

# UNIVERSITY OF ESSEX

## UNDERGRADUATE RULES OF ASSESSMENT

(Academic Year 2008-2009)

### 4. ***Four-Year Honours Degrees***

(For Degrees with a Preliminary Stage, see Three-Year Honours Degree rules)

#### 4.1 PROGRESSION

Progression to a Year Abroad (any Stage)

Students must pass the requirements for the current stage of study in order to be able to proceed to the Year Abroad.

##### 4.1.1 In order to progress from Stage One to Stage Two students must:

- a) achieve 120 credits at level 4
- and**
- b) meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

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

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%

##### 4.1.2 If a student does not meet the requirements to progress:

- a) where the student has failed a **maximum of 60 credits**<sup>\*</sup>, he/she may resit the necessary examinations and/or resubmit coursework prior to the next academic Stage in order to fulfil the requirement to progress. Marks will be capped at 40%.
- b) where the student has failed **more than 60 credits**<sup>\*</sup> 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 resubmit coursework the following year without attendance. Marks will be capped at 40%.

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<sup>\*</sup> 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.

- 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.

**4.1.3 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  
  
**or**
- b) where the student has failed **a maximum of 60 credits** <sup>\*</sup>, to repeat the Stage of study part-time, and marks will be capped at 40% <sup>1</sup>  
**or**
- c) to resit the necessary examinations the following year without attendance and/or resubmit coursework. Marks will be capped at 40%.  
  
**or**
- d) where the student has not met the requirements to proceed 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.

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

**4.1.4 In Stage One only, the Board will award a pass to a student in an Outside Option (see Glossary) if:**

- a) a resit exam was attempted;  
**and**
- b) the mark for the module was at least 35%, with a year mark of at least 45%;  
**and**
- c) the student is not permitted to transfer into a course in that subject.

Note: For first year outside options it is **not** necessary for students to pass both the coursework and exam elements as long as the student has passed the overall module aggregate.

If the student fails the overall aggregate in June then s/he must undertake reassessment in the failed elements. The normal outside option compensation rule would then apply if s/he failed to obtain 40% overall in September.

If the student passes the overall module aggregate for the outside option in June but fails either the coursework or exam elements, the Exam Board should award the credit rather than requirement reassessment.

**4.1.5 Students who, after resits, still fail to achieve 35% in an Outside Option may choose an alternative module during their repeat Stage.**

**4.1.6 In order to progress from Stage Two to Stage Three and from Stage Three to the Final Stage students must:**

- a) attempt 120 credits and pass at least 90 credits at level 5 or above. [N.B. if 30 credits are failed at Stage Two, then no credits may be failed in Stage Three or the final Stage. If 30 credits are failed in Stage Three, then no credits may be failed in the final Stage.]  
**and**
- b) meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

**Distinctions for Placement Year Marks**

In order to be awarded a **Distinction** in a Placement Stage, students must fulfil the course requirements as outlined in Appendix A of the Rules of Assessment.

**4.1.7 If a student does not meet the requirements to progress:**

- a) where the student has failed **a maximum of 60 credits**<sup>\*</sup>, he/she may resit the necessary examinations and/or resubmit coursework, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%. [NB where failure has occurred on a period of study abroad, resits/resubmission may not be available.]

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<sup>\*</sup> 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.

- b) where the student has failed **more than 60 credits**<sup>\*</sup> 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 resubmit coursework the following year without attendance with marks capped at 40%. [NB where failure has occurred on a period of study abroad, resits may not be available.]
- 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.
- d) If 120 credits at level 4 have been passed, the student may be considered for the award of a Certificate of Higher Education.
- e) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student may be considered for the award of a Diploma of Higher Education.

**4.1.8 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  
  
**or**
- b) where the student has failed a maximum of 60 credits<sup>\*</sup>, to repeat the Stage of study part-time, with marks capped at 40%<sup>2</sup> [NB this option is not available where students have failed credits during a period abroad.]  
  
**or**
- c) to resit the necessary examinations and/or resubmit coursework the following year without attendance where the mark recorded will be capped at 40%. [NB where failure has occurred on a period abroad, resits may not be available.]  
  
**or**
- d) 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

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<sup>\*</sup> 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.

<sup>\*</sup> 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.

<sup>2</sup> This option is only permissible where the student's UK immigration permission allows part-time study.

University. If 120 credits at level 4 have been passed, the student may be considered for the award of a Certificate of Higher Education

**or**

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

**or**

- f) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student may be considered for the award of a Diploma of Higher Education.

## **4.2 ELIGIBILITY FOR AN AWARD (Final Stage of Four-Year Degree)**

- 4.2.1 For the award of a Four-Year Honours degree, 480 credits must be attempted over the duration of the course, of which 450 credits must be passed.

- 4.2.2 To be eligible for an Honours degree, students must:

- a) attempt 120 credits in the final stage:
  - for students entering the final stage having failed 30 credits, 120 credits must be passed
  - for students entering the final stage having failed no credits, a minimum of 90 credits must be passed
  - at least 90 credits must be at level 6

**and**

- b) meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body, and placement-year requirements.

