

Assessment Guidance and Procedures 2018-19

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1. RESPONSIBILITIES IN ASSESSMENT PROCESS

1.1. Heads of department

1.1.1. Heads of Department are responsible for ensuring that arrangements are in place for assuring the academic standards of programmes and awards in their department in accordance with the regulations.

1.1.2. Heads of Department will arrange for an annual report on the assessments process to be prepared at the end of the assessment cycle for consideration by the Quality and Standards Sub-Committee on behalf of the Academic Board.

1.1.3. Additionally, Heads of Department ensure that appropriate staff are available for:

- dealing with arrangements for the late summer re-examinations;
- marking, communicating results and progression to Assessments Team;
- consultation following the publication of results;
- responding swiftly to requests for information concerning possible academic appeals

1.2. Chairs of Boards of Examiners

1.2.1. The Chair of each Board of Examiners is responsible to the Head of Department for all aspects of assessment associated with the work of the Departmental Boards of Examiners. These duties include:

- briefing External Examiners on the programme regulations;
- ensuring that any sample scripts sent to External Examiners are sent by Recorded Delivery;
- overseeing the inputting of marks on to the computerised system and amending marks as appropriate in accordance with decisions taken by the Examiners at a pre-meet;
- arranging for the mark sheets to be printed for the meeting of the Board of Examiners and for ensuring the accuracy of those marks;
- determining whether a student has complied with the programme requirements (including determining whether a student has made a valid attempt at a written paper);
- making arrangements for assessment of all modules examined by methods of assessment other than by written examination papers;
- the preparation of examination papers and the setting of coursework questions;
- arranging scrutiny meetings;
- making arrangements for assessment and marking of all written examinations papers;
- applying for suspensions of regulations, if identified, as required at the Board of Examiners.

1.2.2. Chairs of Boards of Examiners may delegate any or all of the above duties, normally to the Departmental Examinations Officer.

1.2.3. The Chair of each Board of Examiners is responsible to the Head of Department for:

- sending draft examination papers to the External Examiner(s) for approval;
- ensuring that the camera ready examination papers are submitted by hand to the Assessments Team, by the date required;

- ensuring that dates for meetings are arranged, normally on the occasion of the previous year's meeting, and that External Examiners are informed of the time and date of meetings;
- ensuring that an appropriately-qualified member of staff (normally the Departmental Business Manager/Administrator or equivalent) is allocated to act as Secretary to the Board.

1.3. Departmental Examinations Officer

1.3.1. The Departmental Examinations Officer is responsible for any duties delegated by the Chair of the Board of Examiners including the following in relation to written examinations:

- requesting any special requirements regarding the timing of formal written examinations from the Head of Assessments when requested;
- allocating staff to invigilation duties as necessary working from an approximate ratio of one Invigilator per 40 students, ensuring that sufficient staff are allocated to each venue to guarantee the integrity of the examination;
- submitting lists of Invigilators to the Head of Assessments for information;
- checking the first draft and final accuracy of each examination paper and resit paper and for ensuring that the examination papers and coursework questions correspond with the syllabus as set out in the Regulations, where delegated authority has been given by the Chair of the Board of Examiners;
- submission of camera ready papers which have been agreed by the External Examiner to the Head of Assessments by the specified date (normally at the beginning of March, see section 5 Written Papers).

1.4. Internal Examiners

1.4.1. Internal Examiners are responsible for:

- setting examination questions and devising other assessments;
- invigilating examinations and marking examination papers;
- judging practical and performance assessments;
- participating in the examination process in accordance with the needs of their department and these Regulations.

1.4.2. Internal Examiners who are first markers for a paper are responsible for collecting the scripts from the Examination Hall as soon as possible after the conclusion of the examination.

1.4.3. First markers are responsible for passing the marked scripts to the second marker.

1.4.4. Internal Examiners are expected to carry out their examining duties in a professional manner and in particular to ensure:

- that the absolute secrecy of examination papers is maintained at all stages until the papers have actually been used by the students. The contents must not be disclosed to any persons other than to members of the Board of Examiners, or to officers of the College who are specially appointed to deal with papers, except where the College has specifically approved the disclosure to students of the topic to be covered in advance of the examination. Failure to observe these instructions by an examiner or any other person having knowledge of the actual or probable content of an examination paper shall constitute an examination offence;
- impartiality is shown at all times;
- that where there is or has been any familial, sexual or other potentially compromising relationship between a candidate and an Examiner involved in the examining process, the Examiner so involved does not take part in any assessment of the candidate

concerned. The Examiner shall be required to declare his/her interest to the member of the administrative staff designated for this purpose by the Registrar and Secretary, who shall take appropriate steps to make alternative examination arrangements. Failure to declare an interest shall be a disciplinary offence.

1.5. External Examiners

1.5.1. No qualification shall be awarded, or progression decision taken, without participation in the examining process by at least one External Examiner who shall be a full member of the relevant Board of Examiners.

1.5.2. In relation to academic standards, the External Examiner is expected to provide informative comment and recommendations upon whether or not:

- the College is maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements;
- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the College's policies and regulations;
- the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which the external examiners have experience.

Please refer to the guidance provided by the Quality Office.

1.6. Duties of Secretaries of Boards of Examiners

1.6.1. The Secretaries of Boards of Examiners are responsible for:

- organising the arrangements for a meeting of the Board of Examiners;
- providing all required documentation (see 'Protocol for meetings of Boards of Examiners');
- recording the decisions of the Board of Examiners and writing the report of the meeting, obtaining the signature of the Chair and External Examiners. Ensuring the report is forwarded with the relevant mark sheets to the Head of Assessments within 2-3 days of the meeting, (see 'Completing the Board of Examiners Report (mark sheet)').

1.6.2. The Head of Assessments will provide support and training for Secretaries of Boards of Examiners.

1.7. Duties of the Regulatory Adviser

1.7.1. The Regulatory Adviser is responsible for advising the chair on whether decisions are in accordance with College Assessment Regulations, and with precedents which might reasonably be expected to influence the Board's decision-making.

1.7.2. The Head of Assessments will maintain a list of senior staff authorised to attend meetings of Boards of Examiners in the capacity of the Regulatory Adviser. These shall normally be appropriate academic-related staff in Student Services, Quality Department, Governance Department, or Departmental Business Managers/Administrators or equivalent. Such a Representative of the Member of the administrative staff appointed by the Director of Student Services must be present at any meeting of a Board of Examiners where an award of the College or of the University is to be recommended.

1.7.3. The Head of Assessments will provide training for Regulatory Advisers, in order to ensure that their knowledge of regulations, procedures, etc., is current at all times.

2. Boards of Examiners

2.1. Boards of Examiners

- 2.1.1. Boards of Examiners are responsible for assessing the performance of students, according to their terms of reference, and considering results, progression and degree awards to students. Assessment policy and procedure applies equally to all taught programmes irrespective of their level. Where procedures differ from undergraduate degrees, those exceptions are noted.
- 2.1.2. Meetings of the Boards of Examiners;
- 2.1.3. For each Programme leading to a degree, diploma, certificate or the award of credit there shall be a Board of Examiners:
- 2.1.3.1. A schedule of meetings of Boards of Examiners shall be collated by the Head of Registry Operations annually and submitted to Academic Board.
- 2.1.3.2. Undergraduate Boards meet during June to determine all interim results for continuing students and to recommend all final results to the Academic Board.
- 2.1.3.3. In the case of joint honours degrees, the Board of Examiners in each contributing Department shall consider the results for students on the programme, and shall report their recommendations to the other contributing departmental Board(s) of Examiners. There shall be a 'host' department for the joint programme, the Board of Examiners for which shall be responsible for making final recommendations to Academic Board, taking into account the recommendations of Boards of Examiners from the other Department(s).
- 2.1.3.4. An appropriate person (Departmental Examinations Officer, Programme Convenor/Leader or other) from the joint programme will take forward the recommendation and any comments from their Departmental Board of Examiners to any subsequent Board at which the external examiner(s) for the other subject area(s) will be present.
- 2.1.3.5. A student's entire marks profile should be available for consideration each time his/her case is considered at a meeting of the appropriate Board.
- 2.1.3.6. Masters, and undergraduate and postgraduate Certificate and Diploma Boards shall meet in June to determine all interim results and progression for continuing students where progression rules apply, (these Boards are referred to as Part-in-Advance Boards). Students, on one year full-time programmes, who have failed modules which would prevent completion of study, must be considered at a Part-in-Advance in June to identify late summer retakes.
- 2.1.3.7. Masters Boards meet in the Autumn Term to make recommendations to the Academic Board on final year awards. All finalist Board meetings should be completed by November 1st.
- 2.1.3.8. Each undergraduate and postgraduate Certificate and Diploma Board shall meet following the conclusion of each programme to consider the performance of each student taking a Certificate or Diploma and to make recommendations to the Academic Board.
- 2.1.3.9. Finalists taking re-assessment in August/September may be recommended for an award without a separate meeting of the Board of Examiners concerned, providing the prior approval of the External Examiner(s) has been obtained.

- 2.1.3.10. Marks and judgments of Boards of Examiners are provisional until they have been confirmed by Academic Board; this includes marks provided to students through the academic year (for instance on coursework) to support their learning.

2.2. Protocol for the Meetings of Boards of Examiners

2.2.1. Each Board of Examiners has a pre-meet on a previously agreed date:

- to be responsible for the assessment, by whatever method, of all modules and programmes within its remit;
- to assess the performance of students registered on the programme(s) of study concerned;
- to consider any extenuating circumstances which may have affected students' performance;
- to determine interim results and to report final recommendations to the Board of Examiners.

2.2.2. A Board of Examiners shall be composed of the following members

- a Chair, who shall normally be at least at Senior Lecturer level, and shall not normally be the Head of Department or the Programme Convenor for any programme within the Board's remit;
- at least one External Examiner;
- all Internal Examiners for the programme in question;
- Programme Convenors for the programmes within the Board of Examiners' purview, if not covered by c);
- other members of staff involved in the programme may attend Boards of Examiners by invitation of the Chair but do not have voting rights.

2.2.3. The Warden is ex officio a member of every Board of Examiners and may attend, speak at and vote at any Board. The Warden may delegate this duty to another member of staff.

