

WRITTLE UNIVERSITY COLLEGE

Integrated Masters Rules of Assessment 2018/19

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Academic Year 2018/19

(cohort first registered in this year)

1 PREAMBLE

The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Directory will give detail of assessment arrangements. The Programme Structure will identify which modules are core for the Course. Students will not normally be permitted to transfer onto an Integrated Masters programme after the start of Stage Three.

2 PASS MARK

- a) The pass mark for modules in Stages One, Two and Three is 40%. The pass mark for modules in Stage Four is 50%. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 (at stage 4) is condoned, the credits are not awarded.
- b) A core module is one which must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.
- c) Appendix A to the Undergraduate Rules of Assessment will also give details of any variations which apply to Integrated Masters courses, including those which apply to the final stage (Master's level).

3 PROGRESSION

3.1 Progression from Stage One

3.1.1 In order to progress from Stage One to Stage Two students must:

- a) achieve 120 credits at level 4 [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for the credits to be awarded as set out in section 3.1.3]

and
- b) pass at least 60 credits at the first attempt.

and
- c) achieve a Stage mark of 50% at the first attempt.

and
- d) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

3.1.2 In order to be awarded a **Distinction in Stage One, students must meet at least one of the following criteria:**

- Achieve an overall year mark of 69.5%, or;

- Achieve marks of 69.5% in at least 60 credits, with no credits below 59.5%

3.1.3 If a student does not meet the requirements to progress:

- a) where the student has a Stage mark of less than 50% at the first attempt and/or has not passed at least 60 credits at the first attempt he/she will not be permitted to proceed on the integrated masters programme. However, he/she can be considered for a transfer to an honours degree programme. The normal rules of assessment for progressing on a three-year honours programme will then apply.
- b) where the student has a Stage mark of at least 50% at the first attempt but the student has failed **a maximum of 60 credits**, he/she must undertake the necessary reassessment prior to the next academic Stage in order to fulfil the requirement to progress. Marks will be capped at 40%.
- c) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the Stage mark is **below 20%**;
 - where a student was absent from all examinations which were due to be sat in the most recent examination period.

3.1.4 When the Board meets after reassessments are completed, and the student has not met the requirements to proceed the Board will take the following action. (Boards cannot offer more than two opportunities to undertake the assessment for a module on the Integrated Masters programme). Where appropriate the Board will offer more than one option to the student.

- a) where a student has failed a maximum of 30 credits in a non-core module with a module aggregate mark in the range 35%-39% and the mark for the stage is 50% or above the credits will be awarded and the student will be permitted to proceed to the next stage of study.
or
- b) where the student has not already had two opportunities to undertake the assessment for a module, to undertake the necessary reassessment in the following year without attendance with marks capped at 40%
or
- c) where the student has not already had two opportunities to undertake the assessment for a module, to repeat the Stage of study part-time, and marks will be capped at 40%
or
- d) to consider the student for a transfer to a three-year honours degree programme.
or
- e) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:

- where the stage mark is **below 20%**;
- where a student has undertaken none of the required reassessment.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

3.2 Progression from Stage Two

3.2.1 In order to progress from Stage Two to Stage Three students must:

- pass 120 credits at level 5 or above
and;
- pass at least 60 credits for the current stage at the first attempt.
and
- achieve a Stage mark of 50% at the first attempt.
and
- pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

3.2.2 If a student does not meet the requirements to progress:

- where the student has a Stage mark of less than 50% at the first attempt and/or has not passed at least 60 credits at the first attempt he/she will not be permitted to proceed on the integrated masters programme. However, he/she can be considered for a transfer to an honours degree programme. The normal rules of assessment for progressing on a three-year honours programme will then apply.
- where the student has a Stage mark of at least 50% but has failed **a maximum of 60 credits**, he/she must undertake the necessary reassessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the Stage mark is **below 20%**;
 - where a student was absent from all examinations which were due to be sat in the most recent examination period.
- if 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.

3.2.3 When the Board meets after reassessments are completed, and the student has not met the requirements to proceed the Board will take the following action. (Boards cannot offer more than two opportunities to undertake the assessment for a module on the Integrated Masters programme). Where appropriate, the Board will offer more than one option to the student.

a) where the student has not already had two opportunities to undertake the assessment for a module, to undertake the necessary reassessment the following year without attendance with marks capped at 40%; [NB where failure has occurred on a period abroad, resits will be subject to availability.]

or

b) where the student has not already had two opportunities to undertake the assessment for a module, to repeat the Stage of study part-time, and marks will be capped at 40% [NB this option is not available where students have failed credits during a period abroad.]

or

c) to consider the student for a transfer to a three-year honours degree programme;

or

d) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:

- where the stage mark is **below 20%**;
- where a student has undertaken none of the required reassessment.

or

e) if 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

3.3 Progression from Stage Three

3.3.1 In order to progress from Stage Three to Stage Four students must:

a) pass 120 credits in Stage Three. At least 90 credits must be at Level 6.

