



Writtle
University
College

Code of Practice:

Taught Higher Education Assessment (Levels 4 to 7)

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Document Reference Number	WQM (087)
Originating Department	Quality Office
Version Number	V.1.00
Date Applicable from	On Approval
Date Equality Impact Assessed	March 2021
Approved and reviewed by	Academic Board
Date Approved	May 2021
Date of last review	
Access Public (website) or Internal (MyWi)	Website
Access Staff and Student or Staff Only	Staff and Student
Application to Collaborative	Mandatory

Contents

1. Principles and Purposes of Assessment	1
2. Rules of Assessment.....	1
3. Student Rights	1
4. Access to Assessment Decisions	2
5. Access Arrangements for Students with Additional Support Needs	2
6. Conditions of Assessment	3
7. Requirement to Take All Assessments and Absence from Assessments.....	4
8. Extenuating Circumstances.....	4
9. Academic Offences.....	4
10 Assessed Coursework.....	5
Submission of Assessed Coursework	5
Marking of Coursework.....	6
Late Work Submission.....	6
Retention of Coursework.....	7
11. Examinations (On-site and Online)	8
General.....	8
ON-SITE EXAMINATIONS.....	8
Starting Arrangements.....	8
Departure from Examinations	8
Possessions	9
ONLINE EXAMINATIONS.....	10
Start and Deadline Times.....	10
Online Examination Arrangements for Students with Special Learning Difficulty, Health Condition and/or Disability	10
Disruption During Exams.....	11
Technical Issues.....	11
12. External Examiners.....	11
13. Examination and Award Boards	12
Appendix A: Word Limits and Guidelines	1
1. Guidelines.....	1
2. Limits	1

1. Principles and Purposes of Assessment

- 1.1. The principles and requirements of this Code of Practice are designed to ensure that processes of assessment are in place that enable every student to demonstrate the extent to which they have achieved the intended learning outcomes of the award.
- 1.2. The main purposes of assessment are to judge the students' achievement of intended learning outcome and to safeguard academic standards.
- 1.3. Feedback on assessment should be constructive and feedforward so that students understand how they can improve their future work. Feedback is a mechanism to encourage students to reflect critically on their work, act as a dialogue between students and tutor, and motivate students to improve.

2. Rules of Assessment

- 2.1. Rules of Assessment are used to determine whether a student can progress from one stage of study to the next, what is required to qualify for an award, and how a degree classification is arrived at. The Rules of Assessment for undergraduate (Levels 4-6) and taught postgraduate (Level 7) programmes can be found in the **Undergraduate Academic Framework** and **Taught Postgraduate Academic Framework**. Specific regulations covering Integrated Masters Awards can be found in the **Integrated Masters Rules of Assessment**.
- 2.2. Students should familiarise themselves with the rules contained in the relevant Academic Framework (see 2.1 above) and also, in particular, with supplementary Codes of Practice on Extenuating Circumstances and Late Work (see Section 8 of this Code) and Academic Offences (see Section 9 of this Code)

3. Student Rights

- 3.1. Each student has the right to:
 - 3.1.1. Be informed about the nature and methods of assessment applicable to the academic programme on which they are registered;
 - 3.1.2. Be provided with teaching and tutorial guidance in preparation for assessment in accordance with the current University College policy;
 - 3.1.3. Be assessed in accordance with the relevant Academic Frameworks and any applicable programme regulations;
 - 3.1.4. Be re-assessed where appropriate, in accordance with the relevant Academic Framework and current University College policy;
 - 3.1.5. Request special arrangements in examinations and assessments in accordance with the current University College policy on **Special Arrangements in Examinations and Assessments for Students with Disabilities**;

3.1.6. Request that Extenuating Circumstances affecting performance in examinations and assessment be considered in accordance with the Code of Practice on Extenuating Circumstances and Late Work.

4. Access to Assessment Decisions

- 4.1. Subject to the restrictions resulting from the Data Protection Act 2018, the University College may publish anonymised lists of students who have passed or who have not achieved particular modules, units or awards (including details of classification where appropriate).
- 4.2. With the exception of the Dissertation (or equivalent) module where results will not be available until after the final Awards Board, students will be given back marked assignments, with written feedback and an appropriate un-moderated (i.e. provisional) assessment result.
- 4.3. Postgraduate students will receive a transcript with provisional assessment results, including examination results for each module (with the exception of the dissertation), following the relevant interim Examination Board. All students will be provided with a transcript of their confirmed assessment results, including examination results for each module, after the relevant Examinations Board.
- 4.4. Students will be given, on request, verbal feedback on their performance in examinations on an individual or group basis.
- 4.5. Students will be informed in writing, of the progress of any appeal made by the student against a decision of an Examinations Board. Information relating to Academic Appeals can be found on [the Quality Assurance and Enhancement Moodle page](#).

