students subject to reassessment may enter the programme pending the results of reassessment. Reassessment for any Year 2 module shall be completed and results confirmed by the Board of Examiners within 12 weeks of entering Year 3 (in accordance with NMC requirements). Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.

- (c) Year 3 (degree level) in which students complete two modules (60 credits each) of integrated theory and practice. Students must also complete all theory and practice hours for Year 3. Students are permitted one attempt at Assessment of Practice but two attempts at coursework, portfolio and dissertation.
- (d) maintenance by the student of a portfolio throughout the programme;
- (e) a minimum of 4,600 hours attendance (comprising 50% theory and 50% practice) ;
- (f) achievement of all the NMC proficiencies for entry to the Register (in accordance with NMC requirements);
- (g) self-declaration of good health and good character, confirmed by the School, as required by the NMC
- (h) maintenance by the student of an Ongoing Achievement Record.

2. A total of 120 credits at Level 2 and 120 credits at Level 3 are required for the classification of the award, with the exception of students with a prior professional registration on shortened programmes under paragraph 4 below.

3. With the exception of students for shortened programmes with a prior professional registration (see paragraph 7 below), a maximum of 120

credits at Level 1 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both professional and academic profile.

4. Shortened programmes are available to students with a prior professional registration. 120 credits at Level 1 are normally awarded on the basis of AP(C)L and up to a further 60 credits at Level 2 on the basis of APL may be awarded on an individual basis.
5. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
6. Students who successfully complete 120 credits at Level 1 and 120 credits at Level 2, but do not proceed further shall be awarded a Diploma in Higher Education. In such cases, at least 120 credits towards the Diploma in Higher Education must have been completed at UEA. The Diploma of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
7. Shortened programmes are available to students with a relevant health-related degree. Students are required to undertake the programme of study at Level 2 and Level 3, but up to 120 credits at Level 1 may be awarded on the basis of APL.

1.4 Bachelor of Science in Midwifery

For students commencing on this programme from September 2008 to September 2011

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <ul style="list-style-type: none">(a) a three-year programme in which students complete 120 credits at Level 1, 120 credits at Level 2 and 120 credits at Level 3 including associated periods of professional placement. Each year consists of three 40-credit modules of study;(b) maintenance by the student of a portfolio throughout the programme;(c) achievement of all the NMC Competencies and Essential Skills Clusters, and requirements of the European Union Midwives Directive for entry to the Register (in accordance with NMC requirements);(d) self-declaration of good health and good character, confirmed by the Lead Midwife for Education, as required by the NMC;(e) maintenance by the student of an Ongoing Achievement Record. <p>2. In order to enter Year 2, a student must achieve 120 credits at Level 1 and therefore achieve the NMC Essential Skills Clusters for the first progression point, with the proviso that students subject to reassessment may enter the programme pending the results of reassessment. Reassessment for Year 1 modules shall be completed and results confirmed by the Board of Examiners within 12 weeks of a student's commencement of Year 2. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.</p> <p>3. In order to enter Year 3, a student must achieve 120 credits at Level 2, with the proviso that students subject to reassessment may enter pending the results of reassessments. Reassessment for Year 2 modules shall be completed and results confirmed by the Board of Examiners within 12 weeks of student's commencement of Year 3. Failure to complete reassessments satisfactorily</p>	<p>1. The period of study shall not be less than three years in length (equivalent to 156 weeks full-time), and each year shall contain 45 programmed weeks.</p> <p>2. Each year of study shall be divided into three terms.</p> <p>3. A student's period of study may be extended by concession to a maximum of five years from the date of initial registration.</p>

within the defined timescales shall result in the student being withdrawn from the programme.

4. In the case of failure in assessment of practice, a student shall normally be required to proceed directly to reassessment, in the same placement area. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.
5. A total of 120 credits at Level 2 and 120 credits at Level 3 are required for the classification of the award.
6. A maximum of 120 credits at Level 1 and 40 credits at Level 2 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). APL must be in accordance with the NMC (2009) Standards for pre-registration midwifery education and can only derive from a comparable programme of study. The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both the professional and academic profile.
7. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
8. Students who successfully complete 120 credits at Level 1 and 120 credits at level 2 but do not proceed further shall be awarded the Diploma of Higher Education. In such cases, at least 120 credits towards the Diploma of Higher Education must have been completed at UEA. The Diploma of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.