2.2.4. A representative of the Registrar and Secretary may attend any Board of Examiners, at the invitation of the Chair of the Board or at the direction of the Registrar and Secretary, to observe and to advise on procedural matters.

2.2.5. The Chair of each Board of Examiners is responsible to the Head of Department for all aspects of assessment associated with the work of the Board of Examiners, whether for programmes entirely within the Department or for assessed work which contributes towards programmes within other departments, including joint programmes. (see section 1, 'Responsibilities in Assessment Process')

2.2.6. In the case of joint honours degrees, the Board of Examiners in each contributing Department shall consider the results for students on the programme, and shall report their recommendations to the other contributing departmental Board(s) of Examiners. There shall be a 'host' department for the joint programme, the Board of Examiners for which shall be responsible for making final recommendations to Academic Board, taking into account the recommendations of Boards of Examiners from the other Department(s).

2.2.7. Decisions made at a Board of Examiners can have a very serious impact on students' futures, and members should at all times ensure that decisions are consistent, are fair, and are objectively justifiable in the event of a challenge. The Chair should remind members at the commencement of each meeting that the discussions of the Board of Examiners are confidential and should not be discussed with anyone outside the meeting. He/she shall also remind members that the College Policy on Conflicts of Interest (published

on the Goldsmiths' Governance website) is applicable to the conduct of a Board of Examiners.

2.2.8. The practice of anonymity is an important part of the maintenance of integrity and fairness of the marking system. Anonymity should be maintained during the deliberations of the Board of Examiners. However, it is recognised that for some programmes it is sometimes necessary to break anonymity but this should occur only when absolutely necessary and appropriate.

2.2.9. The quorum for a meeting of a Board is one third. External Examiners must attend all meetings of finalist and part-in-advance Boards. If there is an emergency which means that no External Examiner will be able to attend, the meeting may proceed with the designated Pro-Wardens approval, if all of the following conditions are met:

- the External Examiner has completed all moderating duties;
- he/she has presented a written report by the time of the start of the meeting;
- he/she has agreed that the meeting may proceed with these conditions in his/her absence;
- any decision which would, in the presence of the External Examiner, have been referred to him/her, should be deferred to Chair's action to enable the Chair to speak with the External Examiner at a later point;
- a senior member of the Assessments Office, or their appointed representative will be present at the meeting in order to provide procedural guidance if necessary.

2.2.10. The Chair should provide information and guidance, but the decisions are taken by the Board of Examiners as a whole. If there is a controversial issue, the different viewpoints should be heard, and if necessary a vote taken, in which external examiners shall each have a single vote, along with all other voting members. The Chair has a casting vote, the deliberations and the result of votes cast must be recorded in the Board notes.

2.2.11. If External Examiners wish to comment during the course of a Board, they should always be allowed to do so, although they may not amend individual marks, but in any event, they should be invited to make comments at the end and thanked for their work.

2.2.12. All written examined work should be available to meetings of assessment panels and Boards of Examiners.

2.2.13. Chairs of Boards of Examiners should take care not to 'double count' extenuating circumstances, i.e. by accepting work late and then compensating the student a second time by raising the mark for an individual element of assessment. Or raising the mark for an individual element of assessment and then by compensating the student a second time when determining which degree classification to award (see section 2.6 'Assessment of Honours for Credit Framework Degrees')

2.2.14. A Board of Examiners may reconsider its decision only when invited to do so through an Academic Appeal.

2.2.15. Boards of Examiners shall take special care in circumstances where a student has been granted a period of 'interruption of studies' before the Board meets. In these circumstances the student's profile will not usually be considered. Students should have been advised about returning to the programme and continued study when discussing an interruption with their Senior Tutor. (See section 2.5 Impact on Assessment of Students by an Interruption of Programmes of Study)

2.2.16. Formal notes (See 2.9 Report of the meeting of the Board of Examiners) of the meeting must be kept and submitted electronically to the Assessments Team within 2 days of the Board meeting and shall include;

- Attendance sheet from meeting

- relevant information relating to individual students particularly where extenuating circumstances have been considered in relation to the assessment of modules;
- clear reports of any decisions where the recommendation on the mark has been amended in light of discussion at the meeting;
- it is particularly important that clear reasons are stated where two students with superficially-similar profiles have been treated differently, where precedents have not been followed, or where the examiners' discretion has been used, etc.
- clear reports of any decisions made concerning students at the borderlines between classes of honours;
- comments made by External Examiners' reports on the assessments process as a whole;
- that statistical information was available to the Board and whether or not the External had any comments and what those were together with any other comments made;
- the notes must be signed by the Chair of the Board of Examiners to agree discussion notes and decisions recorded.

2.2.17. At the conclusion of the meeting, the Chair and External Examiners sign the cover sheet as a record of the decisions reached at the meeting.

2.2.18. Secretaries of the Board must ensure that the following required documentation is available at the Board meeting and archived as a record of proceedings:

- agenda with standard items;
- extenuating evidence submitted by students;
- record of extenuating circumstances evidence received, consideration of pre-meet and its recommendations to the Board;
- access to online programme specifications including module information;
- awarding criteria, progression rules, pass marks;
- statistics;
- attendance list for signature of all attendees;
- cover sheets for the Chair and External Examiners to sign as a record of the decisions reached at the Board.

2.2 Preparation for a Board of Examiners Meeting

2.2.19. The Secretary should check:

- that all students on the programme appear on the online programme mark sheets;
- that examiners marks are entered on to the system and that data inputting is printed and verified by a second member of staff against the original document;
- that work or exam scripts of students reported as absent have not been mislaid. (An absence sheet will be completed by the invigilator where a student is absent from examinations and sent with completed scripts to the first marker.)

2.2.20. The Secretary of the Board should run the 'results calculator' for all undergraduate and postgraduate finalists to calculate classifications for ratification.

2.2.21. Departments should hold meetings prior to the Board of Examiners attended by the Chair, Departmental Examinations Officer, Senior Tutor and if appropriate one or two relevant staff, at least. The pre-meet should discuss borderline marks and extenuating circumstances (see section 4). A record must be kept of extenuating circumstances considered and the decision made in each case for recommendation to the Board of Examiners, the record should be available for any discussion at the Board of Examiners.

2.2.22. Staff involved with joint programmes or interdisciplinary/intercollegiate modules should meet or communicate with others to finalise any matters requiring clarification. All

Departments concerned should be aware of any extenuating circumstances received from students in relation to their assessment; to ensure it is applied consistently and appropriately to assessment/s across the programme.

- 2.2.23. Marks for interdisciplinary or intercollegiate modules must be agreed and communicated to other departments and institutions as soon as possible to avoid delays in notifying student results.
- 2.2.24. Statistics relating to awards in former sessions will be circulated by the Head of Registry Operations in April and should be made available to the Board and External Examiner/s before the Board meets. Together with module results statistics over a period of three years, available on Unit-E, so that the Board can comment on them at the meeting, if they wish to do so.
- 2.2.25. Secretaries of the Board must ensure that the following required documentation is available at the Board meeting and archived as a record of proceedings:
- agenda with standard items;
 - extenuating circumstances evidence submitted by students;
 - record of extenuating evidence received, consideration of pre-meet and its recommendations to the Board;
 - Access to online programme specifications including module information;
 - awarding criteria, progression rules, pass marks;
 - statistics;
 - attendance list for signature of all attendees;
 - cover sheets for the Chair and External Examiners to sign as a record of the decisions reached at the Board.

2.3 **Completing the Board of Examiners Report (Mark sheet)**

- 2.2.26. Marks for each element of a module are entered on to the student records by departmental staff and the mark average and result determined by the student record system, which is dependent on the programme specification requirements and the module being assigned to the appropriate rule.
- 2.2.27. Students on undergraduate degrees must pass 90 credits, including any mandatory modules, to proceed to the next level (see 2.3 'Award and Progression Criteria for UG Credit Framework Degrees') All failed modules must be retrieved or compensated as noted below.
- 2.2.28. Postgraduate degrees have progression requirements individual to each programme and students should be made aware of the requirements by their department at the start of the programme.
- 2.2.29. Classifications for undergraduate credit framework degrees and postgraduate degrees will be calculated using the systems report ('results calculator') on the student records system by the Secretary of the Board, for the pre-meet to consider. The recommended awards will be recorded on the student record and displayed on the online programme mark sheets.
- 2.2.30. Classifications for students registered on or before 2009 on an undergraduate course unit degree must be notified to the Assessments Team so that the classification can be manually calculated using the formula appropriate to that degree.
- 2.2.31. The progression and retake decisions of the Board are recorded in plain English at the pre-meet, on the Student Record System by the Secretary. The codes used are listed below with definitions.
- 2.2.32. Failed Module;

- 2.2.32.1. Students who fail modules should be offered late summer assessment unless the Examiners decide that the extent of failure cannot be recovered without further tuition or attendance, (see additional notes below relating to postgraduate students).
- 2.2.32.2. All taught students registered for the first time in September 2014, who have failed modules and are directed by the Examiners to retake in late summer, will be automatically entered for late summer retakes, these retakes are compulsory and a fee will not be charged. Progression code S.
- 2.2.32.3. Continuing students who fulfill progression requirements but fail modules to the value of 15 or 30 credits at one level should be recorded as S.
- 2.2.32.4. For programmes where attendance is essential for reassessment (e.g. Fine Art, Education) the Board of Examiners should indicate that it is not possible to provide reassessment in late summer in the Board report to ensure clarity.
- 2.2.32.5. Modules to be retaken in late summer should be coded S or T (please see table below).
- 2.2.32.6. It is essential that the online programme mark sheets are completed fully and correctly. If they are incorrect or left incomplete the Assessments Team will seek clarification from someone of authority in the Department during the vacation, which may lead to delays.
- 2.2.32.7. If exceptionally a result cannot be ratified it should be noted as pending (X1- progression decision pending). E.g. where an investigation for an examination irregularity is ongoing.
- 2.2.32.8. I would advise against leaving results pending where extenuating evidence has been promised but not submitted. If the student has not provided evidence within the seven-day period it is no longer acceptable to the Board, unless there are severe extenuating circumstances, which have prevented the student from complying with the regulations. Unfortunately pending results can be overlooked during the summer and could be undecided into and beyond the start of the following session. Students may appeal the decision of the Board if they experienced extenuating circumstances not known at the time.
- 2.2.33. Postgraduate Failed Modules
- 2.2.33.1. A postgraduate part-in-advance board should take place to discuss taught failed module results, which must have been moderated and confirmed by the External Examiner, to be considered for late summer retakes.
- 2.2.33.2. Information relating to interim awards, that is PG Diploma and PG Certificate, are available in the individual MA programme specifications and may only be awarded if specified by the department in those regulations.
- 2.2.33.3. Postgraduate students who fail a taught module and do not retake in late summer are still required to submit the dissertation on the due date in September, as a module must be assessed in the year that it is studied unless programme specifications state differently.
- 2.2.34. Programme Progression Codes and Description

