

**UNIVERSITY OF ESSEX  
GRADUATE SCHOOL**

**RULES OF ASSESSMENT FOR TAUGHT MASTERS DEGREES, POSTGRADUATE  
DIPLOMAS AND POSTGRADUATE CERTIFICATES 2011/12**

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**HEALTH AND HUMAN SCIENCES**

MSc/PG Dip/PG Cert in Advanced Musculoskeletal Assessment  
MSc/PG Dip/PG Cert in Advanced Skeletal Imaging  
MSc/PG Dip/PG Cert in Health Care Practice (Mental Health Practice)  
MSc/PG Dip/PG Cert in Health Care Practice (Long Term Conditions)  
MSc/PG Dip/PG Cert in Health Care Practice (End of Life Care)  
MSc/PG Dip/PG Cert in Health Care Practice (Respiratory Care)  
MSc/PG Dip/PG Cert in Health Care Practice  
MSc/PG Dip/PG Cert in Health Care Management  
MSc/PG Dip/PG Cert in Infection Control  
MSc/PG Dip/PG Cert in Public Health Management  
Masters/PG Dip/PG Cert in Public Health (P/T)  
MRes/PGDip/PG Cert in Health Studies (P/T)

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**1 PREAMBLE**

- a) These rules apply to the modular postgraduate courses listed above. 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.
  - b) A taught module is any assessed component excluding the dissertation. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.
  - c) The maximum period for completion of studies using credit accumulation is six years (normally five years to complete all taught elements and a further one year to complete the dissertation (or equivalent)). The maximum period of study is measured from the point at which a student first registered for a module that was being used towards the award
  - d) The credit lifetime for any module is six years.
  - e) Masters degrees can be awarded with distinction or merit.
  - f) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.
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**2 PASS MARK**

- a) The pass mark for all modules is 50.
- b) 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.

- c) All work placement/work-based assessments are assessed on a pass/fail basis. They are non-credit bearing but must be passed.
  - d) For HS955 Consultation and Assessment Skills and HS909 Work-based Learning Module, HS975 Respiratory Care, HS976 Primary Mental Health Care and HS977 End of Life Care, in addition to passing the module students must **pass all module assignments**.
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### **3 ELIGIBILITY FOR AN AWARD**

#### **THE POSTGRADUATE CERTIFICATE**

To be awarded a **Postgraduate Certificate** a student should:

- a) Subject to (e), obtain 60 taught module credits at Masters level (level 7).
- b) Pass all taught core modules.
- c) Pass 15 credits at the first attempt.
- d) Pass all placement/work-based assessments
- e) Failure with a mark of 40 or more for up to 20 credits, in non-core modules, will be condoned.

#### **3.1 THE POSTGRADUATE DIPLOMA**

To be awarded a **Postgraduate Diploma** a student should:

- a) Subject to (e), obtain 120 credits at Masters level (level 7).
- b) Pass all taught core modules.
- c) Pass at least 60 taught module credits at the first attempt
- d) Pass all placement/work-based assessments
- e) Failure with a mark of 40 or more for up to 30 credits in non-core modules will be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.

- 3.2** 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.

Dissertation credits cannot be used to obtain a Postgraduate Certificate.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate

#### **3.3 THE MASTERS DEGREE**

##### **Pass**

To be awarded a pass in the Masters a student should:

- a) Subject to (e), obtain 180 credits at Masters level (level 7);
- b) Pass all the taught core modules and the dissertation;
- c) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) Pass all placement/work-based assessments;
- e) Failure with a mark of 40 or more for up to 40 credits in non-core taught modules, will be condoned provided the overall weighted average for all the taught modules is 50.

### **3.4 A Pass with Merit or Distinction**

Results for a Pass with Merit or Distinction are calculated by two methods, known as ‘Dominant Quality’ and ‘Arithmetic Average’. Students will receive the more favourable result of the two.

#### **3.4.1 Pass with Merit**

##### **a) *Dominant Quality***

To obtain a merit a student should:

- i) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 120 credits at 60 or above, including the dissertation;
- iii) Have no module mark below 50;
- iv) Pass all clinical assessments

##### **b) *Arithmetic Average***

To obtain a merit a student should:

- i) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 90 credits at 60 or above, which must include the dissertation;
- iii) Have an overall weighted average mark of 60 or more;
- iv) Have no module mark below 50;
- v) Pass all placement/workbased assessments

#### **3.4.2 Pass with Distinction**

##### **a) *Dominant Quality***

To obtain a distinction a student should:

- i) Obtain 180 credits at the first attempt, except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 120 credits at 70 or above, including the dissertation;
- iii) Have no module mark below 50;
- iv) Pass all clinical placement/workbased assessments

##### **b) *Arithmetic Average***

To obtain a distinction a student should:

- a) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- b) Obtain 90 credits at 70 or above, which must include the dissertation;
- c) Have an overall weighted average mark of 70 or more;
- d) Have no module mark below 50;
- e) Pass all placement/workbased assessment

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

Dissertation credits cannot be used to obtain a Postgraduate Certificate.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma.

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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) The maximum mark that will 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.
- c) The mark for the second attempt will count even where it is lower than the original mark.

**4.1.1** If a student fails a 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.

**4.1.2** 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.

**4.1.3** When a student is given an academic offences penalty of resubmitting work for credit purposes only with a mark of zero to be retained for all calculations, the raw mark achieved for the resubmitted work will be used initially to calculate the module aggregate mark. Credit will be awarded where a student achieves an overall module aggregate mark of 50. The penalty mark of zero will then be applied and included in calculations of the mark for the overall weighted average for all the taught modules and the overall weighted average mark, which includes the dissertation.

If the student has initially achieved a mark of 40-49 for the module aggregate (including the raw mark achieved) no credit will be awarded, but the module can be considered for condonement if the average for the taught course modules is 50 after the mark of zero has been included in the calculation.

If the student has initially achieved a mark of less than 40 for the module aggregate then no credit will be awarded and no condonement can be applied. Note that for awards leading to professional registration all modules are core and condonement cannot be applied. Condonement can only be considered for the non-registerable exit awards.

## **4.2 Re-submission of Dissertations**

- a) Re-submission of dissertations is only permitted in the following circumstances:
  - i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or
  - ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required does not include any additional experimental or practical work.

- b) Re-submission is subject to the following conditions:
    - i) A dissertation must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;
    - ii) A dissertation which has been re-submitted because of a marginal fail shall be awarded no more than the minimum pass mark; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.
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## **5 ASSESSMENT PROCEDURES**

### **5.1 POWERS OF THE BOARD OF EXAMINERS**

The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any resit marks presented to the Board, and awarding credit.
- b) Confirming dissertation/project marks.
- c) Confirming any opportunities for second attempts at the assessment for modules, including resubmission of the dissertation.
- d) Considering each student's marks' profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation credits.
- e) Confirm the assessment for the clinical elements.
- f) Confirming any opportunities for resubmission of the dissertation.
- g) Considering extenuating circumstances as necessary and their implications for results.
- h) Determining the appropriate award for each student.
- i) Determining that the credit being presented for the award is current
- j) 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 reason for exercising discretion and the reason for the decision taken, and a copy sent to the Graduate School.

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**End**

**SENATE APRIL 2010**