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Common Masters Framework Regulations

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the awards of degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MClinEd), Master of Laws (LLM), Master of Music (MMus), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), Master in Teaching and Learning (MTL), the Postgraduate Diploma (PgDip), Postgraduate Diploma in Clinical Education (PgDipClinEd), the Postgraduate Certificate (PgCert) (including the Postgraduate Certificate in Education) and the Postgraduate Certificate in Clinical Education (PgCertClinEd).
- 1.2 These Regulations apply to full-time and part-time postgraduate students. Where appropriate these regulations also apply to Visiting and Credit-Only students at the postgraduate 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 reference to Instructions in these Regulations shall refer to the Common Masters Framework 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
Taught Component	the modules delivered through formal teaching and assessed by examination, coursework or project
Dissertation Component	the module(s) representing independent research or investigation and assessed by a dissertation, research project or their equivalent.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and credit value. All masters level modules will be multiples of 10 credits.
Level	all taught and dissertation modules shall be classified at Masters level, with the exception of specified practice-based modules in the School of Nursing Sciences

Within the MSc in Physiotherapy and the MSc in Occupational Therapy placements shall be classified at one of the following levels:

(a) Introductory level (level 1)

(b) Honours degree level (levels 2 and 3)

Within the MA in Social Work, Postgraduate Certificate in Education and MA in Education with Qualified Teacher Status placements shall be classified at Honours degree level (level 3).

Credit	an indicator of the volume of study associate with a module
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.
Compulsory Module	a module designated as one which students must take in 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. (All modules within a course profile must be defined as core, compulsory or optional.)
Mark	marks are expressed as a percentage, except for some specified modules or components of modules, where marks may be expressed as Fail/Pass with the approval of the Learning and Teaching Committee of the Senate
Good Cause	sufficient and reasonable grounds to indicate that a student was prevented from taking an examination or course test 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 of Senate where there is evidence that it was not a reasonable examination or course test attempt.

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;
- (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.

4 **COURSE REQUIREMENTS**

4.1 The University shall:

- (a) Specify the modules required or available to students in respect of the taught component of the course and may specify other requirements to be met by a student before successful completion of a course;
- (b) Specify the form of assessment and reassessment for the modules it offers.

4.2 Courses shall consist of:

- (a) 60 Masters level credits for a Postgraduate Certificate
- (b) 120 Masters level credits for a Postgraduate Diploma
- (c) 180 Masters level credits for a Masters Degree

4.3 Dissertation

4.3.1 A dissertation or its equivalent submitted for a Masters degree (where required within the programme of study) may not incorporate, whether in the same or different form, work which has been submitted to this or any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated.

5 **DURATION OF STUDY**

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

- (a) One year in the case of full-time students,
- (b) Up to two years full-time in the case of specified courses leading to professional registration and incorporating a substantial practice placement element;
- (c) A period of no more than five years from the date of initial registration for part-time students.

5.2 In cases where the Board of the School has determined it appropriate an extension of not more than three months for full-time candidates and not more than six months for part-time candidates to the date for the submission of any piece of assessed or reassessed work including the dissertation may be granted for reasons of ill health or unforeseen and urgent personal circumstances.

5.3 The Head of a student's School of Studies may vary or amend the requirements of these Regulations in respect of a particular student by extending by intercalation a student's period of study for a degree by a maximum of twelve months where the student is in good academic standing.

- 5.4 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 (for example by intercalation, repetition or, extension to the time allowed) of a student's period of study for a degree to a maximum of two years beyond the specified length of the course. 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 published deadline. No student may enrol on modules totalling more than 180 credits (60 credits for a Postgraduate Certificate or 120 credits for a Postgraduate Diploma, where this is the award for which the student initially registered) except via a concession from the Learning and Teaching Committee of Senate.
- 6.2 Where the course profile permits students to select modules from an options range, students wishing to make or change their module enrolments for a semester after Friday of week 4 of a semester must obtain the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the School.
- 6.3 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 as part 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.
- 6.4 Within the modules taken in a Masters Degree, Postgraduate Diploma or Postgraduate Certificate course students are not permitted to take undergraduate level modules, with the exception of practice-based modules forming part of the Masters level programme in Midwifery.
- 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 optional modules which are not included in the specified range of modules for a Masters Degree or Postgraduate Diploma. There may be no substitution of modules for a Postgraduate Certificate.

Such variation shall not apply to core or compulsory modules nor to the substitution of a Masters level module by a module of a lower level, 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-enrol for a module in which the student has attempted and failed assessment and reassessment). Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.
- 6.7 Only in exceptional circumstances will a student be permitted to substitute a spring semester module for an autumn semester or year-long module after week 4 of the autumn semester. Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.
- 6.8 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 AWAY FROM THE UNIVERSITY

- 7.1 A student may seek approval from the Head of School to spend not more than three months of the dissertation element of the period of study at some other approved place of study or research.

8 STUDENT PROGRESS MEETING

- 8.1 Schools may opt to hold a Student Progress Meeting after the Autumn Semester or block of teaching. 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 refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice.

9 PLACEMENT PROGRESS MEETING

- 9.1 For specified courses including a placement component, there shall be a Placement Progress Meeting at which the appropriate Board of Examiners or sub-group of Examiners shall review each student's progress to date in the placement component, in accordance with Instruction 5.
- 9.2 The Placement Progress Meeting shall consider:

- (a) the provisional marks and reports for students in respect of placements, and confirm whether students should be referred to reassessment, progress to the next placement or be required to withdraw as appropriate;
- (b) Circumstances reported by staff and/or students in accordance with Regulation 15.

9.3 For the MSc in Physiotherapy and the MSc in Occupational Therapy

It shall be an associated condition of modules including a practical placement that, in order to successfully complete the module, students must pass:

- One level 1 placement component, **and**
- Two level 2 placement components (at least one of which must be at the first attempt), **and**
- Two level 3 placement components (at least one of which must be at the first attempt).

9.4 In the event that a student has not completed a placement satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5) offer the option of reassessment in the failed placement(s). In such circumstances the student may:

- (a) Either undertake reassessment; or
- (b) Withdraw from the course and receive an award where appropriate (in accordance with Instruction 7).