Overall Year Result (Progression)	CODE	Action description
Proceed	P	All modules assessed within the level are passed. Student to proceed to the following year.
Proceed with Retakes	PR	Sufficient modules passed to allow student to proceed to next year of the programme following late summer retakes or Examiners recommend that the student retake next session with tutorials or attendance for those failed modules.
Progress with progress reviews	PC3	Sufficient modules passed to allow student to proceed to next year of the programme. Examiners have expressed concern at level of attainment or attendance and imposed conditions such as probation or language tuition.
Deferred Assessment to re-sit in Late Summer	DA	Missed examination(s)/assessments because of extenuating circumstances acceptable to the Board of Examiners. Offered the opportunity of Deferred Assessment in late summer.
Deferred Assessment and Late Summer Retakes	DAS	Missed examination(s)/assessments because of extenuating circumstances acceptable to the Board of Examiners and also failed module(s). Offered the opportunity of deferred assessment and retakes in late summer.
Deferred to following academic session	D	Missed examinations/assessment because of extenuating circumstances acceptable to the Board of Examiners, to be assessed as if for the first time at next occasion with no penalty.

Overall Year Result (Progression)	CODE	Action description
Late Summer Retake	S	Failed modules student required to re-enter assessments in late summer.
Repeat in full-time attendance (to study modules to the value of 105 credits or more)	R2	Insufficient modules passed to allow a student to proceed to the next year or in final year to complete the programme. Board of Examiners recommends that the student re-takes the year as a full-time student (students are not obliged to re-attend and may decide to re-enter examinations/assessment not in attendance).
Repeat in part-time attendance	R3	Insufficient modules passed to allow students to proceed to the next year or in final year to complete the programme. Board of Examiners recommends that the student re-takes the year on a part-time basis; that is full-time attendance for less than 105 credits. Although (except in certain cases) students are not obliged to re-attend and may decide against advice to re-enter examinations/assessment not in attendance).
Repeat not in attendance	R4	Insufficient modules passed to allow students to proceed to the next year or in the final year to complete the programme. Student required to re-enter failed assessments the following session without attending College.
Repeat practical element	R5	Failed practical element (such as teaching practice). Must re-take in attendance.
Taught units passed can proceed to submit Dissertation	T1	Taught modules passed, can proceed to submit dissertation in September.

Overall Year Result (Progression)	CODE	Action description
Fail no more resits permitted	F1	Student dismissed because he/she has not passed sufficient modules to proceed or be awarded a degree and the regulations did not permit any further re-entries.
Fail - Extreme academic failure	F2	Student dismissed because of extreme academic failure and/or insufficient attendance.
Withdrawn did not complete assessments	W	Student has formally withdrawn or interrupted, completed appropriate documentation and did not complete examinations. Boards may not withdraw students.
Progression Decision Pending	X1	Progression decision pending – (student results are pending result of assessment misconduct).
Provisional Marks to be ratified by the Board of Examiners	Z	Postgraduate marks available at the part in advance board but not ratified.

2.2.35. Module Re-Assessment Codes and Description

Code	Assignment Action	Code	Module Action	Reason
ABM-A	Absent with mitigation-Deferred to late summer	A	Deferred Assessment to late summer	ABM

Code	Assignment Action	Code	Module Action	Reason
C	Failed module compensated credits awarded	C	Failed module compensated credits awarded	Fail
ABM-D	Absent with mitigation - Deferred to next session (not in attendance)	D	Assessment deferred to next session (Not in attendance)	ABM
F	Fail no further retakes permitted	F	Fail no further retakes permitted	Fail
G	Fail must retake next session, no penalty applied	G	Fail must retake next session, no penalty applied (in attendance)	Fail
ABS-G	Absent no penalty			Absent
H	Fail must retake next session, penalty applied	H	Fail must retake next session, penalty applied (in attendance)	Fail
ABS-H	Absent with penalty			Absent
M	Fail must retake in following session without penalty (not in attendance)	M	Fail must retake in following session without penalty (not in attendance)	Fail
ABS-M	Absnt no penalty (not in attendance)			Absent
N	Fail must retake in following session with penalty (not in attendance)	N	Fail must retake in following session with penalty (not in attendance)	Fail
ABS-N	Absent with penalty (not in attendance)			Absent
P	Pass	P	Pass	Pass
S	Fail retake without penalty in late summer	S	Fail must retake without penalty in late summer	Fail
ABS-S	Absent must retake in late summer no penalty			Absent
T	Fail retake with penalty in late summer	T	Fail must retake with penalty in late summer	Fail
ABS-T	Absent must retake with penalty in late summer			Absent
W	Withdrawn, study interrupted	W	Withdrawn, Study interrupted	

Code	Assignment Action	Code	Module Action	Reason
X	Fail must retake in same session no penalty applied	X	Fail must retake in same session no penalty applied	Fail
ABS-X	Absent must retake in same session no penalty applied			absent
ABM-Y	Absent with mitigation - Deferred to next session(in attendance)	Y	Assessment deferred to next session (in attendance)	ABM
Z	Fail must retake in same session, penalty applied	Z	Fail must retake in same session, penalty applied	Fail
ABS-Z	Absent with penalty must retake in same session			Absent
ABM-AA	Absent with mitigation - retake in same session	AA	Deferred assessment in same session	ABM
FRNR	Fail retake not required			
PAMI	Pending academic misconduct investigation			
FAM	Fail academic misconduct			

2.2.36. Please note that all failed or incomplete modules MUST have outcomes/actions. Should a result not be decided at the Board of Examiners it should be clarified as soon as possible after.

2.2.37. It may not be possible to arrange late summer assessment if the Assessments Team do not receive notification of a decision before the middle of July.

2.3. Award and Progression Criteria for UG Credit Framework Degrees

2.3.1. Students are normally required to make a valid attempt at modules which total of 360 credits overall. Full time students taking 120 credits each year and part-time students not less than 45 credits and not more than 90 credits each year.

2.3.2. Full-time students are required to have passed modules to a minimum of 90 credits, including any mandatory modules, before proceeding to the next level. Part-time students normally must pass new modules to a minimum value of 45 credits before proceeding to the next year.

- 2.3.3. Care should be taken to ensure that appropriate prerequisites have been successfully completed, i.e., that students have passed particular modules before proceeding. This must be in the Programme Regulations and not just something Departments would like to apply.
- 2.3.4. Board of Examiners must make a decision as to whether or not a student may be required to retake failed module/s in late summer or in the next session. If there is coursework involved in retaking, the implications of attending or not must be considered (see list of retake codes to select appropriate instruction to the student). Students on the credit framework degree must use all three permitted attempts of a module and cannot be advised to retake.
- 2.3.5. The pass mark for credit framework degree modules is 40%.
- 2.3.6. In order to graduate students must normally have successfully completed 360 credits, of which at least 90 credits must be passed in the final year. However, where modules have been failed and all three permitted attempts have been used, a student may be awarded a maximum of 60 compensated credits.
- 2.3.7. The following criteria must be met for compensation to be applied to a module:
- the failed module to be compensated is not a required core module;
 - all 3 permitted attempts of a module have been made;
 - a fail mark between 35-39% has been attained;
 - the mean mark of other modules at the same level is at least 45%;
 - no more than 30 credits may be compensated at each level.
- 2.3.8. Where a student has failed a module and the criteria above has been met, that failure can be compensated and credit awarded. The mark will remain as it is and recorded as not achieved but will be flagged using the code of 'C' to indicate that the student may still continue to complete their programme of study or be awarded if appropriate.
- 2.3.9. The Board of Examiners should consider finalist students with failed modules at levels 5 and/or 6 in their final year, to allow compensation of that credit where the criteria is met but the three attempts have not been taken, to allow students to graduate and complete their degree. However, students who absent themselves and do not make a valid attempt to pass the module may be required by the Examiners to retake in late summer.
- 2.3.10. If students have attempted a module three times, failed to pass the module and do not meet the criteria for compensation, they will have failed the programme and cannot be awarded an honours degree. If they have passed modules to the value of at least 300 credits, they may be awarded a Pass degree (without honours).
- 2.3.11. Information relating to interim awards, that is the Diploma of Higher Education (240 credits) or Certificate of Higher Education (120 credits), are available in the individual undergraduate programme specifications and may only be awarded if specified by the department in those regulations.
- 2.3.12. Formulae are employed to calculate the Final Weighted Average for all degrees.

2.4. Calculation of the Overall Final Weighted Average Mark for Undergraduate Credit Framework Degrees

- 2.4.1. To graduate students must normally have successfully completed 360 credits, of which at least 90 credits must be passed in the final year. However, where courses have been failed and all three permitted attempts have been used, a student may be awarded a

maximum of 60 compensated credits. (See section 2.3 Award and Progression Criteria for UG Credit Framework Degrees)

2.4.2. The overall average mark for each candidate is the weighted average of the marks on 300 credits, the calculator will select the best marks at each level as follows:

- 90 credits at Level 4 (year one) weighting applied x1
- 105 credits at level 5 (year two) weighting applied x3
- 105 credits at level 6 (year three) weighting applied x5

2.4.3. To calculate the overall average use 15 credit values where a student's profile contains a mixture of both 15 and 30 credit courses. 30 credit courses must be converted into 15 credit courses by counting the mark twice, i.e. a mark of 60 becomes 60 + 60.

