

**UNIVERSITY OF ESSEX
GRADUATE SCHOOL**

**RULES OF ASSESSMENT FOR POSTGRADUATE CERTIFICATES
(where offered as a stand-alone award)**

1. PREAMBLE

These rules apply to full-time postgraduate certificate courses. 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.

A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.

2. PASS MARK

The pass mark for all components of the postgraduate certificate is 50.

For the purposes of these rules taught module averages will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

3. ELIGIBILITY FOR AN AWARD

3.1 THE POSTGRADUATE CERTIFICATE

Pass

To be awarded a pass in the Postgraduate Certificate a student should:

- (a) Subject to (c), obtain 60 taught module credits at Masters level.
- (b) Pass all taught modules that are core components for the Postgraduate Certificate.
- (c) Failure with a mark of 40 or more for up to 20 credits, in non-core modules, will be condoned.

Pass with Merit [Where applicable – see list of which departments offer awards with merit at <http://www2.essex.ac.uk/academic/students/pgt/pgrules.htm>]

To obtain a merit a student should:

- (a) Obtain 60 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners.
- (b) Obtain 40 credits at 60 or above.
- (c) Have no module mark below 50.

Pass with Distinction

To obtain a distinction a student should:

- (a) Obtain 60 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners.
 - (b) Obtain 40 credits at 70 or above.
 - (c) Have no module mark below 50.
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4. SECOND ATTEMPTS

- (a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 40 taught module credits.
- (b) No second attempt at the assessment for a module is permitted prior to the Board of Examiners where marks are confirmed.
- (c) The maximum mark that may 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 mark for the second attempt will count even where it is lower than the original mark.

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

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.

When a student is required to resubmit work as a result of an academic offence, this should count as a second attempt. This meaning that the student would not be eligible for a merit or distinction. If the student fails the module after having had this reassessment opportunity s/he should not be permitted further reassessment.

5. ASSESSMENT PROCEDURES

5.1 POWERS OF THE BOARD OF EXAMINERS

A Board of Examiners Meeting shall be held with the purpose of:

- (a) Confirming the taught module marks achieved to date, including any resit marks presented to the Board, and awarding credit.
- (b) Confirming any opportunities for second attempts at the assessment for modules.
- (c) Considering extenuating circumstances as necessary and their implications for results.
- (d) Determining the award of any Postgraduate Certificate.
- (e) Requiring any student whose performance is below that required to achieve an award to withdraw.

5.2 EXTENUATING CIRCUMSTANCES

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

5.3 DISCRETION

Except in the case of extenuating circumstances (see 5.2 above), the Board of Examiners should restrict its use of discretion to exceptional circumstances. Where the Board of Examiners agrees to exercise its discretion the reasons must be documented as part of the Examination Board report, setting out the decision taken and the reason for exercising discretion, and a copy sent to the Graduate School.

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