

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

(Academic Year 2008-2009)

3. *Three-Year Honours Degrees* (Including Degrees with a Preliminary Stage)

3.1 PROGRESSION

3.1.1 In order to progress from the Preliminary Stage (where applicable) to Stage One a student must:

- a) achieve 120 credits at level 3
- and**
- b) meet any additional course or module specific requirements outlined in the approved variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- c) Where the student has not met the requirements to progress, the Examination Board will take one of the decisions set out in paragraphs 3.1.2 and 3.1.3 below. However, it is also open to a department to decide whether, notwithstanding the fail, the student should be offered admission into the first year.

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 the Preliminary Stage, 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%

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

- a) where the student has failed a **maximum of 60 credits**^{*}, 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**^{*} 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**

^{*} 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.

resit the necessary examinations and/or resubmit coursework the following year without attendance. Marks will be 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.

3.1.3 When the Board meets after resits/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 marks

or
- b) where the student has failed **a maximum of 60 credits***, to repeat the Stage of study part-time, with marks capped at 40%;

or
- c) to resit the necessary examinations and/or resubmit coursework the following year without attendance with marks 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.

3.1.4 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.

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%

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

- a) where the student has failed **a maximum of 60 credits**^{*}, 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**^{*} 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%.
- 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.

3.1.6 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 course marks
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 resubmit coursework the following year without attendance with marks 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

^{*} 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.

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

- 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.

3.1.7 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 course 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.

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

3.1.9 In order to progress from Stage Two to the Final Stage (Stage Three) students must:

- a) attempt 120 credits and pass at least 90 credits at level 5. [N.B. if only 90 credits are passed at Stage Two, then 120 credits must be passed at Stage Three (final year)].
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.

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

- a) where the student has failed a **maximum of 60 credits**^{*}, 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**^{*} and has a year mark greater than

^{*} 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.

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%.

- 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.

3.1.11 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***, to repeat the Stage of study part-time, with marks capped at 40% [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 University.
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 120 credits at level 4 have been passed, the student may be considered for the award of a Certificate of Higher Education.

* 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.

3.2 ELIGIBILITY FOR AN AWARD (Final Stage)

3.2.1 For the award of an Honours degree, a total of 360 credits must be attempted, of which 330 credits must be passed.

3.2.2 To be eligible for an Honours degree, students must:

- a) attempt 120 credits in the final stage:
 - where 120 credits have been passed in Stage Two, a minimum of 90 credits must be passed at Stage Three
 - where 90 credits have been passed in Stage Two, 120 credits must be passed at Stage Three
 - 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 requirements.

3.2.3 Students progressing from Foundation degrees to the final Stage of Honours degrees

- a) For the award of an Honours degree for students with a University of Essex Foundation Degree, a minimum of 105 credits must be passed in Stage Two (the final Stage of the Foundation degree). A minimum of 210 credits must be passed over Stage Two and Stage Three (final year) combined.
- b) For the award of an Honours degree for students with a Foundation Degree awarded by another institution, 120 credits must be passed in Stage Three (final year).
- c) For the purpose of considering whether a student may be permitted to repeat Stage Three, the Board of Examiners will regard Stage Three as a new award.

3.2.4 If a student does not meet the requirements for an Honours degree:

- a) where the student has failed **a maximum of 60 credits**^{*}, he/she may resit the necessary examinations and/or resubmit coursework/repeat the Stage of study part-time². 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**

² Repeating the stage part-time is only permissible where the student's UK immigration permission allows part-time study.

^{*} 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.

resit the necessary examinations and/or resubmit coursework the following year without attendance, **or** repeat the stage of study part-time, with the marks capped at 40%.³

- 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.

3.2.5 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**^{*}, to repeat the Stage of study part-time, with marks capped at 40%.⁴ [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
- 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.

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

^{*} 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.

⁴ This option is only permissible where the student's UK immigration permission allows part-time study.

3.3 AWARD CLASSIFICATION FOR THREE-YEAR DEGREES (INCLUDING DEGREES WITH A PRELIMINARY STAGE)

- 3.3.1 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 from both methods are published on the grid presented to Boards of Examiners. Class is based upon Stage Two and Three marks.

3.3.2 *Arithmetic Average*

Year marks from second and final years are weighted 40% and 60% respectively 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	Class 1
59.5 – 69.4%	Class 2.1
49.5 – 59.4%	Class 2.2
39.5 – 49.4%	Class 3
39.4% and under	Fail

3.3.3 *Dominant Quality*

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

Class 1

Minimum number of credits at Class 1: 120

Maximum number of credits below Class 2.2: 0

Class 2.1

Minimum number of credits at Class 2.1 or above: 150

Maximum number of credits at Class 3: 90

Maximum number of failed credits: 0

Class 2.2

Minimum number of credits at Class 2.2 or above: 150

Maximum number of failed credits: 30

Class 3

Maximum number of failed credits: 30

- 3.3.4 **For students progressing from a University of Essex Foundation degree to the final Stage of a University of Essex Honours degree**, the marks from Stage Two of the Foundation degree are used in the calculation of the Honours Degree. Stage marks from Stage Two of the Foundation degree and from the final Stage are weighted 40% and 60% respectively (Arithmetic Average). The Dominant Quality is calculated as for the Honours degree (above).

- 3.3.5 **For students progressing from Foundation degrees at other institutions into the final Stage of an Essex Honours degree**, the final Stage marks only will be used in calculating the degree classification and only the **arithmetic average method will be used** (weighted according to the credit weighting of the modules which contribute to the final-stage mark).