5. Access Arrangements for Students with Additional Support Needs

- 5.1. In some instances where students have additional support needs or disabilities, it may not be appropriate to assess by the standard methods stated in module specifications. In such cases the method of assessment may be varied as appropriate, bearing in mind the objectives of the programme, the need to assess the student on equal terms with other students, and the University College Policy on Access Arrangements in Examinations and Assessments for Students with Disabilities, see <http://writtle.ac.uk/Access-Arrangements-for-Exams-and-Course-Assessments>.
- 5.2. Those students who believe that they may be entitled to some form of special access arrangement should consult with their Course Scheme Manager or Student Support Services at the start of their programme of study; or as soon as the entitlement becomes apparent.
- 5.3. Any entitlement to variation in the method of assessment or to extra time in an examination must be agreed through Learning Support in association with the Course Scheme Manager as early as possible, and normally no later than 3 weeks (21 days) before the assessment is due to take place.
- 5.4. Learning Support is responsible for confirming the entitlement to special arrangements and for providing written confirmation to the Course Scheme Manager, Module Leaders and to the candidate on an approved form.

- 5.5. Candidates with disabilities or additional support needs, such as dyslexia, may be offered an additional allocation of time in a written examination, normally up to 25% extra for students with dyslexia, or equivalent alternative methods of assessment, e.g. tape-recorded oral examination. Decisions on the appropriate alternative method of assessment will be taken by the Module Leader in consultation with Learning Support and the Course Manager in accordance with the University College Policy on Access Arrangements in Examinations and Assessments for Students with Disabilities <http://writtle.ac.uk/Access-Arrangements-for-Exams-and-Course-Assessments>.
- 5.6. Candidates whose first language is not English will not be permitted extra time on that account in examinations or assessments; neither will they be permitted to use a general bilingual or translation dictionary in examinations. Electronic dictionaries are not permitted in examinations.
- 5.7. Information about special arrangements for assessment may be made available to the relevant Examinations Board.

6. Conditions of Assessment

- 6.1. A The student's right to be assessed or re-assessed depends on fulfilment of the conditions specified in this section.
- 6.2 Students in non-tuition fee debt to the University College will not be excluded from assessment (including access to Turnitin) on those grounds. The University College will not withhold an award certificate or formal transcript from students who have only non-tuition fee debts. The University College may withhold facilities, progression and certificates until tuition fee debts have been discharged and its Regulations obeyed.
- 6.3 If a student does not attend any assessment, hands in work late without permission, or fails to submit work for assessment without good cause, the relevant Examinations Board has authority to deem the student to have not made a valid attempt at the module and not passed the assessment(s) concerned.
- 6.4 If a student is found to have cheated or attempted to gain an unfair advantage, the Academic Offences Panel has authority to deem the student to have not passed the assessment(s) concerned and to impose a penalty appropriate to the transgression (see Section 9). This decision will be reported to the relevant Examinations Board.
- 6.5 If a student is found to have acted in breach of the disciplinary requirements of either the University College or another institution in which study (or other course-related experience) is being undertaken, the University College, or partner institution at which the student is enrolled has the authority to ban the student from attendance. In these circumstances it will be deemed that the student has not fulfilled the requirement to attend classes, examinations and other assessments, provided that this authority is exercised through the approved [disciplinary procedures of the University College](#) or partner institution.

7. Requirement to Take All Assessments and Absence from Assessments

- 7.1. A student must normally undertake all assessed work within a module, before the student can be deemed to have passed that module.
- 7.2. Absence from assessment, without valid extenuating circumstances, may be treated by the relevant Examinations Board as a non-achieved assessment and will result in a penalty being incurred on re-assessment of a bare pass mark (i.e. 40% undergraduate; 50% postgraduate) being taken as the maximum available for the module, providing reassessment opportunities are available under the relevant Academic Framework.