10 MODULE ASSESSMENT

10.1 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) As a dissertation (DS modules);
- (f) By a combination of two or more of the following: coursework, examination, project, assessment of practice, dissertation (WW for modules combining an examination and coursework; CP for modules combining a project and coursework, CA for modules which include coursework and assessment of practice. All modules containing a dissertation will be DS).

10.2 The pass mark of a numerically marked Masters level module shall be 50.00%.

The pass mark of a numerically marked Honours level module shall be 40.00%.

- 10.3 Individual modules or elements within modules may be assessed on a Pass or Fail basis with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 10.4 With the prior approval of the Learning and Teaching Committee of Senate candidates may additionally be required to achieve a mark at a minimum specified level in all elements within a module in order to obtain a pass in the module as a whole.
- 10.5 In circumstances where a student has been permitted by the Learning and Teaching Committee of Senate to take a delayed 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) or course test(s) in that module.
- 10.6 There shall be a Module Assessment Board at which the Board of Examiners shall confirm the marks for modules offered by its School in accordance with Instruction 6;

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 may be reviewed at the end of the first semester (at the Student Progress Meeting where applicable in accordance with Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

11 **INTERMEDIATE ASSESSMENT**

- 11.1 The Intermediate Assessment Board of Examiners, or a sub-group of that Board, shall consider the confirmed module marks and overall performance to date of students (in accordance with Instruction 7):
- (a) When full-time students have attempted all taught modules as defined in the programme specification;
 - (b) When full-time students on the Master of Business Administration or Postgraduate Diploma in Midwifery have completed a specified set of modules;
 - (c) When full-time students on courses that extend over more than one academic year (or its equivalent) and part-time or credit-only students have attempted all prescribed taught modules in an academic year (or its equivalent).
- 11.2 The Intermediate Assessment Board shall:
- (a) Consider the confirmed marks awarded by Module Assessment Boards, for full-time students registered in its School and confirm whether full-time students have satisfactorily completed the

taught components of the course or should be referred to reassessment in failed modules;

- (b) Consider the confirmed marks awarded by the Module Assessment Boards, for part-time students or full-time students who have completed the first part of a course extending over more than one academic year registered in its School and confirm whether students have satisfactorily completed the taught modules attempted that year or should be referred to reassessment in failed modules;
- (c) Consider the confirmed marks awarded by the Module Assessment Boards, for full-time students registered in its School who have completed the first part of the course, where an Intermediate Board is permitted part way through the taught component, and consider whether students should be referred to reassessment in failed modules;
- (d) Consider the confirmed marks awarded by the Module Assessment Boards for credit-only students registered in its School and consider whether they should be referred to reassessment in failed modules;
- (e) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15.

11.3 Where a student has attempted all the modules within the taught component of a course, the Board of Examiners shall, in accordance with Instruction 7, confirm that a student has satisfactorily completed the taught component of the course where the student has achieved the following:

For courses assessed with numerical marks

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) At least the pass mark in each taught module, except for modules totalling no more than 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate). In these remaining modules the student must have achieved a mark of at least 45.00%; **and**
- (c) The minimum specified mark in such elements within a module which is required in order to obtain a pass in the modules as a whole; **and**
- (d) At least the pass mark in all modules designated core for the course.

For courses assessed on a pass / fail basis

- (e) A pass in all taught modules; and where applicable
- (f) A pass in any component assessment of placement learning.

In considering students under this Instruction, the Board of Examiners may exercise discretion to condone failure to satisfactorily complete the taught element of the course as stipulated in Instruction 7.3.3.

- 11.4 In the event that a student has not completed the taught components of the course satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5.1.2(h)) offer the option of reassessment in all failed modules. In such circumstances, the student may:
- (a) Either undertake reassessment; or
 - (b) Withdraw from the course and receive an award where appropriate.

12 REASSESSMENT

- 12.1 Each module shall be reassessed by a method published by the School, which 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.
- 12.2 A student may be reassessed in a module or element of a module on one occasion only.
- 12.3 Reassessment for each module shall be completed:
- (a) If by examination, during the designated reassessment periods as specified by the University;
 - (b) Where a student has taken a delayed first sit of an examination or course test by concession from the Learning and Teaching Committee, at the next scheduled sitting of examinations or course test in that module;
 - (c) If by coursework or project, the deadline for submission of the reassessment shall be agreed by the Board of Examiners and shall be no later than three months from the date of the relevant Assessment Board;
 - (d) If by assessment of practice, in accordance with arrangements agreed by the Board of Examiners (which may require the Board of Examiners to seek a concession from the Learning and Teaching Committee to extend the period of registration or to intercalate the student);
 - (e) Where the dissertation is referred to reassessment, the deadline for resubmission shall be no later than three months from the date of the relevant Assessment Board.
- 12.4 Placement Reassessment
- In respect of students enrolled on modules including a placement component there shall be a Placement Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall:

- (a) Consider the provisional marks and reports for students, and confirm whether students should progress to the next placement or be required to withdraw;
- (b) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15.

12.5 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 shall:

- (a) Confirm the marks for modules offered by its School in accordance with Instruction 6.

12.6 Intermediate Reassessment

There shall be an Intermediate Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed marks achieved at reassessment of modules forming part of the taught component and:

- (a) Consider whether students who have attempted all taught modules as defined in the programme specification have now satisfactorily completed the taught component of the course as set out in Regulation 11.3 and Instruction 7, or alternatively, take action as set out in Instruction 7.3.3;
- (b) Consider whether students who have not yet attempted all taught modules as defined in the programme specification, or credit-only students, have now passed the modules attempted to date, or alternatively take action as set out in Instruction 10.6;
- (c) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15;
- (d) Perform all the duties of an Intermediate Assessment Board in respect of student who have undertaken a delayed first sit and/or who had an approved extension for the submission of work and/or a delayed placement assessment.