- Example of a calculation of a student profile with 360 credits:
- Step 1: Level 4 (Year One)

Take the marks obtained from the best 90 credits

- convert to six 15 credit marks (where necessary);
- add them up;
- start a running total.

$$63+65+69+67+69+61 = 384$$

$$\text{Running Total: } 384$$

- Step 2: Level 5 (Year two)

Take the marks obtained from the best 105 credits,

- convert to seven 15 credit marks (where necessary);
- add them up;
- multiply the result by three;
- add the result to the running total.

$$56+58+64+66+62+54+60=420$$

$$420 \times 3 = 1260$$

$$1260$$

- Step 3: Level 6 (Year 3)

Take the marks obtained from the best 105 credits,

- convert to seven 15 credit marks (where necessary);
- add them up;
- multiply the result by five;
- add the results to the running total.

$$62+62+66+64+60+60+58 =$$

$$432 \quad 432 \times 5 = 2160$$

$$\underline{2160}$$

RUNNING TOTAL: 3804

- Step 4:

Divide the RUNNING TOTAL by 62 (which is the weighted total number of 15 credit modules counted i.e. $(6 \times 1) + (7 \times 3) + (7 \times 5)$; i.e. $6 + 21 + 35 = 62$)

$3804/62 = 61\%$ (to the nearest whole number)

The weighted average as calculated by the formula is therefore 61% - an upper second class degree.

2.4.4. Students Registered as a Direct Entry into Level Five of an Undergraduate Degree (240 credits)

2.4.4.1. Students must have passed 120 credits at level 4 at their former institution to be admitted to level five and the calculation assumes that they have attained 120 credits.

2.4.4.2. However, the results from level four (year one) from a former institution will not be included in the calculation of the Goldsmiths degree.

2.4.4.3. The rationale above is applied in calculating the degree.

2.4.4.4. The calculator uses the best marks for 105 credits at level 5 (year 2) and 105 credits at level 6 (year 3) and the weighting of 3:5 is applied. The overall total of 210 credits will be divided by 56.

- E.g. level 2 results would be selected as follows: -

LEVEL FIVE: $60 + 65 + 63 + 60 + 65 + 60 + 62 = 435 \times 3(\text{weighting}) = 1305$

LEVEL SIX: $60 + 65 + 63 + 60 + 65 + 60 + 62 = 435 \times 5 (\text{weighting}) = \underline{2175}$

$1305 + 2175 = \underline{3480}$

TOTAL: 3480 divided by 56 = 62% (rounded to nearest whole number)

The overall average of 62% relates to an upper second class degree.

2.4.5. Students Registered as a Direct Entry into level six of an undergraduate degree (120 credits)

2.4.5.1. Goldsmiths does not normally allow students to register for a degree in the final year.

2.4.5.2. If an exception is made students must have passed 240 credits at level 4 and 5 at their former institution to be admitted to level 6 and the calculation assumes that they have attained 240 credits.

2.4.5.3. However, the results from levels 4 and 5 (years one and two) from a former institution will not be included in the calculation of the Goldsmiths degree.

2.4.5.4. The rationale above is applied in calculating the degree.

2.4.5.5. The degree would be calculated using all results for 120 credits awarded by Goldsmiths at level 6 (year 3) only.

- $60 + 65 + 63 + 60 + 65 + 60 + 62 + 62 = 4497 \times 5 (\text{weighting}) = \underline{2485}$

- TOTAL: 2485 divided by 40 = 62% relates to an upper second class degree.

2.5. Impact on Assessment of Students by an Interruption of Programmes of Study

2.5.1. Students may need to interrupt their programme of study for a variety of reasons and at various points in the year, but not usually after the end of the spring term. The following paragraphs detail how temporary withdrawal impacts on a student's assessment profile.

2.5.2. Students may temporarily withdraw up to a maximum of two years with the permission of their Departments. Students must complete a temporary withdrawal form which must be signed by the Head of Department(s)/Senior Tutor(s) and returned to the Enrolment and Records Team. Boards of Examiners may not agree temporary withdrawals and students may not withdraw retrospectively.

2.5.3. If assessed coursework is submitted before the student interrupts a programme of study, the mark shall be noted pending the return of the student and normally shall stand. If a student's temporary withdrawal has been due to certified medical grounds, Board of Examiners should consider the circumstances and evidence in relation to the module/s concerned and according to the extenuating circumstance procedure (see section 4.1) and may either:

- confirm the mark attained (if the mark is a fail and the evidence supports it, the examiners may decide not to penalise the retake);
- discount the mark and defer the assessment to the next opportunity when the student is registered to study.

2.5.4. If assessed coursework is not submitted by the deadline set by the Department before the student interrupts a programme of study, the Board of Examiners should consider the circumstances and evidence in relation to the module/s concerned and according to the extenuating circumstance procedure (see section 4.1) decide to either:

- allow the student to submit the required coursework, as if for the first time;
- or deem the missed submission as the first attempt and allow the student to retake with penalty.

2.5.5. To ensure that the Chairs of Boards of Examiners can advise students appropriately on their return to study, Departmental Examinations Officers must keep detailed records of temporary withdrawals:

- the circumstances and evidence submitted in support of the application;
- the assessments taken or not taken prior to the withdrawal

2.6. Assessment of Honours for Credit Framework Degrees

2.6.1. All assessed work should be marked on a percentage scale and the scheme of classification should be as follows:

70% - 100% = First

60% - 69% = Upper second

50% - 59% = Lower second

40% - 49% = Third

39% = Fail

- 2.6.2. The assessment of a student for Honours should be determined from the above scale, the student's final weighted average being the first consideration in the classification of the degree, with appropriate weighting for 90 credits from Level 4, and 210 credits from Levels 5 and 6. For the purposes of the calculation of the final overall average mark.
- 2.6.3. In addition to the final weighted average, a student's entire profile of marks – including those excluded from the calculation of the final weighted average – will be available to Examiners to assist in the classification of the degree.
- 2.6.4. Students whose final weighted average falls within 2% below the borderline between two classes of Honours or the borderline between a classification and a fail degree shall be considered, and those who have obtained marks in the higher classification in modules totalling at least 120 credits in value at Levels 5 and 6, must be awarded the higher classification. The 'Results Calculator' will automatically raise the classification of degrees for students who fulfil this criterion and record the result on the student record and mark sheet.
- 2.6.5. Where a student meets the conditions specified in paragraph 4 but has only obtained marks in the higher classification in modules totalling at least 90 credits in value at Levels 5 and 6, the Board of Examiners may consider extenuating circumstances not previously taken into account by examiners, in respect of the student's profile, the higher classification may be awarded.
- 2.6.6. It should be noted that students in year 3 of the credit framework degree, who fail modules at levels 5 and 6 but have enough credits to graduate may be considered for compensation of those failed modules, even if all three permitted attempts have not been made, providing all the other criteria for compensation can be met, students may then graduate with their cohort. However, students who absent themselves and do not make a valid attempt to gain compensation could be required to retake in late summer.
- 2.6.7. Finalists who are required to retake assessment in late summer will NOT be able to attend July Presentation Ceremonies.

2.7. Goldsmiths' Standard Criteria for Classification of Masters' Degrees

- 2.7.1. The pass mark for Masters' modules is 50%, students must pass all modules to be eligible for an award. A Masters' degree can be awarded at pass, merit and distinction level, there is no discretionary consideration to be exercised where a dissertation is awarded a borderline mark.
- 2.7.2. In order to be awarded an overall classification of Distinction, students should have obtained an overall weighted average mark (based on credit value) of at least 70%
- 2.7.3. In order to be awarded an overall classification of Merit, students should have obtained an overall weighted average mark (based on credit value) of at least 60%
- 2.7.4. Information relating to interim awards, that is PG Diploma and PG Certificate, is available in the individual MA programme specifications and may only be awarded if specified by the department in those regulations.

2.8. Aegrotat Provisions

2.8.1. Credit Framework Degrees

2.8.1.1. Where a student has completed his/her full period of study but is absent from examinations during his/her final year, through illness or other cause judged sufficient by a Pro-Warden appointed by the Warden, such as death of a near relative, he or she may be considered under the Aegrotat Provisions. Consideration for an award under these provisions must be supported by a medical certificate or other statement on the ground for extenuating circumstances which must be submitted as soon as possible and, in any case, within six weeks from the last date of the examination(s) in question.

2.8.1.2. The examiners shall recommend the award of the degree with a Pass and shall not consider the student for the award of an Aegrotat degree if:

- A student has completed the taught element of modules valued at least 300 credits, at least 60 of which must have been passed at level 6.

2.8.2. The examiners shall not recommend the award of a class of degree higher than the overall level that the student has achieved in the work actually presented. The examiners shall inform the student that he/she may either:

2.8.3. Accept the award of the pass degree under the Aegrotat provisions or;

2.8.4. Not accept but re-enter module assessments for which he/she is eligible.

2.8.5. A student who has been considered by the examiners as above shall be considered for the award of an Aegrotat degree only if the examiners have been unable to recommend the award of a degree with a 'Pass' classification. In such a case the examiners, having considered the work which the student has submitted at the examination or in such part of the examination as he/she has attended, if any, records of the student's performance during the period of study, and assessment provided by the student's teachers, shall determine whether evidence has been shown to their satisfaction that, had he/she completed the assessment in normal circumstances, the student should clearly have reached a standard (and achieved the necessary module credits) which would have qualified him/her for the award of the degree. Where the examiners are so satisfied the student shall be informed that he/she may either:

2.8.6. Accept the award of the Aegrotat degree; or

2.8.7. Not accept the Aegrotat degree but re-enter module assessments for which he/she is eligible with a view to completing the requirements for the award of a degree.

2.8.7.1. Upon accepting an Aegrotat degree in writing to the Assessments Manager a student shall be informed that the degree has been conferred.

2.8.7.2. A student who has accepted the award of an Aegrotat degree shall not be eligible thereafter to re-enter for the examination for a classified degree.

2.8.7.3. A student who chooses not to accept the award of the Aegrotat degree and chooses to re-enter, shall no longer be eligible for the award of the Aegrotat degree.

2.8.7.4. Aegrotat degrees shall be awarded without distinction or class.

2.8.7.5. Holders of Aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register de novo for a degree under these regulations.