8. Extenuating Circumstances

- 8.1. Extenuating circumstances are defined as any circumstances beyond the student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for a significant period of time and/or during the examination period. Students may request that personal extenuating circumstances should be dealt with in confidence. Claims must be submitted on an Extenuating Circumstances form and be supported by evidence which is authentic and timely. Claims should be submitted to the relevant School Quality Advisor by the published deadline. The dates for submission of claims are shown as part of the information relating to semester dates at <http://writtle.ac.uk/Term-&Semester-Dates> and details of the Extenuating Circumstances policy and guidelines can be found on all Course Scheme pages on Moodle at <http://moodle.writtle.ac.uk/>.
- 8.2. Extenuating Circumstance applications are received by the University College's Extenuating Circumstance Committee. The Committee considers the application, including supporting evidence, and determines whether the extenuating circumstances are acceptable. The Committee decisions are reported to the relevant Board of Examiners.
- 8.3. It is the responsibility of the student wishing to make an application for extenuation to ensure that they are aware of the final date of submission for applications. Any student who, without good cause, fails to submit a completed application form and provide evidence in writing before the published deadline; may not subsequently appeal on those grounds against the decision of the Examination Board (see Academic Appeals Regulations). Information relating to Academic Appeals can be found on the [University College website](#).

9. Academic Offences

- 9.1. It is an academic offence for a student to commit any act whereby they gain, or attempt to gain, an unfair academic advantage. Students have a duty to inform themselves of the **Code of Practice on Academic Offences**; and the academic conventions used by the University College for correctly citing and acknowledging the work of others, including the correct use of quotation marks, and the regulations governing examinations. The following are examples of academic offences, although the list is not exhaustive:
 - Plagiarism, that is using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any assignment or examination;

- Using work previously submitted for another assignment without full acknowledgement and referencing;
- Falsifying data or evidence;
- Submitting a fraudulent claim of extenuating circumstances;
- Assisting another student to commit an academic offence;
- Submitting written work produced collaboratively unless this is explicitly permitted;
- Copying the work of another candidate or otherwise communicating with another candidate in an examination;
- Introducing any written, printed or electronically stored information into an examination other than material expressly permitted in the instructions for that examination;
- Defacing or interfering with examination answer books;
- Falsely claiming that work has been submitted through Turnitin;
- False authorship, that is the submission of work for assessment that has been written wholly or in part by a third party and presented as one's original work;
- Unethical research behaviour that is, conducting research without obtaining ethical approval from the University College where such approval is required, or unauthorised use of information that has been confidentially acquired.

9.2 In submitting any piece of work (e.g. essay, report, test or dissertation) a student shall acknowledge any assistance received or any use of the work of others.

9.3 Penalties for academic offences may range from not passing the student in that piece of work and refusing re-assessment, and/or requiring the student to withdraw from the programme (in the case of the most serious offence); through to requiring re-submission of the assessment and such other items deemed necessary. Action may include reducing the classification of Award or marks/grades of the student. The full range of penalties available to an Academic Offences Panel are published in the **Code of Practice on Academic Offences**.

9.4 Students have the right to appeal against the decision of the Academic Offences Panel, and/or against the penalty imposed by the Panel, subject to the Appeals section set out in the **Code of Practice**.

10 Assessed Coursework

Submission of Assessed Coursework

- 10.1. Each student is required to produce and submit work for assessment to meet the specified submission date/time criteria stipulated by the module lead/academic tutor setting the work. All work produced in the relevant format (e.g. written work) must be submitted electronically via the integrated version of Turnitin Feedback Studio on Moodle. The assignment brief will clarify the submission requirements for the piece of work, including the guidelines/word limit regarding the length of the work.
- 10.2. There is a default deadline submission time of 2pm – irrespective of the date specified. The 2pm deadline relates to the electronic submission of the work to Turnitin. Work which is

submitted electronically to Turnitin after the 2pm deadline on the specified date will be regarded as 'Late Work'- irrespective of whether or not a hard copy has been submitted before the 2pm deadline (hard copies only need to be submitted if the first or second marker requires them).

- 10.3. Any work that is submitted after the submission date published by the Module Leader will be regarded as 'Late Work' and Sections 10.10-10.12 (below) will be applied as appropriate. Every attempt should be made to submit Late Work within 7 days (including weekends and/or bank holidays) of the published submission date.
- 10.4. A guideline is a recommended length. A word/time limit is a maximum length that a piece of work can be, excluding the reference list and any appendices (see Appendix A). Work that is under-length will probably not be as good or complete and the mark it is given will reflect this. If a word/time limit is set, work that is over-length will be subject to the following penalties:
- Up to 10% = No penalty;
 - Over 10% = 10-mark penalty (but not reduced below pass mark);
 - An erroneous word count declaration will be dealt with as a suspected academic offence case. The case will then be followed up according to the Code of Practice on Academic Offences.

