

**UNIVERSITY OF ESSEX
GRADUATE SCHOOL**

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

EAST 15 ACTING SCHOOL

Postgraduate Diploma in Acting
Postgraduate Diploma in Acting for Television, Film and Radio

1. PREAMBLE

These rules apply to all East 15 Acting School's practice-based Postgraduate Diploma schemes. The rules should be read in conjunction with the relevant Scheme Structure, Programme Specification and on-line Course Catalogue entries. The Course Catalogue will give detail of assessment arrangements. The Scheme Structure will identify which courses/modules are core for the Scheme.

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

A Postgraduate Diploma can be awarded with distinction and merit if the student has registered for this award at the outset (but not for an exit award).

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 Diploma is 50.

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

The Professional Code of Conduct must be passed where it is an element of the course/module (see Course Catalogue). The Board of Examiners shall determine that a student has failed a module when the Professional Code of Conduct element of that module is failed.

3. ELIGIBILITY FOR AN AWARD

3.1 THE POSTGRADUATE DIPLOMA

Pass

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

- (a) Subject to (d), obtain 120 credits at Masters level;
- (b) Pass all the taught courses/modules that are core components of the Postgraduate Diploma;
- (c) Pass at least 60 taught course credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners;
- (d) Failure with a mark of 40 or more for up to 30 credits in non-core taught courses/modules, will be condoned provided the overall weighted average for the scheme is 50.

Pass with Merit

To obtain a merit a student should:

- (a) Obtain 120 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- (b) Obtain 80 credits at 60 or above;
- (c) Have no course/module mark below 50.

Pass with Distinction

To obtain a distinction a student should:

- (a) Obtain 120 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- (b) Obtain 80 credits at 70 or above;
- (c) Have no course/module mark below 50.

3.2 THE POSTGRADUATE CERTIFICATE

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Postgraduate Diploma, then the award of a Postgraduate Certificate will be considered.

Departments will identify on the published scheme structure which taught courses/modules have to be passed in order to obtain a Postgraduate Certificate.

Pass

The pass mark for all Postgraduate Certificate components is 50.

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

- (a) Subject to (c), obtain 60 taught course/module credits at Masters level;
 - (b) Pass all taught courses/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 courses/modules, will be condoned.
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4. SECOND ATTEMPTS

- (a) Students who have failed up to 40 credits in the following modules only, may have a second attempt at the assessment for the course(s)/module(s) concerned;
 - (i) Movement (15 credits)
 - (ii) Music and Singing (15 credits)
 - (iii) Contextual Studies (15 credits)

- (b) The maximum mark that may be recorded for a course/module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- (c) The mark for the second attempt will count even where it is lower than the original mark
- (d) Failure in other courses/modules will normally indicate that the year/stage should be repeated on a full-time basis for uncapped marks.
- (e) No second attempt at the assessment for a course/module is permitted prior to the Board of Examiners meeting where marks are confirmed and is subject to departmental arrangements.

If a student fails a course/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. 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 course 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 courses/modules.
- (c) Considering extenuating circumstances as necessary and their implications for results.
- (d) Determining the award of any Postgraduate Diploma or 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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