2.9. Standard Format of a Report of the Meeting of the Board of Examiners

2.9.1. Example of the standard format of a report of the meeting of the Board of Examiners (pdf):

- [2.9 Standard Format Report - Board of Examiners \(PDF download\)](#)

3. Assessment Processes

3.1. Approval and Amendment of Modules and Associated Assessments

- 3.1.1. Departments should have submitted all modules and associated assessments for approval by Academic Board, as advised by Quality Office. All module and programme proposals must be submitted to Programme Scrutiny Sub-Committee for consideration onto Academic Board for approval by the required deadline.
- 3.1.2. Once a module or an amendment to a module has been approved, Quality will notify Planning so that students can select optional modules for continued study at the appropriate time (by March/April for continuing students for their next year of study).

3.2. Selection and Confirmation of Students' Modules for Assessment

3.2.1. Selection

- 3.2.1.1. Continuing undergraduate students will select their options from a list of modules appropriate to their programme and the level of study for the next academic year on 'mygoldsmiths'. A two week period set by the Departments, usually between March and April, will be allocated for the selection process and Departments will then accept or reject modules for each student on-line.
- 3.2.1.2. First year undergraduate and postgraduate students will be required to select optional modules, where permitted, during the first two weeks of September
- 3.2.1.3. Students will enrol on their programme and modules which comprise their programme of study in September and Departments must check:
- 3.2.1.4. that the student has indicated the correct number of modules;
- 3.2.1.5. that the options chosen constitute a valid programme of study as set out in the programme regulations;
- 3.2.1.6. that any required re-takes have been entered. Students who do not fulfil retake requirements imposed by the Board of Examiners may not graduate until the retake is attempted and passed or compensated.
- 3.2.1.7. Changes to optional module choices can be requested within the first two weeks following enrolment and will not normally be possible after that time.
- 3.2.1.8. Changes must be agreed by the academic department/s, students on joint degrees, intercollegiate/interdisciplinary modules must have the consent of both institutions/departments.
- 3.2.1.9. Departments can make changes to student modules on the student record system up to the 1st December
- 3.2.1.10. Any changes to optional module choices after 1st December must be requested through the department and a 'Change of Module within a Programme of Study' form (available on the Student Services website) completed and submitted to the Assessments Team. The Departmental Officer signing the form must ensure that any amendments are permitted within the programme regulations. Students on joint degrees, intercollegiate/interdisciplinary modules must have the consent of both institutions/departments concerned.

3.3. Assessment Reasonable Adjustments

- 3.3.1. Legislation relating to disability and equality requires higher education institutions to ensure that any student with a disability is permitted any reasonable adjustments required for studying, which includes written examination arrangements.
- 3.3.2. Arrangement of reasonable assessment adjustments for students with disabilities, long term medical conditions or mental health difficulties:
 - 3.3.2.1. Departmental Senior Tutors are responsible for advising students with a disability or serious long term illness or condition, to contact the Disability Service to discuss the support available for study to students. They should also be advised to apply for Reasonable Adjustment Support Agreement (RASA) as early as possible within the academic session.
 - 3.3.2.2. Students must apply for a RASA by the relevant advertised date , otherwise it may not be possible to provide support for written examinations. Students who do not meet the deadline or are diagnosed after the deadline may have a RASA agreed for the later exam period.
 - 3.3.2.3. The processed RASA will be circulated by the Disabilities Services to the Departmental Senior Tutor and Departmental Business Manager for information and appropriate action.
 - 3.3.2.4. Applications which request non-standard adjustments will be referred to the Departmental Senior Tutor to recommend whether or not the requested assessment adjustments are academically necessary, the request and recommendation will then be considered by a panel before referral to the Pro-Warden to determine if they are reasonable and can be provided.
 - 3.3.2.5. The Assessments Managers is responsible for provision of written examination arrangements for students with reasonable adjustments in conjunction with the Disability Service.
 - 3.3.2.6. The Assessments Manager will allocate students with assessment adjustments to an appropriate venue away from the main hall where relevant.
 - 3.3.2.7. Each student will be sent an individual examination timetable detailing the arrangements and venue allocated at least two weeks before examinations are scheduled to begin.
 - 3.3.2.8. Each register supplied to the invigilator will detail the individual arrangements, e.g. additional time, timed rest breaks, use of a PC or assistive technology, amanuensis, reader etc. (see section 5.5 'Invigilation and Conduct of Examinations' paras 31-32)
 - 3.3.2.9. If an application for a student with dyslexia is granted after he/she had submitted work during the current academic year, this work should be looked at again, taking in to account the student's disability. Work completed in previous years may not be re-considered.
 - 3.3.2.10. In the event of unforeseen circumstances assessment adjustments may still be made for the student to sit the examination e.g. in the event of an accident. Departments should contact the Assessments Manager as soon as possible to discuss arrangements.
 - 3.3.2.11. Disability or long term medical conditions may not normally be used as mitigation where adjustments are provided.
 - 3.3.2.12. Advice about marking written examination scripts can be obtained from the Disability service

3.4. Methods of Assessment

3.4.1. Students are assessed by a variety of assessment methods considered through the approval process to ensure that the learning outcomes for the individual modules and programmes overall have been successfully met.

3.4.2. Assessment methods may include seen or unseen written examinations, coursework, oral examinations (viva voce), practical examinations, presentations, portfolios, exhibitions, performances, professional practice.

3.4.3. The Board of Examiners are responsible for the approval of the content of written examination papers. The written examination papers shall reflect the balance between the various parts of the module covered, shall be deemed to be at the appropriate standard, shall give students the element of choice and or be so designed to be completed during the allotted time.

3.4.4. Written Examinations;

3.4.4.1. The following types of written examination papers are used within Goldsmiths' College:

- unseen written examination papers in which no materials are permitted in the Examination Halls;
- unseen written examination papers in which students are permitted to refer to a specified book or books, or to use calculators in the Examination Halls;
- written examination papers which have been read by the students in advance of the examination. These are sent to students by the academic department one week or two weeks in advance of the examination depending on the instruction/directions of the examiners;
- takeaway papers which are given to students by the academic department on a specified date, to be completed and returned by a specified date (it should be noted that students write the answers to these papers away from the examination hall).

3.4.4.2. Formal written examination papers are normally taken in January and May/June although some programmes have other dates and departments should ensure that students are aware of the dates at the start of the programme. There will be a late summer period for students who are permitted retakes or, in the cases of acceptable extenuating circumstances, deferred assessments. (see section 5 'Written Examinations')

3.4.5. Oral Examinations

3.4.5.1. When oral examinations are part of the programme regulations and comprise more than 20% of the overall assessment, this element shall be conducted by not less than two Examiners. Where an oral examination is 20% or less of the overall assessment and it is conducted by one examiner, a recorded copy of the work must be made available for the External or second examiner to scrutinise.

3.4.6. Written Assessments

3.4.6.1. Written assessment includes all assessable elements of a module which forms part of the requirement of the programme of study other than practical and written examinations i.e. essays, reports, reviews dissertations, projects and portfolios.

3.4.6.2. Other forms of assessment are oral examinations (viva voce), practical or performance examinations, presentation, studio presentation exhibition and professional practice.

- 3.4.6.3. Where coursework forms part of the formal assessment of a programme of study, this shall be clearly stated in the Departmental Handbook. Details of the work required, and the date and time of submission, shall be communicated in writing to the students by the relevant Department at the beginning of the academic year.
- 3.4.6.4. The Departmental Handbook should also include a warning against using materials already submitted for assessment. However, this does not mean that students cannot discuss the same issues across assessments, rather it means they must not use the same material to support it.
- 3.4.6.5. Departments should ensure that the information for 'Assessed Coursework Requirements' includes the following:
- 3.4.6.6. "You are reminded that you may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. For instance, you may not repeat substantially the same material in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent you from referring to the same text, examples or case studies as appropriate, provided you do not merely duplicate the same material."

3.5. **Legibility of Written Work**

- 3.5.1. Students must ensure that work submitted for assessment is legible and coherent, normally they will only receive marks for work that can be read.
- 3.5.2. If Examiners are unable to read a student's work, the Assessments Manager should be informed as he/she may be able to arrange for work to be transcribed. The costs incurred for an amanuensis shall be charged to the student.
- 3.5.3. If a work has to be transcribed the student will dictate the completed work to an amanuensis under supervision. This typed (or hand-written) version should correspond line for line and page for page with the original; both the original work and the transcription shall then be returned to the Examiners for marking.

3.6. **Submission of Assessed Coursework**

- 3.6.1. Students are responsible for submitting assessed coursework, portfolios, dissertations, etc., by the deadline published by the department(s), for presenting him/herself for written examinations at the published time and place, and for submitting information on extenuating circumstances.
- 3.6.2. It is the responsibility of Departments:
- to publish deadlines for the submission of all assessed coursework at the beginning of the academic year and to ensure that students retaking not in attendance are aware of the deadlines;
 - that the appropriate steps are in place for students to confirm that they have read and understood the academic misconduct statement
 - make students aware that they may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. The same material may not for instance, be repeated substantially in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent a student from referring to the same

texts, examples or case studies as appropriate, provided he/she does not merely duplicate the same material.

3.7. Non-Submission of Work or Absence from Written Examinations

- 3.7.1. The Assessment Regulations do not allow for extensions to deadlines to be granted in advance. Students with a disability may have been granted an assessment reasonable adjustment that allows them to apply for a short term deferral if their managed long term condition is worse at the time a submission is due.
- 3.7.2. Students who do not submit acceptable evidence of extenuating circumstances (see section 4 'Extenuating Circumstances') in respect of an absence from examination or late submission of coursework (at any time after the deadline notified) will be deemed to have made an attempt and be assigned a result of ABS (absent), for that element of the assessment.
- 3.7.3. Where assessment for a module comprises a number of different elements, a student is required to re-sit only those elements in which she/he failed.
- 3.7.4. The mark awarded for a re-taken examination shall, unless there are extenuating circumstances deemed acceptable by the Board of Examiners, be subject to a penalty. The mark awarded shall be capped at the pass mark for the assignment.