Marking of Coursework

- 10.5. Module Leaders must inform students of the date for return of marked assignments, which will normally be within 4 weeks. Staff are expected to set this date in a reasonable timeframe for any feedback to be effective.
- 10.6. Coursework is marked in accordance with the **University College Marking Policy (QA171)** e.g. single marked and moderated, second marked, double or team marked.
- 10.7. Where coursework is single marked, students have the right to request formal re-marking of a piece of work if they are unhappy with the original mark, unless the work has already been through a moderation process. Requests for re-marking must be made to the School Quality Advisor using the appropriate form within 2 weeks of the assessed work being made available to the student. When work is re-marked the marks can go down as well as up. Students may not request that their examinations are re-marked.
- 10.8. Unless the External Examiner has been specifically asked to arbitrate on a dispute between internal markers, the External's role is that of a moderator. In moderating student work the Module External is providing an independent overview of the consistency of approaches to assessment. As such, the Module External's primary concern is with the overall marking standard in the module rather than with marks obtained by individual students. The External cannot alter the marks of any individual student.

Late Work Submission

- 10.9. Late work must be accompanied by a completed Late Work Sheet, together with any supporting evidence. Late Work Sheets may be commented on by tutors, before being submitted to the Extenuating Circumstances and Late Work Board.

- 10.10. Students are responsible for providing evidence to support the reasons for submitting work late. The University College is not responsible for providing or chasing up the provision of expected evidence. The Late Work Sheet and the supporting evidence will be considered impartially by the Extenuating Circumstances and Late Work Board. In order to be accepted, the reason for Late Submission must comply with the criteria established for Extenuating Circumstances as published in the Extenuating Circumstances Policy and Guidelines.
- 10.11. Where the reasons for the Late Work affect more than one piece of assessed work, the student is advised to make a claim for Extenuating Circumstances (see Section 9).
- 10.12. Late coursework must be submitted within 7 days (including weekends and/or bank holidays) of the submission deadline:
- 10.13. Course work that is handed in within the 7 days after the submission date will be assessed and a mark provided for feedback purposes only. If the reason given for late submission is accepted by the Extenuating Circumstances and Late Work Committee, the mark awarded will be recorded.
- 10.14. If the reason given for late submission is not accepted, the work will be assessed, but the maximum mark that can be obtained for the late work will be the minimum pass mark. i.e. the late work will receive a capped mark. The module marks will be calculated using the capped mark. If the module is failed a referral opportunity may be offered by the Interim Examinations Board subject to the regulations in the relevant Academic Framework.
- 10.15. If work is not submitted within 7 days of the published submission date, it will normally be given a zero mark and assessed for formative feedback only. A referral opportunity may be offered by the Interim Examinations Board subject to the regulations in the relevant Academic Framework. Where a referral is permitted the late work, initially given a zero mark, may be marked as the referral submission. This will be regarded as a second attempt and the achieved mark will then be recorded. The total module mark will be capped at a minimum pass. This may affect the classification of the final Award.
- 10.16. If an application is made for Late Work / Extenuating Circumstances, which is accepted by the Extenuating Circumstances and Late Work Committee, the original mark for the late work will be reinstated.
- 10.17. The University College reserves the right to subject any coursework submitted for assessment to specific tests designed to establish whether or not Academic Misconduct has occurred.

Retention of Coursework

- 10.18. Where assessed work is returned to the student, each student is required to retain all assessed work in a portfolio until their final Award has been conferred, in order to allow External Examiners to view assignments and for the relevant Examinations/Awards Board to complete the assessment process in full. Failure to supply work upon demand may result in the Awarding Body withholding the Award.
- 10.19. The University College reserves the right to retain copies of assessed work for inspection by External Examiners or other auditors for purposes of quality assurance.

11.Examinations (On-site and Online)

General

- 11.1. Examinations are an important feature of the University College's assessment process and as such will be conducted in a formal and disciplined manner.
- 11.2. The University College has a policy of student anonymity in respect to written examinations. The examination candidate number is shown on the student identity card. The card must be taken to all examinations and, for on-site exams, placed on the desk.
- 11.3. Any entitlement to extra time in examinations or other special arrangements for examinations must normally have been agreed no later than 3 weeks (21 days) before the date of the examination.
- 11.4. Timetables for examinations will be posted up in advance. Students will also receive electronic notification via MyWi. Students are expected to take responsibility for checking the dates and times of their examinations. They should not assume that examinations will take place at normal teaching times.