### **4.2.3 If a student does not meet the requirements for an Honours degree:**

- a) where the student has failed **a maximum of 60 credits**<sup>\*</sup>, he/she may resit the necessary examinations and/or resubmit coursework/repeat the Stage of study part-time.<sup>3</sup> Marks will be capped at 40%.
- b) where the student has failed **more than 60 credits**<sup>\*</sup> 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 resubmit coursework the following year

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<sup>\*</sup> 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.

<sup>3</sup> Repeating the stage part-time is only permissible where the student's UK immigration permission allows part-time study.

without attendance, **or** repeat the Stage of study part-time with the marks capped at 40%.<sup>4</sup>

- 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.
- d) if 240 credits (including a minimum of 120 at level 5 or above) have been attempted and 225 have been passed, the student may be considered for the award of a Diploma of Higher Education.

**4.2.4 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, and no more than one opportunity to take exams without attendance). 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  
**or**
- b) where the student has failed **a maximum of 60 credits**<sup>\*</sup>, to repeat the Stage of study part-time, with marks capped at 40%<sup>5</sup> [NB this option is not available where students have failed credits during a period abroad.]  
**or**
- c) to resit the necessary examinations and/or resubmit coursework the following year without attendance where the mark recorded will be capped at 40%. This option cannot be offered where a student has already resat the exams without attendance. [NB where failure has occurred on a period abroad, resits may not be available.]  
**or**
- d) 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.  
**or**
- e) where the student has not met the requirements for the award having had three attempts at the assessment for the Stage (Boards may offer no more than one opportunity to take exams without attendance), he/she would be required to withdraw from the University.  
**or**

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<sup>4</sup> Repeating the stage part-time is only permissible where the student's UK immigration permission allows part-time study.

<sup>\*</sup> 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.

<sup>5</sup> This option is only permissible where the student's UK immigration permission allows part-time study.

- f) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student may be considered for the award of a Diploma of Higher Education.

### 4.3 AWARD CLASSIFICATION FOR FOUR-YEAR HONOURS DEGREES

(Students on Degrees with a preliminary Stage need to refer to the Three-Year Honours Degree rules. Students on Five-Year Degrees should follow Model 1 in the table below).

- 4.3.1 Results for Honours degrees are calculated by two methods, known as 'Dominant Quality' and 'Arithmetic Average'. Students will receive the more favourable degree class of the two. The results of both methods are published on the grid presented to Boards of Examiners. Class is based upon Stage Two, Stage Three and Stage Four marks.

#### 4.3.2 *Arithmetic Average*

There are five different types of four-year degree course, each with its own requirements.

Year marks from the second, third, and final years are weighted according to the weightings indicated in the right hand column of Table 2, and combined to give a **degree mark**. The degree mark is used to calculate a degree class as follows:

Degree mark	Class
69.5% and over	<b>Class 1</b>
59.5 – 69.4%	<b>Class 2.1</b>
49.5 – 59.4%	<b>Class 2.2</b>
39.5 – 49.4%	<b>Class 3</b>
39.4% and under	<b>Fail</b>

TABLE 2: shows the volume of credit allocated to the placement and associated weighting of the placement year, which differentiates the five models

MODEL	VOLUME OF CREDIT ALLOCATED TO THE PLACEMENT, MARKED AS PASS/FAIL	COMPONENTS WHICH RECEIVE A MARK	WEIGHTING OF YEARS (2-3-4)
(1) <b>Work-experience or placement year</b>	120	0 components	40%-0%-60%
(2) <b>Year abroad (Normally as part of a language-related degree)</b>	30	3 components of 30 marked credits in addition to the placement	30%-20%-50%

<b>(3) Year abroad (Normally on a degree which is not language-related)</b>	60	2 components of 30 marked credits in addition to the placement	30%-20%-50%
<b>(4) Four years studied at Essex</b>	0	The number of 30-credit or 15-credit components that the course has in conformity with the Rules of Assessment	30%-30%-40%
<b>(5) Placement spread across two years</b>	120 (30 in Stage Three, 90 in Stage Four)	4 components of 30 marked credits each in addition to the 120 placement credits over 2 Stages/years	40% - 45% - 15%

### 4.3.3 Dominant Quality

The number of components in each class in the second, third, and final Stage is assessed in order to determine the dominant quality of the student's work:

TABLE 3

	<b>MODEL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Class 1</b>	Min number of credits at Class 1	120 (none below 2.2)	150 (none below 2.2)	150 (none below 2.2)	180 (none below 2.2)	120 (none below 2.2)
<b>Class 2.1</b>	Min number of credits at 2.1 or above	150 (max 90 credits at 3 <sup>rd</sup> permitted, none below)	180 (max 90 credits at 3 <sup>rd</sup> permitted, none below)	180 (max 90 credits at 3 <sup>rd</sup> permitted, none below)	210 (max 120 credits at 3 <sup>rd</sup> permitted, none below)	150 (max 90 credits at 3 <sup>rd</sup> permitted, none below)
<b>Class 2.2</b>	Min number of credits at 2.2 or above	150 (max 30 failed credits permitted)	180 (max 30 failed credits permitted)	180 (max 30 failed credits permitted)	210 (max 30 failed credits permitted)	150 (max 30 failed credits permitted)
<b>Class 3</b>	Maximum number of FAILED credits	30	30	30	30	30