and

b) pass at least 60 credits for the current stage at the first attempt.

and

c) achieve a Stage mark of 55% at the first attempt.

and

d) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

3.3.2 If a student does not meet the requirements to progress to Stage Four:

- a) where the student has a Stage mark of less than 55% at the first attempt and/or has not passed at least 60 credits at the first attempt he/she will not be permitted to proceed on the integrated masters programme. However, he/she can be considered for a transfer to an honours degree programme. The normal rules of assessment for classifying degrees on a three-year honours programme will then apply.
- b) where the student has a Stage mark of at least 55% but has failed **a maximum of 60 credits**, he/she must undertake the necessary reassessment at the next available opportunity and/or repeat the Stage of study part-time. Marks will be capped at 40%.
- c) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the Stage mark is **below 20%**;
 - where a student was absent from all examinations which were due to be sat in the most recent examination period.
- d) if 240 credits (including a minimum of 120 at level 5 or above) have been attempted, and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

3.3.3 When the Board meets after reassessments are completed, and the student has not met the requirements to proceed the Board will take the following action. (Boards cannot offer more than two opportunities to undertake the assessment for a module on the Integrated Masters programme). Where appropriate the Board will offer more than one option to the student.

- a) where the student has not already had two opportunities to undertake the assessment for a module, to undertake the necessary reassessment the following year without attendance with marks capped at 40%. This option cannot be offered where a student has already resat the exams without attendance.
or
- b) where the student has not already had two opportunities to undertake the assessment for a module, to repeat the Stage of study part-time, and marks will be capped at 40%¹
or
- c) to consider the student for a transfer to a three-year honours degree programme. or
- d) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the stage mark is **below 20%**;
 - where a student has undertaken none of the required reassessment.
- e) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

4 ELIGIBILITY FOR THE MASTERS AWARD

4.1 Pass

To be awarded a pass in the Integrated Masters programme a student should:

- a) Subject to (d), obtain 480 credits including 120 credits at Masters level (level 7).
- b) Pass all taught core modules .
- c) Pass at least 60 taught module credits in Stage Four at the first attempt.
- d) Failure with a mark of 40 or more for up to 30 credits in non-core taught modules in Stage Four, will be condoned provided the overall weighted average for all the taught modules in Stage Four is 50.

Students must also meet any course-specific requirements relating to the final stage which will be published in Appendix A of the Undergraduate Rules of Assessment.

4.2 A Pass with Merit or Distinction

Pass with Merit

To obtain a merit a student should:

- i) Obtain 120 credits in Stage Four at the first attempt;
- ii) Obtain 60 credits in Stage Four at 60 or above;
- iii) Have an overall weighted average mark of 60 or more across Stages Two, Three and Four. The weighting between the Stages of Study will be as follows: 20% - Stage 2, 30% - Stage 3, 50% - Stage 4;
- iv) Have no module mark below 50 in Stage 4.

Pass with Distinction

To obtain a distinction a student should:

- i) Obtain 120 credits in Stage 4 at the first attempt;
- ii) Obtain 60 credits in Stage 4 at 70 or above;
- iii) Have an overall weighted average mark of 70 or more across Stages Two, Three and Four. The weighting between the Stages of Study will be as follows: 20% - Stage 2, 30% - Stage 3, 50% - Stage 4;
- iv) Have no module mark below 50 in Stage 4.

4.3 Students who do not meet the requirements for an Integrated Masters Degree

Where a student is either unable to complete his or her studies in Stage Four, or does not achieve the required credits to be awarded a Masters award, the student will be considered for an undergraduate honours degree in accordance with the rules of assessment for three-year honours programmes.

Students will also be awarded a Postgraduate Certificate if they meet the criteria below.

4.3.1 To be awarded a **POSTGRADUATE CERTIFICATE** a student should:

- a) Subject to (d), obtain 60 taught module credits in Stage Four at Masters level (level 7).
- b) Pass all taught core modules .
- c) Pass 15 credits at the first attempt in Stage Four.
- d) Failure with a mark of 40 or more for up to 20 credits in Stage Four, in non-core modules, will be condoned.

Students can be considered for the award of a distinction and merit for an exit award.

5 SECOND ATTEMPTS IN STAGE FOUR

5.1 Second attempts at the assessment for taught modules in Stage Four

- a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 60 taught module credits.
- b) No second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed and is subject to departmental arrangements (see below).
- c) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) The Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

5.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

5.3 Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed. A student cannot be permitted to retake a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

6.1 EXTENUATING CIRCUMSTANCES

Extenuating circumstances can only be considered by the Board of Examiners if the student has submitted an extenuating circumstances form by the agreed deadline. When substantial extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

6.2 EXAMINATION BOARD DISCRETION

Except in the case of extenuating circumstances (see 6.2 above), the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.