3.8. Non-Valid Attempt

- 3.8.1. To be eligible for any award, a student must have made a valid attempt at all assessments; that is all elements of a module and all modules of a programme of study (See section 2.3 'Award and Progression Criteria for UG Credit Framework Degrees').
- 3.8.2. The following constitute a non-valid attempt:
- a non-submission for which a mark of 0% must be awarded;
 - or a plagiarised assessment, for which a mark of 0% must be awarded;
 - a very bad fail, including a submission that does not even attempt to address the specific learning outcomes: in this case a mark between 1% and 9% must be awarded.
- 3.8.3. Non-valid attempts are failed modules and must be re-taken as directed by the Board of Examiners.

3.9. Re-entry

- 3.9.1. Students cannot retake modules which have been passed, that is attained the required pass mark or higher.
- 3.9.2. Students are required to use all permitted attempts to retrieve failed modules
- 3.9.3. All Students are permitted three attempts at an assessment (ie the first attempt and two re-sits in the event of failure);
- 3.9.4. The format of the assessment for re-entries should be in the same format as the original assessment.
- 3.9.5. Failed assessments that require students to attend to complete them, such as teaching practice or practical assessments, may not be re-assessed in late summer; the module must be retaken in attendance the following session.

- 3.9.6. Students registering for a programme of study for the first time from September 2014, will be required to retake in late summer if directed to do so by the Board of Examiners.
- 3.9.7. Continuing students, those registered on or before September 2013, will still be able to withdraw from re-assessment in late summer, providing they notify the Assessments Team in writing by the required deadline. Students who do not withdraw from assessment in late summer and do not sit or submit assessments will be noted as absent and will have used one of their permitted attempts.
- 3.9.8. Students who withdraw from assessment or fail that occurrence in late summer, will be required to retrieve their failed modules and retake at the next normal occasion when the assessment is held i.e. in the following session.
- 3.9.9. If an overseas student fails a written paper and is not in attendance for retakes, it may be possible to arrange for the re-sit to take place abroad in the May examination period only, normally under the aegis of the British Council, all costs incurred must be met by the student.
- 3.9.10. Re-entries on undergraduate credit framework degrees;
- 3.9.10.1. Students who do not achieve an overall pass mark of 40%, will be automatically required to re-enter the module even if he/she has passed enough modules to progress to the next level of study.
- 3.9.10.2. Failed modules can only be compensated, that is awarded credit where the failure is compensated by achievement in other modules, once all 3 permitted attempts have been made. (See section 2.3 'Award and Progression Criteria for UG Credit Framework Degrees').
- 3.9.10.3. Where assessment for a module comprises a number of different elements, a student is required to re-sit only those elements in which she/he failed.
- 3.9.10.4. The mark awarded for a re-taken assessment shall, unless there are extenuating circumstances deemed acceptable by the Board of Examiners, be subject to a penalty. The mark awarded shall be capped at the pass mark for the assignment.

3.10. **Deferred Assessment**

- 3.10.1. A deferred assessment for an assignment may be granted by the Board of Examiners in relation to extenuating circumstances (see section 4) having taken into regard currency of learning.
- 3.10.2. Extenuating circumstances which are considered to have brought into question the validity of a particular assessment as a measure of a student's achievement and are outside the student's control can be considered in relation to non-submission of coursework or absence from a written examination.
- 3.10.3. Students may be offered the opportunity of submitting/sitting the assessment at a later date (also as if for the first time). The timing of such deferred assessments will depend on the nature of the student's individual circumstances and the type of assessment missed.
- 3.10.4. The written assessment or written examination paper should normally be sat or submitted in Late Summer, unless attendance is required as for a practical element, such as teaching practice.
- 3.10.5. Students are required to sit as directed and if absent for deferred assessment in late summer, they must provide further extenuating evidence to cover the late summer period or be noted as absent. If evidence is provided and accepted by the Examiners, assessment/s should be submitted/taken at the next opportunity, that is when the assessment is normally submitted/taken.

3.10.6. Deferred assessment should be in the same format as the original assessment.

3.11. Marking Schemes and Grading Criteria

3.11.1. Every programme of study shall have a marking scheme which shall be approved by Learning, Teaching and Enhancement Committee and subsequently lodged with the Quality Office. (See generic marking schemes below or the appropriate 'Programme Specification in the Departmental Handbooks)

3.11.2. Undergraduate degrees are governed by a classification scheme entitled 'Formula for the Final Weighted Average Mark'. Degree classifications of students registered after 2005 are calculated using the Goldsmiths' College formula (G2). Degree classifications of students registered after 2010 are calculated using the new Goldsmiths' College formula (G3). See section 2.6 'Assessment for Honours for Credit Framework Degrees', and section 7.4 the associated 'Assessment for Honours for Course Unit Degrees' which are based on a percentage scale as appropriate.

3.11.3. Masters' degree awards are made on a fail/pass, merit or distinction basis, there is a standard criterion for calculating the award. (See 2.7 'Goldsmiths' Standard Criteria for Masters' Awards' at pass merit, or distinction).

3.11.4. Marking schemes for undergraduate Certificates and Diplomas are individual to each programme; they are awarded on a pass/fail basis, some programmes have introduced a merit or distinction on an individual basis as set out in the individual programme specification.

3.11.5. The following are the agreed College-wide grading criteria for undergraduate degrees assessed under the credit framework:

Mark	Descriptor	Generic grading Criteria	Specific Grading Criteria (Marking Criteria)
0%	Non submission or plagiarised assessment	A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment.	n/a
1-9%	Very bad fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and module must be re-sat).	n/a
10-24%	Bad fail	Represents a significant overall failure to achieve the appropriate learning outcomes (shall be deemed a valid attempt and must be resat unless all three	Departments should still continue to list specific grading criteria in each generic grading band in order to allow an assessment of the level of

		permitted attempts have been used).	achievement of the appropriate learning outcomes.
25-39%	Fail	Represents an overall failure to achieve the appropriate learning outcomes. (must be resat unless all three permitted attempts have been used). See paragraph 211 regarding compensation of failed modules and appendix 5 for criteria to be met to allow compensation.	As above
40-49%	Threshold	Represents the overall achievement of the appropriate learning outcomes to a threshold level (honours).	As above
50-59%	Good	Represents the overall achievement of the appropriate learning outcomes to a good level.	As above
60-69%	Very good	Represents the overall achievement of the appropriate learning outcomes to a very good level.	As above
70-79%	Excellent	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	As above
80 - 89%	Outstanding	Represents the overall achievement of the appropriate learning outcomes to an outstanding level.	As above

90-100%	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	As above
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3.11.6. For Masters Degrees:

Generic Grading and Specific Grading Criteria (marking criteria)

Mark	Grade	Descriptor	Generic Grading Descriptors	Specific Grading Criteria (Marking Criteria)
0%		Non submission or plagiarised assessment	A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment	n/a
1-9%	F	Very bad fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be re-sat).	n/a
10-29%	E	Bad fail	Represents a significant overall failure to achieve the appropriate learning outcomes	Departments should still continue to list specific grading criteria in each generic grading band in order to allow an assessment of the level of achievement of the appropriate learning outcomes.

30-49%	D	Fail	Represents an overall failure to achieve the appropriate learning outcomes.	As above
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level	As above
60-69%	B	Good (merit threshold)	Represents the overall achievement of the appropriate learning outcomes to a good level.	As above
70-79%	A	Excellent (distinction threshold)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	As above
80 - 100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	As above

3.12. Conventions for Marking

- 3.12.1. All forms of assessment contributing to the award shall be marked by two Examiners, or by at least one Examiner with a second Examiner moderating the work. The moderator must consider all firsts/distinctions, borderlines and fails and a sample of other scripts totalling at least twenty per cent of the cohort.
- 3.12.2. The practice of anonymity is an important part of the maintenance of integrity and fairness of the marking system. Anonymity should be maintained during the deliberations of the Board of Examiners. However, it is recognised that for some programmes it is sometimes necessary to break anonymity but this should occur only when absolutely necessary and appropriate.
- 3.12.3. It is the responsibility of the Departmental Examinations Officer to ensure that the final mark recorded for each assessment is an accurate sum of the marks for all the elements of that assessment.
- 3.12.4. Where an assessment is double blind marked and significant differences in the marks awarded emerge between examiners, markers should not merely average the two marks. Examiners should agree a final mark by reference to the original work, learning outcomes and grading criteria, and if appropriate by employing an internal moderator.
- 3.12.5. Moderation' means that a second Examiner reviews the marks awarded by the first Examiner, including reviewing only a sample of papers. A moderator may not change an individual mark: in the event of concern by the moderator about marks or patterns of

marking the Board of Examiners may determine to amend on a consistent basis the marks for all students who have taken the assessment.

- 3.12.6. Where a student is absent from a written paper or fails to submit any work for assessment, unless there are extenuating circumstances, an absent should be recorded. A student who fails a module shall be subject to penalty on re-entry.
- 3.12.7. To standardise practice all Board of Examiners use integers, module marks of .5 and above must be rounded up and module marks below .5 must be rounded down. The final overall average of the degree classification will be calculated using integers.

3.13. Recording of Marks

3.13.1. Chairs of Boards of Examiners are responsible for all aspects of the assessment of students within the remit of the Boards of Examiners (see '1. Duties of Chairs of Board of Examiners') and includes oversight of the following:

- 3.13.1.1. making arrangements for the marking of all written examinations papers;
 - 3.13.1.2. ensuring that departments use integers to record marks, therefore module marks of n.5 and above must be rounded up and module marks n.4 and below must be rounded down. The overall average mark of the degree classification is calculated using integers;
 - 3.13.1.3. overseeing the inputting of marks for all elements of a module on to the student record system using 'Columbus' by a designated Departmental Officer, who will have been trained to input and record results;
 - 3.13.1.4. ensuring that each module is assigned to the appropriate rule at the approval stage so that the overall average mark can be automatically generated from the marks awarded to each element of the module;
 - 3.13.1.5. amending the marks as appropriate in accordance with decisions taken by the Examiners at a pre-meet of the Board of Examiners;
 - 3.13.1.6. arranging for the mark sheets to be displayed at the meeting of the Board of Examiners and for ensuring the accuracy of those marks;
 - 3.13.1.7. ensuring that any appropriate changes decided and ratified at the Board of Examiners are noted on the Board of Examiners report and submitted to the Assessments Team with the Board notes. Any amendments after the board will be input by Assessments on to the student record system;
 - 3.13.1.8. consideration of any errors made which come to light after the Board has met to determine results, decisions made under Chair's action must be notified to the Head of Registry on a memo signed by the Chair of the Board of Examiners. This provides an audit trail and facilitates amendments on to the student record system, it also ensures the integrity of the data and that all changes are formally communicated to students.
- 3.13.2. A Board of Examiners may reconsider its decision only when invited to do so through an Academic Appeal.