ON-SITE EXAMINATIONS

Starting Arrangements

- 11.5. During the period of time-constrained examinations, no candidates shall enter any room which is designated as an examination room at any time without the express permission of an Invigilator.
- 11.6. Students are required to arrive at least 10 minutes in advance of the published start time for all examinations and to wait outside the examination room until instructed to enter.
- 11.7. A candidate arriving after the start of an examination may be allowed to sit the examination at the discretion of an Invigilator but no extra time will normally be allowed. No candidate will be admitted to the examination room later than 55 minutes after the start of any examination of more than one hour's duration. For examinations with a duration of up to one hour, candidates will be admitted to the examination room up to 10 minutes after the start of the examination. Any such candidate should contact the designated Examinations Office.
- 11.8. Candidates are reminded that, once they have entered the examination room, they must not communicate with, read or otherwise apprise themselves of the work of other candidates in any way until after they have been dismissed and have left the examination room.
- 11.9. Candidates must follow the instructions given to them by the Invigilator in respect of the seating arrangements.

Departure from Examinations

- 11.10. Candidates may not leave their seats without the express permission of the Invigilator.
- 11.11. No candidate will be permitted to leave the examination room permanently during the first 55 minutes or during the last 30 minutes of an examination of more than one hour's duration. For examinations with a duration of up to one hour, candidates will be permitted to leave the examination room permanently only with the permission of the invigilator. All

candidates must leave the examination room quietly and ensure that they create minimum disturbance to other candidates still undertaking the examination.

- 11.12. If candidates request to leave the examination room temporarily, they may be permitted to do so only at the discretion of the Invigilator and must be accompanied. They may be refused re-admission to the examination room if the Invigilator is not satisfied with their conduct. They are unable to temporarily leave the exam room within the last 15 minutes of the examination.
- 11.13. At the end of the examination, candidates must remain seated until they have been dismissed by the Invigilator.

Possessions

- 11.14. Candidates are not permitted (without special permission of the Invigilator) to bring to the examination desk any bag, pencil case, book, printed matter, food, stationery, radio, tape recorder, non-approved calculator, electronic translator, mobile telephone or paging device or any device for reproducing or displaying data. Specific exceptions may be allowed where the instructions on an examination paper expressly permit (such instructions having been brought to the students' notice in advance of the date of the examination by the Module Leader), or where special arrangements have been agreed.
- 11.15. Dictionaries may only be used where the rubric of the examination paper permits that a dictionary of a specified type may be used by all students taking the exam. Candidates whose first language is not English will not be permitted to use a general bilingual or translation dictionary in examinations. Electronic dictionaries are not permitted in examinations.
- 11.16. With the exception of individual writing and drawing instruments, approved calculators and any other specifically approved items, all other property must be left at the owner's risk in the area specified by the Invigilator. This includes mobile telephones and paging devices which must be turned off and also left with other property in the area specified by the Invigilator.
- 11.17. Smoking, eating and otherwise disturbing other candidates is forbidden in examination rooms at all times. Food and drink other than mineral water may not be brought into the rooms. The taking of medication is allowable at the discretion of the Invigilator.
- 11.18. The Invigilator has the right to turn away candidates who are deemed to be inappropriately dressed for a formal examination.
- 11.19. Candidates are permitted to complete the cover sheets of examination answer books and collate their papers outside the time allotted for the examination, under the supervision of the Invigilator. However, under no circumstances may alterations or additions be made to the scripts once the examination has been formally stopped.
- 11.20. Candidates shall not remove from the examination room any stationery, publication, instrument or other item provided by the University College for use during the examination. Any rough notes that have been prepared in the examination room must also be left in that examination room. Normally a single copy of the examination paper may be taken away by the candidate unless specifically requested not to do so by the Invigilator.

- 11.21. Candidates in breach of any of the Examination Regulations above may be suspended from one or all of the examinations, may be deemed by the relevant Examinations Board to have not passed those examinations, and may face disciplinary action. All such cases will be reported, in writing, by the Invigilator to the Secretary of the Academic Offences Panel for consideration according to the Academic Offences Procedures before being reported to the Examinations Board. Information relating to Academic Offences Procedure can be found on Course Scheme pages at <http://moodle.writtle.ac.uk>.