For Specified Courses in the Faculty of Health:

There shall be an Intermediate Reassessment Board for students on courses including core modules at which the appropriate Board of Examiners or a sub-group of that Board shall review the marks achieved at reassessment and:

- (a) Consider whether a student has satisfactorily completed reassessment and should continue to the next component of the course, or be required to withdraw;
- (b) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15.

13 **FINAL ASSESSMENT**

13.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students at the end of their

period 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 any Reassessment of the taught component modules, which count towards the award and shall:

- (a) Consider the confirmed marks awarded by the Module Assessment Board for the dissertation module (where applicable) and determine whether students have satisfactorily completed the dissertation module as set out below;
- (b) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15;
- (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 Masters Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, recommend that students have passed or have passed with Distinction in accordance with Instruction 11.

13.2 The Board of Examiners shall, in accordance with Instruction 11.1.1, confirm that a student has satisfactorily completed the dissertation module (where applicable) where the student has achieved at least the pass mark (50.00%) in the module as a whole.

13.3 In the event that a student has not completed the dissertation module satisfactorily, but has achieved a mark of at least 40.00% in the dissertation module, the Board of Examiners shall offer the option of reassessment in the dissertation module. In such circumstances, the student may:

- (a) Either undertake reassessment; or
- (b) Withdraw from the course and receive an award where appropriate.

13.4 In the event that a student has not completed the dissertation module satisfactorily and has not achieved a mark of at least 40.00%, the Board of Examiners may exercise discretion to offer the option of reassessment in the dissertation module in accordance with Instruction 11 or shall require the student to withdraw from the course and receive an award where appropriate. Where a student is offered the option of reassessment, the student may:

- (a) Either undertake reassessment; or
- (b) Withdraw from the course and receive an award where appropriate.

14 **FINAL REASSESSMENT**

There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment of the dissertation and (where appropriate) reassessment of the taught component and:

- (a) Determine whether students have satisfactorily completed the course as a whole following the reassessment (with reference to the academic and any placement requirements for the course as set out in the Instructions);
- (b) Recommend to Senate the conferment of awards to 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;
- (c) Consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15;
- (d) Perform all the duties of a Final Assessment Board in respect of students who have undertaken a delayed first sit;
- (e) Where applicable, recommend the award of Postgraduate Certificate or Postgraduate Diploma in accordance with Instruction 11.

15 **CONSIDERATION OF MEDICAL EVIDENCE / EXTENUATING CIRCUMSTANCES**

15.1 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 Director of University Services (Learning and Teaching) 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).

15.2 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.

16 **GOOD CAUSE / DELAYED FIRST SIT**

If a student is absent from an examination or course test, 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, the Head of School shall inform the Chair of the appropriate Board of Examiners whether a recommendation for Good Cause or 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 14.

In accordance with Instruction 14, 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) covered by the ruling at the next opportunity. Such rescheduled examination(s) or course test(s) shall be regarded as the student's (delayed) first sit.

17 **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 Regulation 17 (d) 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 these Regulations and students should be aware that a particular number of patterns or marks does not lead necessarily 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 Complaint the Head of School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions 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.

Common Masters Framework Instructions to Examiners

1 GENERAL PROVISIONS

- 1.1 These Instructions should be read in conjunction with the Common Masters Framework (CMF) Regulations that govern the awards of the degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MCLinEd), Master of Laws (LLM), Master of Music (MMus), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), Master in Teaching and Learning (MTL) and the Postgraduate Diploma (PgDip, and Postgraduate Certificate (PgCert) (including the Postgraduate Certificate in Education).
- 1.2 These Instructions apply to full-time and part-time taught postgraduate students. Where appropriate these Instructions also apply to Visiting and Credit-Only students at the postgraduate level.
- 1.3 Alterations to these Instructions may be made in line with any changes to Regulations and only with the approval of the Learning and Teaching Committee of the Senate.

2 THE BOARD OF EXAMINERS

2.1 Membership of the Board 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, 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 (Learning and Teaching).
- (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 one other internal examiner. Reference in these instructions to the Board of Examiners shall in all cases except the Final Assessment Board be taken as including a sub-group.
- (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 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 academic appeal against a provisional coursework mark has been dealt with in accordance with the approved procedure before the Board's Intermediate Assessment meeting;
- (d) the Chairing of the meetings of the Board;
- (e) 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;
- (f) drawing the attention of the Board of Examiners to any factors reported in accordance with Regulation 15 (concerning medical evidence and/or extenuating circumstances) and any cases of Good Cause / Delayed First Sits under Instruction 14;
- (g) 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; 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 of Senate and available at:
www.uea.ac.uk/prizesandscholarships ;
- (h) ensuring compliance with the relevant Regulations and Instructions to Examiners;
- (i) 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 final awards to students are 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

3.1 Illegibility of Examination / Course Test Scripts

- (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).
- (b) where a marker finds that a *section* of an examination or course test script is illegible they shall mark the parts of the script that are legible and refer the whole script to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.
 - (ii) The Chair shall confirm that the section of the script is illegible or decide that the script is legible and ask a second marker to mark the script.
 - (iii) Where the Chair confirms that a section of a script is illegible, the Chair, informed by the marker, shall then decide whether the illegible part of the script represents a minor or major proportion of the whole and whether any marks derived from this part would not have a material impact on the module mark.
 - (iii) If it is decided that the illegible section of a script 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.
 - (iv) 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).
- (c) 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) they shall refer the script to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.
 - (i) The Chair shall confirm that the script is illegible or decide that the script is legible and ask a second marker to mark the script.
 - (ii) Where the Chair confirms that a 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).

- (d) 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.
- (e) In all cases where a 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 their Academic Adviser for appropriate guidance and advice.

3.2 **Marks**

Marks shall be displayed in:

- (a) two decimal places for reporting year and final aggregate results 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 CMF Regulations, there may be a Student Progress meeting following the completion of the first semester (or equivalent) of teaching.
- 4.2 The Board of Examiners shall receive the provisional marks for all students taking courses which fall under its jurisdiction.
- 4.3 The Board shall not confirm marks at the Student Progress Meeting. 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 Semester (or equivalent) refer to the Head of the student's School of Study any student whose aggregate mark, expressed as a percentage and taking weighting into account is below 50.00%, for appropriate academic guidance and advice;
 - (b) 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 or some other action detailed by the Board.

