

UNIVERSITY OF ESSEX

RULES OF ASSESSMENT FOR FULL-TIME GRADUATE CERTIFICATES 2018-2019 (where offered as a stand-alone award)

1 PREAMBLE

- a) These 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 Programme.
 - b) A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.
 - c) 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 of the Graduate Certificate is 40. Credits are only awarded if the module is passed. In cases where failure with a mark of 35-39 is condoned, the credits are not awarded.
 - b) For the purposes of these rules taught module averages and the overall weighted average for the taught modules -will be rounded to the nearest whole number – i.e. 39.5 will count as 40, 39.4 as 39.
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3 ELIGIBILITY FOR AN AWARD

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

- a) Attempt 60 credits of which 40 must be passed, with the remaining credits condoned, subject to (e)
- b) Pass all taught core modules.
- c) Obtain 45 credits at level 6 and the remaining credits at level 5.
- d) Pass 15 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- e) Failure with a mark of 35 or more for up to 15 credits in non-core taught modules, may be condoned provided the overall weighted average for the Programme is 40.

A Pass with Merit and Distinction

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Graduate Certificate, a student should:

- Have an overall weighted average mark for the 60 Graduate Certificate credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Graduate Certificate, a student should:

- Have an overall weighted average mark for the 60 Graduate Certificate credits of 70 or more.

4 REASSESSMENT

Students may have a second attempt for module(s) that have been failed, up to a maximum of 30 taught module credits.

- a) No second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed.
- b) The maximum mark that will be recorded for a module as a result of a second attempt is 40, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- c) The Board of Examiners 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.

4.1 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.

4.2 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 repeat a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

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 module marks achieved to date, including any marks for reassessment presented to the Board, and awarding credit.
- b) Confirming any opportunities for reassessment for modules and any opportunities for condonement.
- c) Considering extenuating circumstances as necessary and their implications for results.
- d) Determining the award of any Graduate Certificate;
- e) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

A Board of Examiners Meeting shall normally be held at the end of the taught module assessment.

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. Except in the case of Extenuating Circumstances, the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

End

SENATE JULY 2018