ONLINE EXAMINATIONS

Start and Deadline Times

- 11.22. All exams are set up on the relevant module Moodle page to correspond with the exam timetable for morning and afternoon exams.
- 11.23. Online exams must be submitted via a Turnitin submission point set up on the module Moodle page for each exam. Additional submission point(s) are set up for students who require extra time; or where extenuating circumstances or refer exams occur. Exam papers must be submitted with an examination cover sheet to comply with the University College anonymous marking policy.
- 11.24. Turnitin is configured for online examinations so that late submissions will not be accepted. (See **Student Guidance for Online Exams** for further information)
- 11.25. Exam papers submitted after the deadline will be deemed to be 'not sat' and recorded as a fail unless the student can provide demonstrable evidence that disruption to Moodle or Internet connectivity occurred at the point of submission i.e. coincides with the published submission deadline. Late Work applications are not applicable.
- 11.26. In the event of sustained issues with technology and/or internet access throughout the exam timeframe, an application for Extenuating Circumstances may be submitted with evidence of the issue.

Online Examination Arrangements for Students with Special Learning Difficulty, Health Condition and/or Disability

- 11.27. For online examinations, students with agreed exam arrangements will be expected to use their normal way of working. Exam arrangements for online examinations may include extra time and are agreed upon the provision of suitable evidence. If a student ordinarily has an approved Scribe and/or Reader, they will be expected to use assistive software such as speech-to-text or text-to-speech software.
- 11.28. Students are permitted to print out examination papers and hand-write their answers, as they may in a closed-book examination. If choosing this option, a student must ensure they have facilities to record and upload their paper before the exam deadline. It is the student's responsibility to do this in good time, and to ensure that any scans/photos are of good quality and will allow University College staff to clearly read their writing. Further guidance is available in **Student Guidance to Online Examinations**.
- 11.29. Students with extra time and/or rest breaks are expected to manage in a way that suits them and their circumstances. A separate Turnitin link is provided for students with extra time and/or rest breaks.

Disruption During Exams

If a student experiences a disruption during their exam, there are two options:

- 11.30. **Submit Paper:** If despite the disruptions, the student is satisfied with their paper, it should be submitted via the Turnitin link thereby deeming themselves 'fit-to-sit'. The exam will be marked as usual, there is no right to later apply for Extenuating Circumstances.
- 11.31. **Submit Extenuating Circumstances (ECs):** The student opts not to submit their paper before the deadline and apply for ECs. By not submitting, a non-attendance (fail) will be recorded initially. If ECs are approved, the subsequent attempt would be considered the student's first attempt. If the application for ECs is rejected, the non-attendance will stand and thus any further attempt would be capped at a bear pass mark.

Technical Issues

In this event the student has three options:

- 11.32. **Submit Paper:** If the student has **completed** the exam paper before the deadline, and if they are able to, they should e-mail their completed exam paper, to the Examinations Office; exams@writtle.ac.uk (**not** to their module leader or other member of academic staff).
- 11.33. **Submit Extenuating Circumstances (ECs):** If the student has **not completed** the exam paper before the deadline due to sustained issues with technology and/or internet access, they should keep a photo or video record of the problem as evidence and submit an EC application in the usual way following the exam. They must also email their exam paper (partially completed or attempted) to the Examinations Office (exams@writtle.ac.uk) as soon as possible. A non-attendance (fail) will be recorded initially, If ECs are approved, the subsequent attempt would be considered the student's first attempt. If the application for ECs is rejected, the non-attendance will stand and thus any further attempt would be capped at the pass mark.
- 11.34. **Submission issues:** If the student has encountered Moodle or local internet connection issues at the point of submission, i.e. no later than 5 minutes before the deadline, they must email the completed examination paper (either typed or handwritten) along with clear evidence to exams@writtle.ac.uk as soon as possible (not to academic staff). The Quality Office will review the late submission evidence to determine whether the submission should be accepted. If the late submission is accepted, the work will be marked as usual. If the late submission is not-accepted, the non-submission would stand and any further attempt would be capped at the pass mark.
- 11.35. Under no circumstances should exam papers or evidence be emailed directly to academic staff, only submissions that are received via the exams@writtle.ac.uk e-mail address will be reviewed under the above circumstances.