5 **PLACEMENT PROGRESS BOARD**

- 5.1 There shall be a placement progress board
 - (a) For the MSc in Physiotherapy and the MSc in Occupational Therapy, at the end of the level 1 placement, at the end of the level 2 placements and at the end of the level 3 placements.

An extraordinary Placement Progress Board may additionally be convened between component placements within a level where a student has been given a provisional fail.

- (b) For the MA in Social Work, at the end of each placement;
- (c) For the Postgraduate Certificate in Education and MA in Education with Qualified Teacher Status, following completion of both placements.

5.1.1 The Board of Examiners shall receive the provisional marks for each placement component, together with such additional information as may result from assessment of practice.

5.1.2 The Board shall review each student's performance in the placement component and take action as follows:

- (a) Confirm whether or not a student has satisfactorily completed (passed) the placement component(s);
- (b) In the case of the MSc in Occupational Therapy and the MSc in Physiotherapy:
Confirm that a student who has satisfactorily completed the placement component(s) at the first attempt may progress to the next level placement;
- (c) In the case of the MA in Social Work:
Confirm that a student who has satisfactorily completed the placement component at the first attempt may progress to the next placement;
- (d) In the case of the MSc in Occupational Therapy and the MSc in Physiotherapy:
Offer the option of reassessment in the failed placement component where a student has failed not more than one placement element at each level;
- (e) In the case of the MA in Social Work and the Postgraduate Certificate in Education: offer the option of reassessment in the failed placement or placement component;
- (f) In the case of the MSc in Occupational Therapy, the MSc in Physiotherapy and the MA in Social Work require a student who has failed to satisfactorily complete (pass) more than one placement component (at any level) to withdraw from the University and recommend an award where appropriate (in accordance with Instructions 7.4 or 7.5).
- (g) Students may attempt reassessment in each placement component on one occasion only.
- (h) Reassessment in a placement component will not be offered 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). The Board of Examiners shall consider such instances against the approved criteria drawn up in line with the Professional Bodies' minimum standards. In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

- (i) Where a provisional fail in a placement component is recorded at the first attempt or reassessment the student shall be required to withdraw from the placement pending the decision of the Board.
- (j) If service standards or safety are compromised, or where there is sustained evidence of professional unsuitability, the student shall be required to withdraw from placement pending formal investigation of the matter in accordance with the University's published procedures. The Board shall not consider the student's performance in the placement until this process is complete.
- (k) Having considered the performance of the student in the placement component and the student's fitness to practice, the Board of Examiners shall then proceed to consider the student's academic performance.

6 MODULE ASSESSMENT BOARD

6.1 In accordance with Regulation 10 there shall be a Module Assessment Board meeting:

- (a) following the completion of taught modules and prior to the Intermediate Assessment Board;
- (b) following the completion of the dissertation module where applicable) and prior to the Final Assessment Board.

6.2 The Board of Examiners shall receive the marks presented for each module (and where appropriate, elements within 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 module 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 it 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 marks for an assessment item is approved by the Learning and Teaching Committee of Senate, the approved method 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.

A student's examination, coursework, project or dissertation marks may not be adjusted, except where the scaling of marks for the module is permitted. Special factors relating to marks and performance may be taken into account only at the Intermediate and Final Assessment meetings.

- 6.3 After completing the above process, the Board shall confirm all marks for the taught component of the course or the dissertation component of the course. 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.
- 6.4 The Chair of each Module Assessment Board shall ensure that marks determined by that Board are recorded centrally. 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.

7 INTERMEDIATE BOARD

7.1 Timing of the Board

In accordance with Regulation 11 there shall be an Intermediate Assessment Board meeting:

- (a) at the end of the taught component of the course; or following each year of study for full-time students on courses lasting more than one year and part-time and credit-only students; or
- (b) In November, March and June in the case of specified courses in the Faculty of Health; or
- (c) Following the completion of the Professional Practice module within the Masters level programme in Midwifery; or
- (d) At the end of the first semester of the full-time MBA.

7.2 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 the taught component of the course for each student, or the part of the taught component so far completed, expressed as a percentage and taking weightings into account. Marks shall contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question. Where a course includes both numerically marked and pass/fail modules, the aggregate shall be calculated using only numerically marked modules.
- (c) any information detailing extenuating circumstances relating to the taught component of the course, reported to it via staff and/or the student in accordance with Regulation 15, and any information from the Module Assessment Boards.
- (d) (Where relevant) the marks for the component elements of module assessment.
- (e) Marks used for the purpose of compiling an aggregate mark may not include any mark(s) derived from Accreditation of Prior Learning (APL) unless a concession has been granted by the Learning and Teaching Committee of Senate.

7.3 **Review of students' marks**

The Board of Examiners shall consider each student's confirmed marks including the aggregate mark (where applicable) for the taught component of the course and take action as described below.

7.3.1 **The Board of Examiners shall**

EITHER

- (a) confirm that the student has satisfactorily completed the taught component of the course or modules so far attempted with reference to the criteria set out in Instruction 7.3.2 or 7.3.4 below;

OR

- (b) confirm that the student has not satisfactorily completed the taught component or the modules so far attempted, and act in accordance with Instruction 7.3.3 or 7.3.4 below.

In all cases, the Board may refer to the Head of the student's School any student whose aggregate mark for the taught component is below 50.00%, for appropriate academic guidance and advice.

7.3.2 **Satisfactory completion of the Taught Component**

For numerically marked course

For all courses except the Postgraduate Diploma in Midwifery

The Board shall confirm that a student has satisfactorily completed the taught component where the student has obtained

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) at least the pass mark in all modules designated core for the course; **and**
- (c) at least the pass mark in all taught modules, except for up to 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules, in which the student must have obtained a mark of at least 45.00% (which shall be designated condoned failure); **and**
- (d) the minimum specified mark in such elements within the module which is required in order to obtain a pass mark in the module as a whole.