1.5 Bachelor of Science in Midwifery
For students commencing on this programme from September 2012

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <ul style="list-style-type: none"> (a) a three-year programme in which students complete 120 credits at Level 1, 120 credits at Level 2 and 120 credits at Level 3 including associated periods of professional placement. Each year consists of two 60-credit modules of study; (b) maintenance by the student of a portfolio throughout the programme; (c) achievement of all the NMC Competencies and Essential Skills Clusters, and requirements of the European Union Midwives Directive for entry to the Register (in accordance with NMC requirements); (d) self-declaration of good health and good character, confirmed by the Lead Midwife for Education, as required by the NMC; (e) maintenance by the student of an Ongoing Achievement Record. <p>2. In order to enter Year 2, a student must achieve 120 credits at Level 1 and therefore achieve the NMC Essential Skills Clusters for the first progression point, with the proviso that students subject to reassessment may enter the programme pending the results of reassessment. Students are permitted one attempt at the Assessments of Practice but two attempts at coursework, group presentation and examinations. Reassessment for Year 1 modules shall be completed and results confirmed by the Board of Examiners within 12 weeks of a student's commencement of Year 2. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.</p> <p>3. In order to enter Year 3, a student must achieve 120 credits at Level 2, with the proviso that students subject to reassessment may enter pending the results of reassessments. Students are permitted one attempt at the Assessments of</p>	<p>1. The period of study shall not be less than three years in length (equivalent to 156 weeks full-time), and each year shall contain 45 programmed weeks.</p> <p>2. Each year of study shall be divided into two semesters.</p> <p>3. A student's period of study may be extended by concession to a maximum of five years from the date of initial registration.</p>

Practice but two attempts at coursework and examinations. Reassessment for Year 2 modules shall be completed and results confirmed by the Board of Examiners within 12 weeks of student's commencement of Year 3. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.

4. A total of 120 credits at Level 2 and 120 credits at Level 3 are required for the classification of the award with a weighting of 40:60.
5. A maximum of 120 credits at Level 1 and 60 credits at Level 2 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). APL must be in accordance with the NMC (2009) Standards for pre-registration midwifery education and can only derive from a comparable programme of study. The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both the professional and academic profile.
7. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.
8. Students who successfully complete 120 credits at Level 1 and 120 credits at level 2 but do not proceed further shall be awarded the Diploma of Higher Education. In such cases, at least 120 credits towards the Diploma of Higher Education must have been completed at UEA. The Diploma of Higher Education is not a professional qualification and students are not eligible to apply to the NMC for entry to the Professional Register.

2. Pre-Registration award leading to registration with the Health Professions Council (HPC) (for students commencing from September 2007 and thereafter)

For modules starting from September 2012, students who failed at reassessment will be permitted to remain on the programme until the Academic Appeal Stage 1 and Stage 2 processes have been completed.

Diploma of Higher Education in Operating Department Practice

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. The course shall consist of:</p> <ul style="list-style-type: none"> (a) a two-year programme in which students complete 120 credits at Level 1 and 120 credits at Level 2 including associated periods of professional placement. Each year consists of three 20-credit modules and one year-long 60 credit module of study; (b) a minimum of 3,000 hours attendance (comprising 40% theory and 60% practice); (c) completion of all the mandatory skills in the Skills Development Profile; (d) achievement of all the HPC proficiencies for entry to the Register. <p>2. In order to enter Year 2, a student must achieve 120 credits at Level 1, with the proviso that students subject to reassessment may enter the programme pending the results of reassessments. Reassessment for Year 1 Modules shall be completed and results confirmed by the Board of Examiners within one term of a student's commencement of Year 2. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.</p> <p>3. In the case of failure in assessment of practice, a student shall normally be required to proceed directly to reassessment, in the same placement area. Failure to complete reassessments satisfactorily within the defined timescales shall result in the student being withdrawn from the programme.</p>	<p>1. The period of study shall normally consist of two years of full-time study.</p> <p>2. Each year of study shall be divided into three terms.</p> <p>3. A student's period of study may be extended by concession to a maximum of five years from the date of initial registration.</p>

<p>4. A maximum of 120 credits at Level 1 can be counted towards the Final Assessment on the basis of Accreditation of Prior Learning (APL). The remaining credits must derive from modules taken during the programme of study. As part of the process of award of APL, there shall be consideration of both the professional and academic profile.</p> <p>5. Students who successfully complete 120 credits at Level 1, but do not proceed further shall be awarded the Certificate of Higher Education. In such cases, at least 60 credits towards the Certificate of Higher Education must have been completed at UEA. The Certificate of Higher Education is not a professional qualification and students are not eligible to apply to the HPC for entry to the Professional Register.</p>	
--	--

