

**RULES OF ASSESSMENT FOR POSTGRADUATE CERTIFICATES  
(where offered as a stand-alone award)**

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**Postgraduate Certificate in Higher Education Practice (PG CHEP)**

Learning and Development

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**1. PREAMBLE**

These rules apply to Postgraduate Certificate in Higher Education Practice. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries.

The Programme Structure comprise two core Modules, which must both be passed.

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**

The Portfolio is assessed on a Pass/Fail basis.

To be awarded credit for passing the Module a student must achieve a Pass in each individual element of the Portfolio.

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**3. ELIGIBILITY FOR AN AWARD**

**THE POSTGRADUATE CERTIFICATE**

**Pass**

To be awarded a pass in the Postgraduate Certificate a student should:

- (a) Obtain 60 taught course/module credits at Masters level;
  - (b) Pass all taught courses/modules that are core components for the Postgraduate Certificate;
  - (c) Pass each individual element of the portfolio for each module.
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**4. SECOND ATTEMPTS**

Students who have failed an individual piece of assessed work may have a second attempt at the assessment.

If a student fails a course/module on the second attempt no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board.

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## **5. ASSESSMENT PROCEDURES**

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

A Board of Examiners Meeting shall be held with the purpose of:

- (a) Confirming the taught course marks achieved to date, including any resit marks presented to the Board, and awarding credit.
- (b) Considering extenuating circumstances as necessary and their implications for results.
- (c) Determining the award of any Postgraduate Certificate.
- (d) Requiring any student whose performance is below that required to achieve an award to withdraw.

An interim Board of Examiners meeting shall be held at the end of the first stage to confirm the marks for Module 1 and whether the student may proceed to the second stage.

A participant who has not fully completed the portfolio by the submission deadline, but is deemed likely to be able to complete the portfolio for Module 1 by the end of week 6 of the following academic year, may be allowed to progress to Module 2.

A participant who has only partially completed the portfolio for Module 1 by the submission deadline will be able to carry forward the elements that have been successfully completed with a view to completing Module 1 and starting Module 2 one year later.

The guidelines and regulations for the Postgraduate Certificate in Higher Education Practice allow for participants to take one or two years to complete Module 2.

If a participant does not complete the portfolio by the end of the second year, they may request an extension at the Board of Examiners meeting.

### **5.2 EXTENUATING CIRCUMSTANCES**

Extenuating circumstances can only be considered by the Board of Examiners if the student has submitted an extenuating circumstances form by the agreed deadline. When substantial extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

### **5.3 EXAMINATION BOARD DISCRETION**

Except in the case of extenuating circumstances (see 5.2 above), the Board of Examiners does not have powers of discretion in relation to the application of rules of assessment.

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**End**