

**University of Essex Online**  
**(Kaplan Open Learning)**  
**VARIATIONS TO UNDERGRADUATE RULES OF ASSESSMENT**  
(Academic Year 2014/15 onwards)

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**A. *In respect to all University of Essex Online awards offered by Kaplan Open Learning, and in addition to the University of Essex Rules***

- A.1. Students will be considered under the Rules that are current at the time the Exam Board meets.

**In the event that a student does not complete a module they have started**

- A.2. If the module is substantially incomplete (usually no more than 4 weeks completed study) and a Leave of Absence has been agreed:
- A.2.1. The incomplete module will not be treated as a fail.
  - A.2.2. Marks earned in the first 4 weeks of the module cannot be re-instated when the module is started for a second time. Work submitted during the first period of study cannot be re-submitted when the module is restarted.
  - A.2.3. For work based learning modules, it will be at the module leader's discretion, taking into account the student's employment situation, whether or not an entirely new project needs to be used when the module is started for a second time.
- A.3. If the module is substantially complete (usually more than 4 weeks completed study) or a Leave of Absence has not been agreed, marks for the module will be considered by the Board in the normal way.

**Progression**

- A.4. In addition to the standard rules of progression
- A.4.1. In the event that a student does not attempt a minimum of 30 credits in any 12-month period of study and there are no substantiated extenuating circumstances, the student will be required to withdraw from the course.
  - A.4.2. Students that complete level 4 or 5 (Stage One or Two) and wish to proceed to the next level (level 5 - Stage Two, or level 6 - Final Stage) at the earliest opportunity and before the next scheduled examination board may commence the next level on a provisional basis subject to the following conditions being satisfied:
    - a. All level 4 modules (to proceed to level 5), or all level 5 modules (to proceed to level 6) must have been completed and the internal examiners must be satisfied that the provisional marks would ensure that the student will meet the requirements to progress.
    - b. At least 60 credits have previously been approved by an examination board.
- If, after the examination board has met, the student has not met the requirements to progress, the student's higher level studies will be suspended pending successful completion of the preceding level (Stage One or Stage Two). If any higher level credits have already been completed they may be presented to the board at which the completed lower level credits will be considered.

- A.4.3. Students who fail the Fundamentals of Effective Learning (FEL) module will be allowed to commence reassessment prior to their fail mark being ratified by a Board of Examiners. All marks, including marks for initial attempts at assessment and following assessment, will be ratified by the earliest scheduled Board of Examiners following completion of assessment.

**B. In respect to all University of Essex Online BA(Hons) honours degrees offered by Kaplan Open Learning**

**PROGRESSION**

**Progression from Stage One**

**B.1. In order to progress from Stage One to Stage Two students must:**

- B.1.1. achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section B.4]

**and**

- B.1.2. pass core modules and 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.

**B.2. If a student does not meet the requirements to progress**

- B.2.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.2.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.2.3. Students who fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.2.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

**B.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

- B.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.3.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.3.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- B.3.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

- B.3.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- B.3.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**B.4. Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- B.4.1. Where the module aggregate mark is in the range 35%-39% and the mark for the stage is 45% or above, the student will be permitted to proceed to the next stage of study. The credits will be awarded.
- B.4.2. Where the module aggregate mark is in the range 20%-34% and the mark for the stage is 40% or above, or the module aggregate mark is in the range 35-39% and the mark for the stage is in the range 40-44%, the student will be permitted to proceed to the next stage of study. Where a total of 30 credits have been failed the student will not be permitted to fail any more credits towards their award. Where a total of 15 credits have been failed, the student will only be able to fail 15 non-core credits in the future. Where a student has not had three attempts at the assessment for the Stage, the Board will offer the student the choice of either undertaking reassessment in Stage One or proceeding to Stage Two carrying the fail
- B.4.3. Students will not be permitted to transfer to a course which regards the failed modules as core.
- B.4.4. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Stage.