A student who has a mark below the pass mark in more than 40 credits (20 credits for the Postgraduate Certificate) of taught modules shall be considered under Instruction 7.3.3.

For the Postgraduate Diploma in Midwifery

The Board shall confirm that a student has satisfactorily completed the taught component of the course where the student has obtained

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) at least the pass mark in all modules designated core for the course; **and**
- (c) at least the pass mark in all Masters level taught modules; **and**
- (d) the minimum specified mark in such elements within the module which is required in order to obtain a pass mark in the module as a whole.

For courses marked on a pass / fail basis

The Board shall confirm that a student has satisfactorily completed the taught component of the course where the student has obtained a pass in all taught modules.

7.3.3 Failure to complete the Taught Component satisfactorily

Where a student has not completed the taught component satisfactorily as specified above, the Board shall determine whether through use of its discretion the fail mark(s) should be condoned, or the student should be offered the option of reassessment in the failed modules in accordance with the Instructions below.

- (a) **Discretion to Condone Failure**
The Board of Examiners may take into account factors including any extenuating circumstances reported to it under Regulation 15 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board(s).

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 interests of the student in terms of the outcome of the course. Where it is in the best interests of the student, it may exercise discretion to condone failure in up to 40 credits of modules (Masters and Postgraduate Diploma) or up to 20 credits of modules (Postgraduate Certificate) for a student who has failed to complete the Taught Component satisfactorily but has achieved an overall aggregate of at least 50.00% for the whole of the taught component.

Condoned failure is not permitted within the Masters level modules in the Postgraduate Diploma in Midwifery.

A fail mark cannot be condoned in more than 40 credits (Masters and Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules in total.

- (b) **For courses marked on a pass/fail basis**
Where the modules comprising a course are marked wholly on a pass / fail basis the Intermediate Board of Examiners does not have discretion to condone failure in failed modules.
- (c) **Failure in a required element**
Where modules include an element or elements which students must pass in order to satisfactorily complete the module, students shall be referred to reassessment in any element where the mark for that element is below the pass mark.
- (d) **Reassessment**
Where discretion to condone failure has not been exercised, the Board shall offer the option of reassessment in the failed module(s).

7.3.4 Where an Intermediate Assessment Board is considering the marks of a student who has not yet attempted all the modules comprising the taught component (for example, a part-time student or a full-time student whose course extends over more than twelve months), the Board shall

- (i) Either offer the option of reassessment in the failed module(s) and/or required elements within a module where the mark for that element is below the pass mark; **or**
- (ii) Defer a decision on reassessment until all marks for the taught component are available for any student who has obtained an aggregate of at least 50.00% for the modules so far attempted and has failed (a) module(s) by a narrow margin.

In exercising discretion to defer a decision on reassessment the Board of Examiners should pay particular attention to the profile of marks and consider whether the exercise of discretion is in the best interests of the student.

7.3.5 Where the Board has offered the option of reassessment in failed module(s), the student may either:

- (i) undertake reassessment as required by the Board of Examiners; or
- (ii) Request a transfer to a Postgraduate Diploma or Postgraduate Certificate course for which the requirements may still be met, subject to the agreement of the appropriate Course Director; or
- (iii) withdraw from the course and receive an award where appropriate (in accordance with instruction 7.4 and 7.5).

7.4 **Postgraduate Certificate**

7.4.1 **For numerically marked courses**

The Board shall recommend the award of a Postgraduate Certificate to students who have achieved:

- (a) An aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**
- (c) at least the pass mark in all modules designated as core for the Postgraduate Certificate; **and**
- (d) A mark of at least 45.00% in Masters level modules totalling a further 20 credits (which shall be designated as condoned failure)

but have then withdrawn from the University. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA.

7.4.2 The Board of Examiners may take into account such factors including extenuating circumstances reported to it under Regulation 15 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board(s).

On the basis of the evidence available, the Board of Examiners shall consider whether to exercise its discretion to condone failure in modules up to 20 credits (across assessment and reassessment combined) and recommend the award of a Postgraduate Certificate where a student has not met the requirements set out in 7.4.1 above, but has achieved:

- (a) an aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**
- (c) at least the pass mark in any modules designated core for the Postgraduate Certificate but have then withdrawn from the

University. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA.

7.4.3 **For courses assessed on a pass / fail basis**

The Board of Examiners shall recommend the award of a Postgraduate Certificate to students who have achieved the pass mark in 60 credits of Masters level taught modules but have then withdrawn from the University. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA.

For the Postgraduate Certificate in Education

The Board of Examiners shall recommend the award of the Postgraduate Certificate in Education to students who have

- (a) Achieved a pass in 60 credits of Masters level taught modules; and
- (b) Demonstrated achievement of the Qualified Teacher Standards.

At least 30 credits towards the Postgraduate Certificate in Education must have been completed at UEA.

Where a student has not satisfactorily demonstrated achievement of the competencies set down by the relevant Professional Body, the student shall be considered for an alternative award not conferring professional status, for which they have met the criteria.

7.5 **Postgraduate Diploma**

7.5.1 **For numerically marked courses**

For all courses except the Postgraduate Diploma in Midwifery

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved:

- (a) an aggregate over 120 credits of Masters level taught modules of at least 50.00% **and**
- (b) at least the pass mark in 80 credits of Masters level taught modules, **and**
- (c) at least the pass mark in all modules designated core for the course, **and**
- (d) a mark of at least 45.00% in a further 40 credits of Masters level taught modules (which shall be designated as condoned failure).

but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

For the Postgraduate Diploma in Midwifery, the Board shall recommend the award of a Postgraduate Diploma to students who have achieved:

- (a) an aggregate over 120 credits of taught modules of at least 50.00%; and
- (b) at least the pass mark in 90 credits of Masters level taught modules; and

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

At least 60 credits of Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

7.5.2 **For all courses except the Postgraduate Diploma in Midwifery**

The Board of Examiners may take into account such factors including extenuating circumstances reported to it under Regulation 15 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board(s).