3.14. Late Summer Assessment

3.14.1. The main assessment period occurs in the summer of each year. However, Students on any programme, who fail or are permitted a deferred assessment for modules can be scheduled to be assessed in the examination period held in late summer. Most of the procedures for May/June assessment period are applicable to the late summer period.

- 3.14.2. Where an assessment is deferred to late summer, it must be assessed at that time, any continued or new illness must be reported with new evidence to the Chair of the Board, otherwise students will be recorded as absent.
- 3.14.3. Students should be offered late summer assessment unless the Examiners decide that the extent of failure cannot be recovered without further learning.
- 3.14.4. Students registered to study for the first time from September 2014 will be required to be assessed in late summer if directed to do so by the Board of Examiners.
- 3.14.5. Continuing students, those registered on or before September 2013, will be able to withdraw from assessment in late summer, providing they inform Assessments in writing by the deadline notified to them. These students will be required to retrieve failed modules in the following session.
- 3.14.6. Masters' students are allowed a total of three permitted attempts at a module. Examiners should also consider the extent of the fail and whether a student will be able to pass without additional tuition and at a time when the dissertation is also due. Regulations require students to be assessed in the year they study a module; therefore dissertations should still be submitted as required in September or appropriate deadline date. Some postgraduate programmes have a proceed to dissertation rule within their programme specifications which would not allow a student to take their dissertation if they have not passed all other modules.
- 3.14.7. Students entered to be assessed in late summer who do not sit or submit will be noted as absent and will have used one of their permitted attempts.
- 3.14.8. Students permitted to defer assessment or to re-enter in late summer, will be informed by the Assessments Manager. The timetable and relevant information will be available on the website at least 2 weeks before the examinations start, students with assessment reasonable adjustments will be sent an individual timetable, detailing the date time and venue of their examinations.
- 3.14.9. The Assessments Manager organises invigilation and attendant cover for this period.
- 3.14.10. Completed scripts will be held by the Assessments Team to be collected by Departments for marking at the earliest possible time.
- 3.14.11. Coursework will be submitted by students to the appropriate department on the date supplied by the department.
- 3.14.12. The element retake marks will be entered on the 'Columbus' website by the designated Departmental Officer, so that the overall average module mark can be recalculated applying the retake penalty where appropriate.
- 3.14.13. The Chair must consider the results and make appropriate decisions about student's continued study. The decisions are recorded on the online programme mark sheets and chairs memo to the Assessments Manager, signed and submitted by the deadline date, so that results can be notified to students before the start of the new academic year, where possible.
- 3.14.14. Finalist classifications will be calculated by the Assessments Manager and confirmed in liaison with the Chair of the Board of Examiners.
- 3.14.15. The Enrolments and Records Team will send appropriate enrolment information to continuing students.

3.15. **Publication of Results**

- 3.15.1. Results for undergraduate degrees shall be published by 1st July by the Assessments Team. Results will not be available for finalist students in debt on that date and may not be available until up to 14 days after the debt is cleared.
- 3.15.2. Progression information for all continuing students and classifications for all students are published on 'mygoldsmiths'.
- 3.15.3. All finalists, excluding those finalists in debt, shall be provided with a complete HEAR/transcript including the mark awarded for each module taken and the final overall average mark and classification.
- 3.15.4. Results for PG Certs, PGCE and Masters awards shall be published within 2-3 weeks of the meeting of the Board of Examiners.

3.16. **Pass List**

- 3.16.1. Final Named Pass Lists, in classification order, relating to undergraduate degrees, PGCE and Masters' awards are sent to the University where the final Diploma is produced and sent directly to students. Diplomas are sent to the home address recorded on the student record system.

3.17. **Issuing of Official Certification (Diplomas)**

- 3.17.1. Successful students on Undergraduate, PGCE, and Masters degrees shall be sent their final Diploma direct from the University of London. The date of the award shall be that listed in programme regulations, which for most awards shall normally be 1 August. Depending on the final date of submission, Taught Masters degrees shall be awarded on one of the following dates: 1 March, 1 August, 1 November, and 31 December. PGCE students who complete after 1st August will be awarded on the 1st of the month following completion of their final assessment.
- 3.17.2. Degree certificates, sent by the University of London, will normally arrive at the student's home address, as recorded on the student record system, in 3-6 months of the award date.
- 3.17.3. Successful students on Goldsmiths' certificates and diploma programmes will be sent their official award certificate with their transcript of result

3.18. **Retention of Material**

- 3.18.1. Current College policy is to keep all [Interim Records Retention Schedule](#) including scripts, until the end of the student relationship with the relevant programme plus one year.
- 3.18.2. Except for student work (including any comments) held on Turnitin/Grademark and/or Learn.Gold5, it should be six years from the end of the academic year following the uploading of the work to the system - whether by the student or by a member of staff.
- 3.18.3. This should also include any first draft mark sheets that contribute to the mark actually given, so that in the case of an appeal, there will be a complete audit trail available.

3.19. **Appeals Against Assessments Awarded**

- 3.19.1. Results are provisional until confirmed by the Board of Examiners; this means that you can only appeal once you have received your official HEAR/transcript from the Assessments Team. If you would like to query a mark received during the year, you should make an appointment to see the module teacher or your programme convenor.
- 3.19.2. Appeals must be submitted within 21-days of the publication of the results appealed against; where you think you have grounds for appeal against a result you must appeal as soon as you receive your transcript. (You should not, for example, wait until you have completed Late-Summer re-sits – unless your appeal relates specifically to those re-sits.) Previous years' results will not be re-considered.
- 3.19.3. How do I appeal?
- You must complete and return the form to the Complaints & Appeals Manager.
 - Your appeal form must be fully completed, and you must attach/enclose all the evidence necessary for a full consideration of the matters you have raised. Appeals cannot be re-opened once a decision has been reached.
- 3.19.4. How can I make sure my appeal is considered?
- 3.19.4.1. Appeals must be based on one or more of the following grounds:
- that examiners were not aware of circumstances affecting the student's performance,
 - that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted,
 - that there is evidence of prejudice or of bias on the part of one or more of the examiners such that the validity of the result of the examination is called into question.
- 3.19.5. Appeals must be supported by appropriate evidence.
- 3.19.6. There is no right of appeal against the academic or professional judgement of the examiners - you cannot appeal simply because you disagree with an examiner's assessment of your work.
- 3.19.7. Appeals based on the ground of bias/prejudice must be supported by evidence that the examiner(s) assessment of your work was distorted by their attitude towards you as an individual, or as a member of a particular group.
- 3.19.8. Some examples of appeals which will not be considered:
- 3.19.9. Appeals received more than 21-days after the publication of results – unless you provide satisfactory evidence that you were unable to submit your appeal within time (such as a doctor's letter).
- 3.19.10. Appeals based on extenuating circumstances which do not provide evidence to explain why you could not bring those circumstances to the attention of the examiners within 7-days of the assessment (that is, the examination date or coursework deadline).
- 3.19.11. Appeals based on extenuating circumstances which are not supported by (medical) evidence relating specifically to the dates and duration of those circumstances. You must submit the necessary evidence with your appeal form.
- 3.19.12. Further details on the appeal process and matters relating to assessment can be found in the general regulation on appeals, which is contained in the appeal form (above), and the [assessment regulations](#). Details of the procedure for submitting extenuating circumstances to the examiners can be found in your module handbook.
- 3.19.13. Students considering an appeal are advised to seek advice in the first instance from the Students' Union advice service and/or the Senior Tutor.

3.20. **Intercollegiate study within the University of London Institutions**

- 3.20.1. Students registered within institutions of the University of London can apply to study modules outside their home institution, providing the programme regulations governing their degree programme allows them to do so.
- 3.20.2. Academic Departments should be aware that SOAS, LSE and the Institute of Education will require tuition fee payment for Goldsmiths' students studying intercollegiate modules at their institutions. The fees will be deducted from the sending academic department's budget. Goldsmiths' will therefore charge those same institutions tuition fees for students undertaking intercollegiate study with us.
- 3.20.3. Goldsmiths' Students - Request to study at another School or Institute of the University of London.
- 3.20.4. As part of their programme of study, a student may attend and be assessed for a module (maximum of 30 credits at one level), taught at another School or Institute of the University of London, in the place of a module option at Goldsmiths. This arrangement is subject to the requirements of the Programme Regulations and the agreement of the Head of Department or authorised tutor.
- 3.20.5. To undertake intercollegiate study, the student should:
- seek advice from their department to ensure the module is an appropriate option and obtain permission to apply for a place;
 - find out if the relevant School or Institute can accommodate them on their module;
 - request and complete the appropriate application form of the School or Institute;
 - obtain the necessary signatures at the home and receiving institution;
 - send the fully completed and signed form to the Assessments Section (Student Services) at Goldsmiths'
- 3.20.6. Assessments will retain a copy of the form and amend the student record.
- 3.20.7. Students should be aware that assessment of a module, deadlines and dates of examinations at another institution may vary to those at Goldsmiths' and this may delay the publication of results beyond the normal publication date (1 July).
- 3.20.8. Students studying a module at Royal Holloway which has a written examination assessment, will be allowed to sit that examination in a Goldsmiths' venue on the scheduled date and time set by them.
- 3.20.9. Students who experience extenuating circumstances during their assessment should submit medical evidence according to the requirements of the School or Institution they have chosen to study at, as an intercollegiate student. Students should be aware that not all institutions have late summer retakes and some deferrals will be for the following year.
- 3.20.10. Students with a disability who have assessment reasonable adjustments will be accommodated at Goldsmiths for written examinations, where possible and practical. Student with an SLDD must apply to the receiving School or Institute for the assessment reasonable adjustments that might be available in relation to the submission of coursework, at that institution. Goldsmiths cannot require other institutions to offer you the same adjustments we agree to provide.
- 3.20.11. University of London students from another School or Institute - Request for intercollegiate study at Goldsmiths'.
- 3.20.11.1. Students from another College or Institute of the University who wish to undertake intercollegiate study at Goldsmiths must:
- request a place on the module from the appropriate academic department;

- if agreed, the student must complete sections A and B on the 'Intercollegiate Study Application Form';
- obtain the signature of the authorised person within the student's home academic department;
- section C which confirms the fees status of the student, must be completed and signed by the authorised member of staff of the home institution;
- section D must be completed and countersigned by the responsible person within Goldsmiths' academic department;
- the completed and signed form should be sent to the Assessments Section;
- a student record will be created to allow the intercollegiate student access to college facilities and the issue of a student ID card;
- a copy of the authorised form will be circulated to the registry of the 'sending' institution, Goldsmiths' Library and the intercollegiate student.