**Progression from Stage Two**

**B.5. In order to progress from Stage Two to the Final Stage (Stage Three) students must:**

- B.5.1. achieve 120 credits at level 5 or above. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section B.8]
- Where only 90 credits have been passed at Stage One, 120 credits must be passed in Stage Two
  - Where 120 credits have been passed at Stage One, a minimum of 90 credits must be passed in Stage Two. [NB if only 90 credits are passed at Stage Two, then 120 credits must be passed in Stage Three (final year)]

**and**

- B.5.2. pass core modules and 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.

**B.6. If a student does not meet the requirements to progress**

- B.6.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.6.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.6.3. Students who fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.6.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.6.5. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
  - a. 225 credits have been achieved, including a minimum of 120 at level 5
  - and**
  - b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed
- B.6.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- B.6.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.
- B.7. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
  - B.7.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
  - B.7.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
  - B.7.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
  - B.7.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
  - B.7.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
  - B.7.6. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
    - a. 225 credits have been achieved, including a minimum of 120 at level 5

**and**

b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed

B.7.7. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

B.7.8. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**B.8. Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules, and has passed 120 credits at Stage One, or has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules and has passed 105 credits at Stage One, the Board will treat the fail in the following way:**

B.8.1. Where a student has not had three attempts at the assessment for the failed module the Board will offer the student the choice of either undertaking reassessment in Stage Two or proceeding to Stage Three carrying the fail. [NB where failure has occurred on a period of study abroad, resits / reassessment and / or a repeat stage / term may not be available.]

B.8.2. Where a student has already had three attempts at the assessment for the failed module the Board will permit the student to proceed to Stage Three carrying the fail.

#### **ELIGIBILITY FOR AN AWARD (Final stage of Honours degree)**

**B.9. For the award of an Honours degree, a total of 360 credits must be attempted, of which 330 credits must be passed.**

**B.10. To be eligible for an Honours degree, students must:**

B.10.1. attempt 120 credits in the final stage and pass at least 90 credits at level 6:

- a. where a maximum of 30 credits have been failed across Stage One and Stage Two, 120 credits must be passed in Stage Three (final year)
- b. where 120 credits have been passed at both Stage One and Stage Two, a minimum of 90 credits at level 6 must be passed in Stage Three (final year)

**and**

B.10.2. pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

**B.11. Students progressing from Foundation degrees to the final Stage of Honours degrees**

B.11.1. 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.11.2. 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).

- B.11.3. For the purpose of considering whether a student will be permitted to repeat Stage Three, the Board of Examiners will regard Stage Three as a new award.
- B.12. If a student does not meet the requirements for an Honours degree:**
- B.12.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- B.12.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- B.12.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.
- B.12.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.12.5. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
- a. 225 credits have been achieved, including a minimum of 120 at level 5
- and**
- b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed
- B.12.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- B.12.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education
- B.13. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- B.13.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- B.13.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- B.13.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.13.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- B.13.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.13.6. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
- a. 225 credits have been achieved, including a minimum of 120 at level 5

**and**

- b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed

B.13.7. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

B.13.8. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

### **AWARD CLASSIFICATION FOR HONOURS DEGREES<sup>1</sup>**

B.14. A student's degree class is based upon Stage Two and Stage Three marks. Stage Two and Stage Three marks are weighted 40% and 60% respectively and combined to give the Degree Mark.

B.15. **First Class Honours will be awarded to a candidate who has:**

- *Either* a Degree Mark of 70 or more; *or*
- 120 credits at 70 or more and a Degree Mark of at least 68.

**Upper Second Class Honours** will be awarded to a candidate who has:

- *Either* a Degree Mark of 60 or more; *or*
- 120 credits at 60 or more and a Degree Mark of at least 58.

**Lower Second Class Honours** will be awarded to a candidate who has:

- *Either* a Degree Mark of 50 or more; *or*
- 120 credits at 50 or more and a Degree Mark of at least 48.

B.16. **Third Class Honours** will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 3.2 above) but who does not qualify for any other class of degree. **For students progressing from a University of Essex Foundation degree to the final Stage of a University of Essex Honours degree<sup>2</sup>**, 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 to give the Degree Mark. The degree class is calculated in accordance with the normal rules for three-year Honours degrees (see above).