On the basis of the evidence available, the Board of Examiners shall consider whether to exercise its discretion to condone failure in modules up to 40 credits in total (assessment and reassessment combined) and recommend the award of a Postgraduate Diploma where a student has not met the requirements set out in 7.5.1 above, but has achieved:

- (a) An aggregate over 120 credits of Masters level taught modules of at least 50.00% **and**
- (b) At least the pass mark in 80 credits of Masters level taught modules **and**
- (c) At least the pass mark in all modules designated core for the Postgraduate Diploma

but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

Condoned failure is not permitted within the Masters level modules in the Postgraduate Diploma in Midwifery.

7.5.3 **For courses assessed on a pass/fail basis**

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved the pass mark in 120 credits of Masters level modules but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

8 **PLACEMENT REASSESSMENT BOARD**

In accordance with Regulation 9 of the CMF Regulations, there shall be a Placement Reassessment Board to consider the marks and other related information arising from the reassessment of a placement element.

8.1 The Board shall review each student's performance in the reassessment of the placement element and take action as follows:

- (a) confirm the outcome of the reassessment and whether or not the student has satisfactorily completed (passed) the placement component at reassessment;

- (b) confirm that a student who has satisfactorily completed a placement component at reassessment may progress to the next level placement (MSc in Occupational Therapy and MSc in Physiotherapy) or the next placement (MA in Social Work);
- (c) require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instructions 7.4 and 7.5) where the student has not satisfactorily completed a placement component at reassessment;
- (d) having considered the performance of the student in the placement component and the student's fitness to practice, the Board of Examiners shall then proceed to consider the student's academic performance.

9 **MODULE REASSESSMENT BOARD**

9.1 In accordance with Regulation 12.3 a Module Reassessment Board shall be carried out:

- (a) prior to the Final Assessment Board in respect of reassessment of taught modules;
- (b) prior to the Final Reassessment Board in respect of the reassessment of dissertation modules (where applicable) or (for some courses) taught modules.

The Module Reassessment Board will act in accordance with Instruction 6 governing the conduct of Module Assessment Boards.

10 **INTERMEDIATE REASSESSMENT BOARD**

In accordance with Regulation 12.5 of the Common Masters Framework Regulations there shall be an Intermediate 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 or elements of modules referred to reassessment.

10.1 **Provision of marks and other information**

10.1.1 Confirmed marks will be presented as follows:

- (a) The original mark achieved in each module (or the mark achieved in a delayed first sit);
- (b) The actual mark achieved in the reassessment (for consideration for the purpose of determining satisfactory completion of the taught component);
- (c) Where the actual mark achieved at reassessment is above the pass mark, a mark capped at the pass mark shall be recorded (for the purposes of determining the award);
- (d) Where a student has undertaken reassessment in an **element of a module in accordance with Instruction 7.3.3(b)**, the original marks achieved in the element and module as a whole, together with the reassessment mark for the element and a

recalculated mark for the module as a whole (for the purposes of determining satisfactory completion of the taught component). Where the reassessment mark for the element is greater than the pass mark, it shall be capped at the pass mark for the purposes of determining the award.

10.1.2 The Board of Examiners shall receive any information detailing extenuating circumstances reported to it via staff and/or the student in accordance with Regulation 15, and any information from the Taught Module Assessment Board and Intermediate Board.

10.2 **Satisfactory Completion of the Taught Component**

The Board of Examiners shall use the actual mark(s) obtained from the reassessment(s) where the mark is a pass mark, or the higher of the marks obtained for the module where the student has not achieved the pass mark, for the purposes of determining whether the student has satisfactorily completed the taught component, with reference to the conditions in Instruction 7.3.2.

Where an Intermediate Reassessment Board is reviewing the mark(s) of a student who has not yet attempted all the modules comprising the taught component (for example, part-time students and full-time students on courses lasting two years), or a credit-only student, the Board of Examiners shall confirm that a student has satisfactorily completed the module(s) so far undertaken where the student has obtained a pass mark at reassessment.

10.3 **Discretion to Condone Failure**

The Board shall consider the record of each reassessed student in the light of any extenuating circumstances reported by the Module Reassessment Board, staff and/or the student concerned. For students who have attempted all modules comprising the taught component and have failed to complete the taught component satisfactorily after the Reassessment, the Board shall determine whether to condone failure at its discretion as set out in Instruction 7.3.3(a) or act in accordance with Instruction 10.4

The Board of Examiners may only condone failure in up to 40 credits (20 credits for the Postgraduate Certificate) of taught modules across assessment and reassessment combined.

Discretion to Condone Failure may not be exercised where a student has not completed all the modules comprising the taught component.

10.4 **Failure to Complete the Taught Component Satisfactorily**

Where a student has neither completed the taught component satisfactorily nor had fails condoned through the discretion of the Board of Examiners, the Board shall:

- (a) recommend the award of the Postgraduate Certificate in accordance with Instruction 7.4 where the student would pass insufficient modules from the taught component and (where

applicable) the dissertation component to qualify for the award of a Postgraduate Diploma

OR

- (b) require the student to transfer to a Postgraduate Diploma where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award

OR

- (c) where neither of the above is available, require the student to withdraw from the University.

A student may be reassessed in a module or an element of a module on one occasion only.

Where the Intermediate Reassessment Board is considering the mark(s) of a student who has not yet attempted all modules comprising the taught component and who has not achieved the pass mark in (a) module(s) following reassessment, the Intermediate Reassessment Board shall:

- (a) Require the student to transfer to the Postgraduate Diploma, where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award; or
- (b) Require the student to transfer to the Postgraduate Certificate where the student could not pass sufficient modules from the taught and (where applicable) dissertation components to qualify for a Postgraduate Diploma, but could pass sufficient modules from the taught component to qualify for a Postgraduate Certificate; or
- (c) In the case of courses leading to professional registration and which comprise core modules, either require the student to transfer to a Postgraduate Certificate or Postgraduate Diploma course where one exists, or require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instruction 7.4 or 7.5).

11 FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board to determine, in the first instance, whether students have satisfactorily completed the Dissertation component of the course (where the dissertation is a requirement of the course) or any remaining taught modules. Secondly, the Final Assessment Board shall consider recommendations for awards as described below.