**3. Post-Registration awards (for students commencing from September 2008 and thereafter)
For modules starting from September 2012, students who failed at reassessment will be permitted to remain on the programme until the Academic Appeal Stage 1 and Stage 2 processes have been completed.**

3.1 Diploma of Higher Education in Community Healthcare Practice

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. In order to enrol for the award, a student must be awarded the equivalent of 120 Level 1 credits by virtue of a current certificate level or equivalent Professional Registration.</p> <p>2. The course shall consist of 120 credits at Level 2 or above.</p> <p>3. The School shall specify the modules required or available to students in order to comprise a coherent programme of study.</p>	<p>1. The period of study between registration and completion of the diploma programme shall not normally exceed five years (part-time).</p>

<p>4. In some modules, candidates may additionally be required to achieve a mark at a minimum specified level in some or all elements within a module in order to obtain a pass as a whole. Such requirements shall be specified in the Module Handbook.</p> <p>5. On the basis of Accreditation of Prior Learning (APL) a maximum of 60 credits at Level 2 can be counted towards the Final Assessment. The remaining 60 credits must derive from modules taken during the programme of study.</p>	
---	--

3.2 Bachelor of Science Nurse Practitioner

COURSE REQUIREMENTS	DURATION OF COURSE
<p>1. In order to enrol for the award, a student must be awarded the equivalent of 240 credits, of which at least 120 credits must be at Level 2, and possess a current Professional Registration.</p> <p>2. The course shall consist of 120 credits at Level 3.</p> <p>3. The School shall specify the modules required or available to students in order to comprise a coherent programme of study.</p> <p>4. A short dissertation module (20) must be undertaken before successful completion of the course.</p> <p>5. In some modules, candidates may additionally be required to achieve a mark at a minimum specified level in some or all elements within a module in order to obtain a pass as a whole. Such requirements shall be specified in the Module Handbook.</p>	<p>1. The period of study between registration and completion of the degree programme shall not normally exceed five years (part-time).</p> <p>2. The period of study between enrolment and completion of the module Independent and Supplementary Prescribing shall not exceed two years (in accordance with NMC requirements).</p>

<p>6. A total of 120 credits at Level 3 are required for the classification of the award. Modules taken in excess of the requirement of 120 credits at Level 3 shall be discarded in accordance with the programme specification and at the discretion of the Course Director.</p>	
--	--

3.3 Bachelor of Science in Nursing Practice, in Midwifery Practice, in Community Healthcare Practice and in Acute, Critical and Emergency Care

COURSE REQUIREMENTS	DURATION OF COURSE
<ol style="list-style-type: none"> 1. In order to enrol for the award, a student must be awarded the equivalent of 120 Level 1 credits by virtue of a current certificate level Professional Registration. 2. The course shall consist of 240 credits at Level 2 and Level 3 of which at least 120 credits must be at Level 3. 3. The School shall specify the modules required or available to students in order to comprise a coherent programme of study. 4. A dissertation module (20 or 40 credits) must be undertaken before successful completion of the course. 5. In some modules, candidates may additionally be required to achieve a mark at a minimum specified level in some or all elements within a module in order to obtain a pass as a whole. Such requirements shall be specified in the Module Handbook. 6. On the basis of Accreditation of Prior Learning (APL) a maximum of 120 credits at Level 2 can be counted towards the Final Assessment. The remaining credits must derive from modules taken during the programme of 	<ol style="list-style-type: none"> 1. The period of study between registration and completion of the degree programme shall not normally exceed eight years (part-time) or five years (part-time) for a student entering the programme with a maximum APL of 120 credits at Level 2. 2. The period of study between enrolment and completion of the module Independent and Supplementary Prescribing shall not exceed two years (in accordance with NMC requirements).

<p>study.</p> <p>7. A total of 120 credits at Level 3 are required for the classification of the award. Modules taken in excess of the requirement of 120 credits at Level 3 shall be discarded in accordance with the programme specification and at the discretion of the Course Director.</p>	
--	--

3.3 Bachelor of Arts in Leading Innovation for Clinical Practitioner

COURSE REQUIREMENTS	DURATION OF COURSE
<ol style="list-style-type: none"> 1. In order to enrol for the award, a student must be awarded the equivalent of 240 credits, of which at least 120 credits must be at Level 2. 2. The course shall consist of 120 credits at Level 3. 3. The School shall specify the modules required or available to students in order to comprise a coherent programme of study. 4. A dissertation module (20 or 40 credits) must be undertaken before successful completion of the course. 5. In some modules, candidates may additionally be required to achieve a mark at a minimum specified level in some or all elements within a module in order to obtain a pass as a whole. Such requirements shall be specified in the Module Handbook. 6. A total of 120 credits at Level 3 are required for the classification of the award. Modules taken in excess of the requirement of 120 credits at Level 3 shall be discarded in accordance with the programme specification and at the discretion of the Course Director. 	<ol style="list-style-type: none"> 1. The period of study between registration and completion of the degree programme shall not normally exceed three years (part-time).