B.17. **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 Mark. The degree class is calculated in the following way:

- **First Class Honours** will be awarded to a candidate who has a Degree Mark of 70 or more;
- **Upper Second Class Honours** will be awarded to a candidate who has a Degree Mark of 60 or more;

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<sup>1</sup> When determining the class of a degree for students who entered the Preliminary or First Stage of an award prior to 2012/13, the Board of Examiners should apply the methods of calculating the award classification as defined in the Rules of Assessment which were approved for students entering the Preliminary or First Stage of an award in academic year 2011/12 where this will benefit a particular student.

<sup>2</sup> References to University of Essex Foundation degrees also refer to validated awards (i.e. awards taken at the University or through a partner institution with a validated award).

- **Lower Second Class Honours** will be awarded to a candidate who has a Degree Mark of 50 or more;
- **Third Class Honours** will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 3.2 above) but who does not qualify for any other class of degree.



**C. In respect to all University of Essex Online Foundation degrees offered by Kaplan Open Learning**

**PROGRESSION**

**Progression from Stage One**

**C.1. In order to progress from Stage One to the Final Stage students must:**

C.1.1. achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section C.4]

**and**

C.1.2. pass core modules and 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.

**C.2. If a student does not meet the requirements to progress**

C.2.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

C.2.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

C.2.3. Students who fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

C.2.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

**C.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

C.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

C.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

C.3.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

C.3.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.

C.3.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

C.3.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

- C.3.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**C.4. Following reassessment, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- C.4.1. Where the module aggregate mark is in the range 35%-39% and the mark for the stage is 45% or above, the student will be permitted to proceed to the next stage of study. The credits will be awarded.
- C.4.2. Where the module aggregate mark is in the range 20%-34% and the mark for the stage is 40% or above, the student will be permitted to proceed to the next stage of study. However, the credits will not be awarded and the student will not be permitted to fail any more credits towards their award. Where a student has not had three attempts at the assessment for the Stage, the Board will offer the student the choice of either undertaking reassessment in Stage One or proceeding to Stage Two carrying the fail.
- C.4.3. Students will not be permitted to transfer to a course which regards the failed modules as core. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Stage.

**ELIGIBILITY FOR AN AWARD (Final stage of Foundation Degree)**

- C.5. For the award of a Foundation degree, 240 credits must be attempted, of which 225 credits must be passed.
- C.6. To be eligible for a foundation degree, students must:
- C.6.1. attempt 120 credits in the Final Stage and pass at least 105 credits at level 5 or above:
- where only 105 credits are passed at Stage One, 120 credits must be passed in the Final Stage.
  - where 120 credits are passed in Stage One, a minimum of 105 credits must be passed at level 5 or above in the Final Stage, including any work-based learning credits (work placement credits).
- and**
- C.6.2. pass core modules and meet any additional requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- C.7. If a student does not meet the requirements for a Foundation Degree:**
- C.7.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- C.7.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- C.7.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.
- C.7.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

- C.7.5. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed,, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
- a. 225 credits have been achieved, including a minimum of 120 at level 5
- and**
- b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed
- C.7.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- C.7.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education
- C.8. **When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- C.8.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
  - C.8.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
  - C.8.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
  - C.8.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
  - C.8.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
  - C.8.6. In line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed,, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:
    - a. 225 credits have been achieved, including a minimum of 120 at level 5

**and**

    - b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed
  - C.8.7. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
  - C.8.8. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where

students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

## **AWARD CLASSIFICATION FOR FOUNDATION DEGREES**

C.9. Foundation degree awards are classified on the completion of Stage Two, using an arithmetic average of Stage Two marks only (weighted according to the credit weighting of the modules) as follows:

**Distinction will be awarded to a candidate who has:**

- Either a Stage Two mark of 70% and over; or
- 60 credits at 70% or more and a Stage Two mark of at least 68%

**Merit will be awarded to a candidate who has:**

- Either a Stage Two mark of 60% and over; or
- 60 credits at 60% or more and a Stage Two mark of at least 58%

**Pass will be awarded to a candidate who has:**

- A Stage Two mark of 40% and over

**Fail**

- A Stage Two mark of less than 40%

**D. In respect to all University of Essex Online Diplomas of Higher Education offered by Kaplan Open Learning**

**PROGRESSION**

**D.1. In order to progress from Stage One to the Final Stage students must:**

D.1.1. achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section D.4]

**and**

D.1.2. pass core modules and 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.