11.1 Consideration of the dissertation component

The Board shall consider each student's confirmed dissertation mark and take action as follows:

11.1.1 The Board of Examiners shall confirm:

- (a) Either that the student has satisfactorily completed the Dissertation component where the student has achieved at least the pass mark (50.00% or Pass); or
- (b) that the student has not satisfactorily completed the Dissertation component, and act in accordance with Instruction 11.1.2 below.

11.1.2 Failure to Complete the Dissertation component satisfactorily

Where a student has not completed the Dissertation component satisfactorily as specified above the Board shall act as follows

- (a) The Board of Examiners shall offer the option of reassessment in the dissertation module (by a method determined by the Board and consistent with the learning outcomes of the module) where the student has achieved a mark of between 40.00% and 49.99%. In such circumstances the student may either:
 - (ii) Undertake reassessment; or
 - (iii) Withdraw from the course and receive an award where appropriate (in accordance with instructions 11.4 and 11.5 below).
- (b) Where the student has achieved a mark of less than 40.00% the Board of Examiners shall decide:

EITHER

- to exercise discretion to refer the student to reassessment in the dissertation module (by a method determined by the Board and consistent with the learning outcomes of the module). In reaching a decision the Board may take into account factors including any extenuating circumstances reported to it under Regulation 15 and any information submitted to it by the Module Assessment Board. On the basis of the evidence available the Board shall consider whether the exercise of discretion to offer reassessment rather than require withdrawal is in the best interests of the student. The Board may take into consideration evidence of the student's potential to achieve the requirements of the award were a reassessment opportunity to be offered.

OR

- not to exercise discretion to offer reassessment in the dissertation module and consider the student for the award of a Postgraduate Certificate or Postgraduate Diploma in accordance with Instructions 11.4 and 11.5 below.

Where the Board has offered a reassessment opportunity the student may either:

- (i) Undertake reassessment in accordance with Regulation 12.2(d); or

- (ii) Withdraw from the course and receive an award where appropriate in accordance with Instructions 11.4 and 11.5 below.

11.2 **Consideration of the Taught Component**

(Where applicable) The Board shall act in accordance with Instruction 7 governing Intermediate Assessment Boards in respect of any remaining taught modules.

11.3 **Consideration of the Award**

The Board shall consider the award of degrees, diplomas and certificates and the award of a Masters degree with distinction. 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.

11.3.1 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 (or marks achieved in a delayed first sit) obtained in Module Assessments together with any marks, capped at the pass mark where appropriate, obtained in Reassessment.
- (b) marks shall contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question.
- (c) marks used for the purpose of compiling an aggregate mark may not include any mark(s) derived from Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) credit unless a concession had been granted by the Learning and Teaching Committee of Senate.

11.4 **Postgraduate Certificate**

11.4.1 **For numerically marked courses**

The Board shall recommend the award of a Postgraduate Certificate to students who have achieved:

- (a) an aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**
- (c) at least the pass mark in all modules designated as core for the course; **and**
- (d) a mark of at least 45.00% in modules totalling a further 20 credits (designated as condoned failure if below the pass mark)

or for whom the Intermediate Assessment Board or Intermediate Reassessment Board exercised discretion to condone failure in accordance with Instruction 7.3.3(a) or Instruction 10.3 in modules totalling 20 credits but who have not met the criteria for the award of a Postgraduate Diploma. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA. Marks and credit from a dissertation module may not be counted towards a Postgraduate Certificate.

11.4.2 For courses assessed on a pass / fail basis

The Board of Examiners shall recommend the award of a Postgraduate Certificate to students who have achieved the pass mark in 60 credits of Masters level taught modules but have not met the criteria for the award of a Postgraduate Diploma. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA.

Credit from a dissertation module may not be counted towards the Postgraduate Certificate.

11.5 Postgraduate Diploma

11.5.1 For numerically marked courses

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved:

- (a) an aggregate over 120 credits of Masters level modules of at least 50.00%; **and**
- (b) at least the pass mark in 80 credits of Masters level modules (which may be taught modules and a dissertation module); **and**
- (c) at least the pass mark in all modules designated core for the course; **and**
- (d) a mark of at least 45.00% in a further 40 credits of Masters level taught modules (designated as condoned failure if below the pass mark) or for whom the Intermediate Assessment Board or Intermediate Reassessment Board exercised discretion to condone failure in accordance with Instruction 7.3.3(a) or Instruction 10.3 in modules totalling 40 credits but have not met the criteria for the award of a Masters degree. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

Where a numerically marked course also includes modules assessed on a pass/fail basis, the aggregate shall be calculated with reference to numerically marked modules only.

11.5.2 For courses assessed on a pass/fail basis

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved the pass mark in 120 credits of Masters level modules but have not met the criteria for the award of a Masters

degree. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed at UEA.

11.6 Masters Degree

11.6.1 For numerically marked courses

The Board shall recommend the award of a Masters degree to students who have achieved:

- (a) at least the pass mark in 140 credits of Masters level modules; **and**
- (b) (where applicable) at least the pass mark in the Dissertation component; **and**
- (c) at least the pass mark in modules designated core for the course; **and**
- (d) an overall aggregate of at least 50.00% for the whole of the course; **and**
- (e) a mark of at least 45.00% in a further 40 credits of taught modules (designated condoned failure if below the pass mark) or for whom the Intermediate Assessment Board or Intermediate Reassessment Board condoned failure in accordance with Instruction 7.3.3(a) or Instruction 10.3; and
- (f) (where relevant) competencies specified by the relevant Professional Body

At least 90 credits, including any dissertation, must have been completed at UEA.

11.6.2 For courses marked on a pass / fail basis

The Board shall recommend the award of a Masters degree to students who have achieved:

- (a) a pass mark in 180 credits of Masters level modules; and
- (b) (where relevant) competencies specified by the relevant Professional Body.

At least 90 credits, including any dissertation, must have been completed at UEA.