4. Certificate of Higher Education in Substance Misuse

COURSE REQUIREMENTS	DURATION OF COURSE
<ol style="list-style-type: none">1. In order to enrol for the award, a student must satisfy the entry requirements by working in an appropriate service setting and demonstrating the ability to study at Level 1.2. The course shall consist of 120 credits at Level 1, comprising two compulsory 60 credit modules.3. On the basis of Accreditation of Prior Learning (APL) a maximum of 60 credits at Level 1 can be counted towards the Final Assessment. The remaining 60 credits must derive from modules taken during the programme of study.	The period of study shall normally be two years (part-time).

How To Read The Guidance on Classification Decisions

Background

Dissatisfaction with the classification of an academic award is one of the main causes of student appeals. Sometimes successful appeals arise from situations where the classification guidance within the Instructions to Examiners has not been followed at the original meeting of the Examination Board. The current Instructions to Examiners are problematic as they lack clarity in relation to students whose aggregate mark does not place clearly within a given classification. The brief notes below are intended to aid Boards of Examiners until such time as the Instructions to Examiners are formally amended. As a final note of background it is worth noting that the University has placed strategic importance on increasing the achievement of 'good honours' by our students and while it is important to retain academic standards we should also not fall into the trap of regarding the non-promotion of border-line students to the next classification bracket as representing a weakening of academic rigour.

Problematic Instructions

Decisions about students who do not automatically fall within a given classification are covered by the following Instruction:

9.2.3 . . .the Board of Examiners *may* refer to the following combinations of marks and credits as guidance for the exercise of *discretion* in recommending degree classification (Instructions To Examiners 2010-11)

The italics have been added to highlight the problematic terms. It is not uncommon for this Instruction to be read as implying that a significant degree of discretion is available to the Board. It appears to create a set of conditional consequences: The Board 'may' refer to the subsequent combinations of marks and credits, which suggests that equally the Board can decide that it will not refer to those suggested combinations. It seems to follow that the application of the suggested combinations of marks and credits would only apply in the event that the Exam Board actively chose to refer to them.

Moreover, the use of the term 'discretion' suggests a further layer of conditionality: Even when the Board has actively chosen to refer to the guidance below Instruction 9.2.3 it appears that it should exercise its discretion in determining whether, having referred to and considered the suggested guidance, it will apply that guidance in reaching a classification decision.

What Is Intended by Instruction 9.2.3?

In practice the University takes the view that where guidance is provided to Examiners it expects that the guidance will be followed and that by association where the Instructions indicate what a Board 'may' do it is most

usefully read as indicating what a Board ‘should’ do. The conditionality of ‘may’ as opposed to ‘shall’ (which is found elsewhere in the Instructions) reflects the fact that there may from time to time arise circumstances that are sufficiently exceptional such that the Examination Board does not make use of the classification guidance. That is to say, Boards of Examiners should apply the guidance under 9.2.3 except in extremis.

Having clarified that in almost all cases the Examination Board should indeed refer to the combinations of marks and units provided, we can turn to the use of the term ‘discretion’. This is not intended to suggest that having, except in extremis, made reference to the suggested combinations of marks and credits the Examination Board should then engage in case by case decisions as to whether those combinations ought to be applied. The use of the term ‘discretion’ here relates to the fact that any classification awarded to a student whose aggregate is outside the classification range, by however small a margin, technically constitutes the exercise of discretion in the making of an award. It is therefore a reference to the nature of the decisions being taken when following the guidance at 9.2.3 rather than an expression of the ability of the Board to choose whether or not that guidance will be followed.

In cases where the OIA has been involved their reading has also been that the provision of guidance, particularly given its very specific nature, should be understood as directive rather than suggestive. Moreover, the view has been taken that students would reasonably interpret these instructions as implying that except and unless there are compelling reasons not to follow the guidance, the award of the higher classification should be effectively automatic where the guidance criteria are met. This position is also reflected in our Student Record System which automatically generates the higher classification as the expected outcome in the individual student record where those criteria have been satisfied.