**D.2. If a student does not meet the requirements to progress**

D.2.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

D.2.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

D.2.3. Students who fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

D.2.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

**D.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

D.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

D.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.

D.3.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

D.3.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.

D.3.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

D.3.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

D.3.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**D.4. Following reassessment, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- D.4.1. Where the module aggregate mark is in the range 35%-39% and the mark for the stage is 45% or above, the student will be permitted to proceed to the next stage of study. The credits will be awarded.
- D.4.2. Where the module aggregate mark is in the range 20%-34% and the mark for the stage is 40% or above, the student will be permitted to proceed to the next stage of study. However, the credits will not be awarded and the student will not be permitted to fail any more credits towards their award. Where a student has not had three attempts at the assessment for the Stage, the Board will offer the student the choice of either undertaking reassessment in Stage One or proceeding to Stage Two carrying the fail.
- D.4.3. Students will not be permitted to transfer to a course which regards the failed modules as core.
- D.4.4. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Stage.

**ELIGIBILITY FOR AN AWARD (Final stage of Diploma of Higher Education)**

- D.5. For the award of a Diploma of Higher Education (DipHE), 240 credits must be attempted, of which 225 credits at level 4 or above must be passed, including a minimum of 105 credits at level 5 or above.
- D.6. To be eligible for a Diploma of Higher Education, students must:
  - D.6.1. attempt 120 credits in the Final Stage and pass at least 105 credits at level 5 or above:
    - a. where only 105 credits are passed at Stage One, 120 credits must be passed in the Final Stage.
  - and**
  - D.6.2. pass core modules and meet any additional requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- D.7. **If a student does not meet the requirements for a Diploma of Higher Education:**
  - D.7.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
  - D.7.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
  - D.7.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.
  - D.7.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
  - D.7.5. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

- D.7.6. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education
- D.8. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- D.8.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- D.8.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- D.8.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- D.8.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- D.8.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- D.8.6. In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- D.8.7. In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

### **AWARD CLASSIFICATION**

- D.9. A Diploma of Higher Education (DipHE) is unclassified for students who achieve a Diploma as an exit award from a Bachelors Degree. The student will receive a transcript of marks.
- D.10. For students who registered for a Diploma of Higher Education (DipHE) at the outset, a Diploma of Higher Education is classified on the completion of Stage Two, using an arithmetic average of Stage Two marks only (weighted according to the credit weighting of the modules) as follows:

**Distinction will be awarded to a candidate who has:**

- Either a Stage Two mark of 70% and over; or
- 60 credits at 70% or more and a Stage Two mark of at least 68%

**Merit will be awarded to a candidate who has:**

- Either a Stage Two mark of 60% and over; or
- 60 credits at 60% or more and a Stage Two mark of at least 58%

**Pass will be awarded to a candidate who has:**

- A Stage Two mark of 40% and over

**Fail**

- A Stage Two mark of less than 40%



***E. In respect to all University of Essex Online Certificates of Continuing Education offered by Kaplan Open Learning***

**ELIGIBILITY FOR AN AWARD**

**E.1. To be eligible for a Certificate of Continuing Education (Cert CE) students must:**

E.1.1. pass 60 credits at level 4

**and**

E.1.2. pass core modules and meet any relevant 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

**E.2. If a student does not meet the requirements for a Certificate of Continuing Education:**

E.2.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.

E.2.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.

E.2.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.

E.2.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

**E.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

E.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.