12. External Examiners

- 12.1. External Examiners are appointed by the University College to ensure parity of standards on awards; including those delivered through franchised or validated partnership provision.
- 12.2. Every taught award of the University College must have an award External Examiner (EE). All modules that contribute to an award must also be allocated to an EE.

- 12.3. The core duties of an External Examiner are to:
- comment on the academic standards of the award/module and the quality and coherence of the course
 - judge the overall standards of student performance
 - be a member of and attend Awards Boards as required and to assess the extent to which the determination of awards is sound and fair (Award EEs only); and
 - produce an annual report to the Registrar, providing clear feedback in relation to the above, and commenting on the extent to which previous reports have been acted upon, and noting that such reports are made accessible to students.
- 12.4. Students may be required to make assessed work available for review by an External Examiner. Any coursework or other assessed work returned to students following marking must be retained for the duration of the programme of study and until after the conferment of the relevant award. All marked evidence, assignments, examination scripts, and other assessed work may be subject to scrutiny by an External Examiner.

13. Examination and Award Boards

- 13.1. At Undergraduate level (Levels 4-6) Module Examinations Boards exist for all undergraduate modules. The Module Examinations Board will consider the performance of all students registered on the relevant module, irrespective of their particular course of study. All marks are to be regarded as provisional until confirmed by the relevant Module Examination Board.
- 13.2. Award Boards for final year undergraduate students (and Progression Boards for intermediate years) exist for each course scheme or separate award to consider standards of achievement on the course scheme as a whole. Progression Boards are responsible for determining progression from one stage to another and opportunities for re-assessment in accordance with the regulations laid down in the Undergraduate Academic Framework. The Award Boards will also consider marks for the Dissertation in the case of final year Honours students and determine the nature of the final Award as appropriate.
- 13.3. At Postgraduate level (Level 7) an Interim Board of Examiners Meeting shall normally be held at the end of the taught module assessment; or at the end of a stage of study for a part-time course. A subsequent final Board of Examiners meeting is held to consider any re-sit results or other outstanding results, the final dissertation result, and where appropriate the final Award.
- 13.4. All of the above Boards act as sub-committees of the Academic Board and will operate in accordance with Terms of Reference and Constitution established by the Academic Board. In considering student performance, they will consider the best interests of the student concerned and the maintenance of University College academic standards.
- 13.5. The relevant Boards will be advised by the Extenuating Circumstances Committee of any cases, submitted and approved, of personal extenuating circumstances that may have affected performance in assessed work.
- 13.6. The relevant Boards will be informed by the Academic Offences Panel of any penalties applied as a result of an academic offences investigation.

Appendix A: Word Limits and Guidelines

1. Guidelines

A guideline is a recommended length. A guideline is set to advise the student of the quantity of work that a tutor expects it will be necessary to submit in order to address the task set and to achieve the learning outcomes. A guideline could be expressed in numbers of words, number of pages, quantity of images, or length of time for presentations. Examples would be: 3,000 words, 6 pages, A2 poster, or A4 leaflet. *(For consistency across both guidelines and word limits, and for ease of understanding, normally the guideline would exclude the final reference list and any appendices).*

A student who hands in work substantially over or substantially under the suggested guideline may well jeopardised the quality of the work. Work over the guideline might include waffle rather than concision in writing, or too much description rather than well focused analysis. Work under the guideline may not cover all that would be expected in order to address the learning outcomes, question or topic. Where the quality of the work is impaired this would be reflected in a student's mark in the normal way; it is an academic judgement about the quality of the work.

2. Limits

A limit is a maximum length or size that a piece of work can be, for example, word count for essays, reports or other documented/written tasks, timed presentations, practicals or lab work. The purpose of setting a limit is part of the assessment itself, working to set word or time limits is a skill required within some professions, as well as an academic skill.

When a limit is set it must not be exceeded, if it is exceeded then the penalties stated in para 10.4 of this Code of Practice will apply.

The following content is NOT included in a final word count:

- Abstract
- Title
- Contents page
- Reference list
- Bibliography
- Footnotes (these should be used for references only; those containing large amounts of text will be treated as if they were part of the main body of text).
- Appendices
- Equations

The following content IS included in a final word count:

- Main body of text
- In text quotations
- In text references
- Section Headings
- Words used in tables, graphs and other forms of data presentation (including titles of figures)
- Footnotes containing large amounts of text i.e. more than a reference or sentence exceeding 20 words.