11.6.3 Distinction

The Board of Examiners shall also consider the performance of all students who have achieved the criteria for the award of a Masters degree and shall recommend the award with distinction for those students who have achieved:

- (a) an aggregate over 180 credits of at least 70.00%; **and**
- (b) at least the pass mark at the first attempt in 140 credits; **and either:**

- (i) a mark of at least 45.00% in a further 40 credits of taught modules at the first attempt (designated condoned failure if below the pass mark); **or**
- (ii) a mark of at least 50.00% in a further 40 credits of taught modules at reassessment; **or**
- (iii) a combination of (i) and (ii) above totalling no more than 40 credits.

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 the award of degrees with distinction.

11.6.4 Notwithstanding the fact that a student may have been granted a Delayed First Sit in accordance with Instruction 14, the Board of Examiners may exercise its discretion to recommend the award of a degree, diploma or certificate on the basis of marks already achieved, as follows:

- (a) to a student who has not completed Final assessment and for whom a delayed first sit in an examination or course test has been approved and has therefore not satisfied the Final Stage requirements for their course;

and

- (b) providing the contribution of the examination(s) or course test(s) would not materially affect the recommendation for the degree, diploma or certificate.

11.7 **Viva Voce Examinations**

In resolving the award of a degree, diploma or certificate to a student under Instruction 11.4, 11.5, or 11.6, or a degree with distinction, 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 recommended for an award 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.

11.8 **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 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 assessment; **and**
- (b) be informed of the circumstances which must be such that:
 - (i) the student is not in a position to complete the assessment within a reasonable period of time; **and**
 - (ii) the Examiners could not recommend the degree based on the range of marks available.

12 **FINAL REASSESSMENT**

- 12.1 A Module Reassessment meeting shall be carried out immediately prior to the Final Reassessment meeting to confirm reassessment marks for the dissertation module or taught modules not previously considered by the Board, in accordance with Instruction 6 governing the conduct of Module Assessment Boards.
- 12.2 The Final Reassessment Board may also act as the Intermediate and/or the Final Assessment Board for students with a delayed sit or approved extensions to the submission deadline for coursework, projects and/or the dissertation.
- 12.3 There shall be a Final Reassessment Board to determine, in the first instance, whether students have satisfactorily completed the Dissertation module and/or taught component of the course. Secondly, the Final Reassessment Board shall consider the award of degrees as described below.
- 12.4 The Board of Examiners shall consider the marks achieved by students in the Reassessment together with any other evidence presented as outlined above. The Board of Examiners shall recommend the award of:
 - (a) a masters degree to a student who has meet the requirements for the award as set out in Instruction 11.6;OR
 - (b) The Postgraduate Certificate or Postgraduate Diploma to a student who has met the requirements for these awards as set out in Instructions 11.4 or 11.5.

13 **CONSIDERATION OF EXTENUATING CIRCUMSTANCES**

- 13.1 Each Board of Examiners shall receive and consider all relevant factors reported to it via the Chair under either Regulation 15 (information put forward by staff and/or the student concerned) or from preceding Boards of Examiners.
- 13.2 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 to limit disclosure of the information. In such cases, the Head shall consult the Chair of the appropriate Board(s) of Examiners.

13.3 The Board of Examiners may take one of the following courses of action at Intermediate Assessment, Final 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 have affected their ability to successfully complete the assessment. Where this is the case, it shall act in accordance with Instruction 13.4. Where this is not the case, it shall confirm the marks as presented and take action under Instruction 7.3.3 or 10.4;
- (c) where a student has been prevented from taking an examination or course test for any assessment or reassessment, the Board shall consider such cases in accordance with Instruction 14 (Good Cause).

13.4 In the event that a student has attempted and failed a module, or a required element within a module, and the Board considers this to be due to extenuating circumstances, the Intermediate Assessment, Final Assessment or Reassessment Board shall

- (a) Exercise discretion to condone failure in accordance with Instruction 7.3.3; or
- (b) offer an opportunity for the student to take a delayed attempt at the relevant assessment or reassessment (in respect of coursework, project or dissertation); or
- (c) seek a Delayed First Sit ruling (in respect of examinations and course tests) under Instruction 14; or
- (d) seek another concession from the Learning and Teaching Committee of Senate

14 GOOD CAUSE / DELAYED FIRST SIT

14.1 Examinations and Course Tests

In accordance with Regulation 16, if the Learning and Teaching Committee deems that a student has Good Cause for absence from an examination or course test, 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 the following way. 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) A student adjudged absent for Good Cause from (an) examination(s) or course test(s) or for whom (an) examination(s) or course test(s) are deemed by the Learning and Teaching Committee of Senate to be void shall be required to take the examination(s) or course test(s) missed. 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.

OR

- (b) In the event that the examination(s) or course test(s) affected are within the limits set out in Instruction 11.6.4, the Board of Examiners may exercise their discretion to confirm module marks with a zero for missed examination(s) or course test(s) and to confirm a fail mark 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 the award of a degree, diploma or certificate on that basis. The Board of Examiners shall consider whether it has sufficient evidence on which to determine an award 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 recommend an award under Instruction 11;
 - (ii) if the evidence is insufficient then the Board may recommend that an application be made for a delayed first sit of the affected examination(s) or course test(s).

14.2 If the Learning and Teaching Committee deems that a student was absent from an examination or course test without Good Cause, the Board of Examiners shall award a mark of zero or a Fail for the paper(s) the student has missed and shall proceed in accordance with Instruction 7.

If the Learning and Teaching Committee deems that the extenuating circumstances put forward do not meet the criteria for a Delayed First Sit, the Board of Examiners shall record the original mark for the paper(s) and shall proceed in accordance with Instruction 6 (Stages One, Two and Three) or Instruction 9.2 (Final Stage).

14.3 **Examinations or Course Tests at Reassessment**

The Board of Examiners shall act in accordance with the same principles as above, in respect of Reassessment Examination(s) or Course Test(s), i.e. students may be offered the opportunity of a delayed reassessment.

14.4 **Delaying the delayed first sit**

Where a student is required to take a delayed first sit under Instruction 14.1 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 and Teaching Committee may impose alternative conditions and requirements.

15 **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 15 (d) 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 these Regulations 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;