E.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.

E.3.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

E.3.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.

E.3.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

Note: An undergraduate exam board will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**AWARD CLASSIFICATION**

E.4. A Certificate of Continuing Education is unclassified. The student will receive a transcript of marks.

**F In respect of University of Essex Online LLB (Hons) Law offered by Kaplan Open Learning**

**LLB (Hons) Law**

F.1 In addition to the standard Rules of Assessment applicable to the LLB students, there are also rules set by the Solicitors Regulation Authority and Bar Standards Board which set the criteria for obtaining a qualifying law degree (QLD). Students wishing to undertake professional practice in Law are recommended to refer to these when making decisions on progression between levels of a degree in cases where they have been offered the chance to proceed to the next level carrying failed credits.

### Appendix A: Validated courses and exit awards on University of Essex Online programmes delivered by Kaplan Open Learning

Programme	Maximum Period of Study	Award
<b>Business &amp; Management</b>		
Business and Marketing	9 Years	BA (Hons)
BA(Hons) Business and Marketing exits awards (full honours degree only): DipHE Business and Marketing CertHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Marketing	6 years	DipHE
DipHE Business and Marketing exits awards: CertHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Management	9 Years	BA (Hons)
BA(Hons) Bus and Man exit awards (full honours degree only): CertHE Business and Management DipHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Management	6 Years	DipHE
CertCE Business & Management		Exit
Business and Management	6 Years	FdA
FdA Bus and Man exit awards: CertHE Business and Management DipHE Business and Management Cert of Continuing Education (un-named)		Exit
Marketing and Sales Management	6 Years	FdA
FdA Marketing and Sales Management exit awards: CertHE Business and Management DipHE Marketing and Sales Management Cert of Continuing Education (un-named)		Exit
Leadership and Management	6 Years	FdA
FdA Leadership and Management exit awards: CertHE Business and Management DipHE Leadership and Management Cert of Continuing Education (un-named)		Exit
Business Studies	2 Years	Cert CE


<b>Criminal Justice</b>	<b>Maximum Period of Study</b>	
Criminology and Criminal Justice	9 Years	BA (Hons)
BA Criminology and Criminal Justice exit awards (full honours degree only): CertHE Criminology and Criminal Justice DipHE Criminology and Criminal Justice Cert of Continuing Education (un-named)		Exit
Criminal Justice	9 Years	BA (Hons)
Criminal Justice	6 Years	FdA
Criminal Justice (Police)	6 Years	FdA
Criminal Justice (Probation)	6 Years	FdA
Criminal Justice (Custodial Services)	6 Years	FdA
Criminal Justice (Youth Justice)	6 Years	FdA
BA(Hons) (full honours degree only) and FdA Criminal Justice exit awards: Cert HE Criminal Justice Cert of Continuing Education (un-named)		Exit
Criminology and Criminal Justice	6 Years	DipHE
CertCE Criminology and Criminal Justice		Exit
Criminology and Criminal Justice	2 Years	Cert CE
<b>Law</b>		
Law	9 Years	LLB (Hons)
LLB (Hons) Law exit awards: DIPHE Law CertHE Law CertCE Law		Exit
Law	6 Years	DipHE
DIPHE Law exit awards: CertHE Law CertCE Law		Exit
Law	2 Years	CertCE

#### **NOTES RELATING TO MAXIMUM PERIOD OF STUDY**

- The maximum period of study is set from the date when the student is enrolled onto the first module that contributes towards a University of Essex Online course. Transfers of course are still included in the original maximum period. Unless there are exceptional reasons, periods of intermission will still count towards the original maximum period, with the exception of transfers between courses of different lengths. In these cases the maximum period will be adjusted in line with the maximum periods of study for the new course - increasing for students transferring to a longer programme and reducing for students transferring to a shorter programme.
- Students who progress from a University of Essex Online Foundation Degree or DipHE to the final stage of a University of Essex Online course, will commence a new maximum period of study. The maximum period of study for students who start a BA in the final Stage of the course (level 6 modules only) is three years.