

UNIVERSITY OF ESSEX

RULES OF ASSESSMENT FOR FULL-TIME TAUGHT MASTERS DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES 2018-2019

SCHOOL OF HEALTH AND SOCIAL CARE

Masters/PG Dip/PG Cert in Health Care Practice
Masters/PG Dip/PG Cert in Professional Practice
Masters/PG Dip/PG Cert in Professional Practice (Leadership)
Masters/PG Dip/PG Cert in Professional Practice (Education)

1 PREAMBLE

- a) These rules apply to the modular postgraduate programmes 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 Programme.
 - b) A taught module is any assessed component excluding the dissertation or equivalent. 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 and 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. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 is condoned, the credits are not awarded.
- 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) Progression is based on passing all assessments and all modules. Students are required to pass all individual components of assessment and will be offered only one attempt to resubmit these where they are failed.
- e) For HS604 Preparation for Non-Medical Prescribing Nurses, Midwives and SCPHNS the MCQ and Short Answer Test pass mark is 80.

The 80 examination pass mark will be adjusted proportionately to represent in real terms the mark students would achieve if the module used the standard 50 pass mark that applies to all other modules. This is achieved by applying the following formula:

$$\text{Transformed Grade} = 2.5 \times ([\text{Raw Grade}] - 80) + 50$$

This transformed grade will not appear on the transcript and will be retained for the purposes of calculating the aggregate mark only.

Failed work will normally be resubmitted within four weeks of students receiving their marked work. Progression is between modules, rather than levels or stages.

3 ELIGIBILITY FOR AN AWARD

3.1 THE POSTGRADUATE CERTIFICATE

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

- a) Attempt 60 credits at Masters level (level 7) of which 40 must be passed, with the remaining credits condoned, subject to (e).
- b) Pass all taught core modules.
- c) Pass 15 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 20 credits, in non-core modules, may be condoned.

Dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

A Pass with Merit or Distinction

Where a student has more than 60 credits, the best credits compatible with the structure for the Postgraduate Certificate giving at least 60 credits will be used to calculate the overall weighted average mark.

Pass with Merit

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

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

Pass with Distinction

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

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

3.2 THE POSTGRADUATE DIPLOMA

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

- a) Attempt 120 credits at Masters level (level 7) of which 90 must be passed, with the remaining credits condoned, subject to (e).
- b) Pass all taught core modules.
- 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 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.

Credits obtained for the dissertation or equivalent can normally be used when considering whether a Postgraduate Diploma can be awarded, provided that the above criteria have been met.

A Pass with Merit or Distinction

Where a student has more than 120 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 70 or more.

3.3 THE MASTERS DEGREE

Pass

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

- a) Attempt 180 credits at Masters level (level 7) of which 140 must be passed, with the remaining credits condoned, subject to (e).
- b) Pass all the taught core modules and the dissertation or equivalent.
- 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, may be condoned provided the overall weighted average for all the taught modules is 50.

3.4 A Pass with Merit or Distinction

3.4.1 Pass with Merit

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

- Have an overall weighted average mark of 60 or more.

3.4.2 Pass with Distinction

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

- Have an overall weighted average mark of 70 or more.

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. Students can be considered for the award of a Distinction and Merit for an exit award.

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.

4 REASSESSMENT

Reassessment for taught modules

- a) Students who have failed any taught module may have a second attempt at the assessment for the module(s);
- b) Only one opportunity to resubmit the failed component will be offered;
- c) A pre-resubmission module aggregate will be calculated using the failed mark(s):
 - If the pre-resubmission module aggregate was under the pass mark then the aggregate can improve up to the pass mark only.
 - If the pre-resubmission module aggregate was over the pass mark then the aggregate is capped at this pre-submission aggregate.
- d) The Board of Examiners will reinstate the module aggregate 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 and the student will be required to withdraw 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 repeat a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

4.1.3 Where a student has not met the requirements to pass and is eligible to undertake reassessment and/or have failed marks condoned, the Board of Examiners will give the student the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation or equivalent outcome is known.

4.2 Re-submission of Dissertations or equivalent

a) Re-submission of dissertations or equivalent 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 to pass does not include any additional experimental or practical work.

b) Re-submission is subject to the following conditions:

- i) A dissertation or equivalent 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 or equivalent which has been re-submitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

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 for reassessment presented to the Board, and awarding credit.
- b) Confirming the mark for the dissertation or equivalent, including any mark for resubmission.
- c) Confirming any opportunities for second attempts at the assessment reassessment for modules, including resubmission of the dissertation or equivalent; and any opportunities for condonement.
- 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 or equivalent credits.
- e) Confirm the assessment for the clinical elements.
- f) Confirming any opportunities for resubmission of the dissertation or equivalent.
- 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 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