

UNIVERSITY OF ESSEX
UNDERGRADUATE RULES OF ASSESSMENT
(Academic Year 2008-2009)

7. Certificate of Higher Education

7.1 ELIGIBILITY FOR AN AWARD

7.1.1 To be eligible for a Certificate of Higher Education (Cert HE) students must:

- a) pass 120 credits at level 4
- and**
- b) meet any relevant requirements outlined in the variations to the Rules of Assessment.

End of Stage Examination Boards may also be used as progression boards for part-time students, and re-submission opportunities considered

7.1.2 If a student does not meet the requirements for a Certificate of Higher Education:

- a) where the student has failed a **maximum of 60 credits**^{*}, he/she may resit the necessary examinations and/or resubmit coursework. Marks will be capped at 40%.
- b) where the student has failed **more than 60 credits**^{*} and has a year mark greater than 20%, he/she may repeat the Stage of study on a full-time basis for uncapped marks, **or** resit the necessary examinations and/or coursework the following year with the marks capped at 40%.
- c) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, he/she must withdraw from the University.

7.1.3 When the Board meets after re-sits/resubmissions are completed, the Board may consider the following options (Boards may offer no more than three attempts at the assessment for the Stage). Where appropriate the Board may offer more than one option to the student:

- a) to repeat the Stage of study full-time for uncapped module marks

^{*} Credits are awarded at the component level. On programmes where two 15-credit modules have been aggregated together into a 30-credit component, the number of credits which have been passed at the module level is used in the student's favour to determine whether reassessment can be offered instead of a repeat year.

or

- b) where the student has failed **a maximum of 60 credits**^{*}, to repeat the Stage of study part-time, and marks will be capped at 40%¹

or

- c) to resit the necessary examinations and/or coursework the following year without attendance and marks will be capped at 40%

or

- d) where the student has not met the requirements for the award having had three attempts at the assessment for the Stage, he/she would be required to withdraw from the University.

or

- e) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, to withdraw from the University.

7.2 AWARD CLASSIFICATION

- 7.2.1 A Certificate of Higher Education (Cert HE) is unclassified. The student will receive a transcript of marks.

SENATE APRIL 2009

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¹ This option is only permissible where the student's UK immigration permission allows part-time study.