3.20.12. Students with a disability who have assessment reasonable adjustments will be accommodated at their home institution for written examinations, where possible and practical.

3.20.13. Students with a disability must contact the Disability Team as soon as possible to discuss their requirements for study with us and for appropriate assessment reasonable adjustments.

3.21. Intercollegiate Study Application Form

3.21.1. [3.21-Intercollegiate Study Application Form](#)

3.21.2. [3.21 Intercollegiate Study Application Form \(PDF download\)](#)

4. Extenuating Circumstances

4.1. Acceptable and Unacceptable Extenuating Circumstances and Evidence

4.1.1. Table of categories of acceptable and unacceptable extenuating circumstances and evidence (pdf):

- [4.1 Extenuating Circumstances Table](#)

4.2. Student Application Process for Consideration of Extenuating Circumstances (see section 4.4 Extenuating Circumstances Process Flow Chart)

4.2.1. Students who are absent from examinations, or do not submit coursework or submit work after the deadline, may apply for extenuating circumstances to be considered.

4.2.2. The Board of Examiners can only consider extenuating circumstances that have brought into question the validity of a particular assessment as a measure of a student's achievement, and are outside the student's control.

- 4.2.3. A list of acceptable and unacceptable extenuating circumstances and supporting evidence is detailed in the '4.1 Categories of Acceptable and Unacceptable Extenuating Circumstances and Evidence' spreadsheet.
- 4.2.4. Students must normally submit mitigating evidence no later than seven days after the deadline for submission of coursework or the date of the examination. Submissions by staff or by other students on behalf of a student who has not presented a written case him/herself cannot be accepted. Retrospective medical certificates and notes submitted seven days after the deadline will not normally be considered.
- 4.2.5. Students should submit evidence of extenuating circumstances to the Chair of the relevant Board of Examiners. That is to the department that teaches the module/s affected by the extenuating circumstances and as directed by the academic department
- 4.2.6. Students on joint degrees, interdisciplinary and/or intercollegiate modules must ensure that the department/s assessing the work are aware of their extenuating circumstances by submitting evidence to all departments concerned. Where photocopies are submitted, departments may request to see the originals submitted to the other department.
- 4.2.7. The application and evidence will be reviewed by each department in relation to the module it teaches and the department will write to the student to request further information or other documentary evidence if required.
- 4.2.8. Students are required to respond to requests for further information or documentary evidence within seven days. If a response is not received the application for extenuating circumstances to be considered will be rejected.
- 4.2.9. The Chair will consider the statement of the student and the evidence submitted to determine if the circumstances and evidence are acceptable and what effect, if any, these circumstances have had on the validity of a particular assessment as a measure of a candidate's achievement.
- 4.2.10. The application must be supported by documentary evidence; medical certificates/notes to support extenuating circumstances must:
- relate specifically to the dates and duration of the illness;
 - contain a clear medical diagnosis or opinion and not merely report a student's claim to feel unwell. It may therefore be difficult for students to obtain a medical certificate where one is requested from a doctor after the illness is over.
- 4.2.11. Students should be aware that:
- doctors are entitled to charge for any medical certificates or notes they provide;
 - doctors do not always provide certificates for short periods of illness;
 - doctors might not provide certificates after illness has ended, because after the student has recovered it might be impossible to know that he/she had been ill.
- 4.2.12. Documentary evidence used to support extenuating circumstances is College's property to archive and must be stored on file by the Secretary of the Board of Examiners.
- 4.2.13. If extenuating circumstances are presented to support:
- a late submission after the deadline, the Chair of the Board of Examiners may make a decision on the Board of Examiners' behalf, taking advice from other members as he/she considers necessary. Students will be notified of the decision as soon as possible;
 - poor performance in an assessment or an absence from assessment, (coursework or written examination), the Chair will make a recommendation to the Board of Examiners and student will be informed of the outcome, after the meeting of the Board concerned.

- 4.2.14. Where mitigating evidence is accepted and applied to coursework submitted within 5-10 working days after the set deadline, the assessed work will be considered to have been submitted on time and in effect the student has retrospectively been granted a short term deferral.
- 4.2.15. Where mitigating evidence is not accepted or is not submitted the result will be absent.
- 4.2.16. Where extenuating circumstances submitted are accepted they may be used in consideration of the module/s concerned to allow a late submission, or in marking the work or in relation to a borderline classification, extenuation may not be applied more than once.

4.3. Consideration of Student Applications for Extenuating Circumstances in Assessment

4.3.1. Students may apply for extenuating circumstances to be applied to:

- an absence from a written examination;
- non-submission of coursework;
- a late submission of coursework;
- written examination sat with extenuating circumstances (students with severe illness are advised not to sit and to submit evidence for a deferred assessment);
- work submitted on time with extenuating circumstances.

4.3.2. Submissions should be marked without allowance being made for extenuating circumstances by the examiners and the mark (moderated by the External Examiner) reported to the Chair of the Board of Examiners.

4.3.3. Students must normally submit an application form and mitigating evidence no later than seven days after the deadline for submission of coursework or the date of the examination as instructed by the academic department. Applications and evidence submitted after seven days of the deadline date will not normally be accepted

4.3.4. The application and evidence will be reviewed.

- If the form and evidence are sufficient they will be referred to the Chair of the Board of Examiners for consideration.
- If further information or evidence is required, it will be requested from the student. If a response is not received with five days, the application will be refused and the student will be informed as soon as possible.

4.3.5. Extenuating circumstances cannot be considered if they are notified by staff or by other students on behalf of a student who has not presented a written case him/herself.

4.3.6. Late Submission of Coursework

4.3.6.1. Coursework submitted with extenuating circumstances after the set deadline should be considered by the Chair of the Board of Examiners, who may make a decision on the Board of Examiners' behalf, taking advice from other members as necessary. The Chair will assess the evidence and application as set out below and decide to either:

4.3.6.2. accept the work and record the mark awarded without further concessions. The assessed work will be considered to have been submitted on time and in effect the student has retrospectively been granted a short term deferral;

4.3.6.3. reject the application and record the student as absent from that element.

4.3.6.4. The student will be informed of the outcome and justification for the decision made by the Department as soon as possible.

- 4.3.6.5. Students may have a more serious unexpected illness or problems which disrupt their ability to study and which may have caused an absence from assessment or affected their performance.
- 4.3.6.6. The Chair and/or Pre-Meet of the Board (see '4.1 Acceptable and Unacceptable Extenuating Circumstances and Evidence' spreadsheet) will decide if the extenuating circumstances have or have not:
- justified an absence or non-submission of work or;
 - brought in to question the validity of a particular assessment as a measure of a student's achievement and;
 - whether those circumstances were outside the student's control.

The Chair should rule out of order any special circumstances raised by members of the Pre-meet of the Board of Examiners which have not been properly documented.

4.3.6.7. In reaching this decision, the Chair/Pre-meet will need to consider:

- the application from the student;
- the supporting evidence, Chairs of Board of Examiners should ask to see originals of medical certificates, etc. and should feel able to seek further confirmation of the circumstances claimed by the student where there is reason for doubt. Falsification of evidence submitted in support of extenuating circumstances will render a student liable to disciplinary action;
- the provisional mark for the module concerned;
- the performance of the student in other elements of assessment;
- the comments of the student's personal tutor(s) and other relevant academic staff.

4.3.6.8. The Chair and/or Pre-Meet of the Board of Examiners should consider the extenuating circumstances, and make one of the following recommendations to the Board of Examiners in each case:

- the circumstances appear to have had little or no effect upon the student's performance, and the mark for the element of assessment can therefore be confirmed;
- the circumstances appear to have affected the student's performance (as evidenced by his/her performance in the particular elements of assessment when compared to his/her performance in other equivalent elements of assessment);
- the circumstances appear to have been so significant as to bring into question the validity of the assessment as a measure of the student's achievement in the particular element of assessment.

4.3.7. Appropriate concession for extenuating circumstances considered;

4.3.7.1. None – where circumstances are not acceptable or not considered to have affected the performance of the student to any extent, appropriate to recommendation (1).

4.3.7.2. Confirm failed mark but allow retake without penalty (unless module failed at an earlier attempt and therefore already penalised). Appropriate to recommendation (2)

4.3.7.3. Award additional marks, with the agreement of the External Examiner, appropriate to recommendation (2)

4.3.7.4. Discount mark achieved and allow deferred assessment to late summer or following year, depending on individual extenuating circumstances. Not considered to be one of the student's permitted attempts, therefore no retake

penalty is applied (providing the module was not failed at an earlier attempt)
Appropriate to recommendation (3).

- 4.3.7.5. Deferral for an absence, not considered to be one of the student's permitted attempts, therefore no retake penalty is applied (providing the module was not failed at an earlier attempt). Appropriate to recommendation (3).
- 4.3.7.6. In the case of long term continued illness, recommend that the Senior Tutor discuss continued study and/or a possible interruption of study with the student, appropriate to recommendation (3).
- 4.3.7.7. A record should be kept of all such submissions, and the decision recommended in each case.
- 4.3.7.8. Recommendations will be brought to the Board of Examiners, who should consider the extenuating circumstances referred to it by the Chair, the Chair may request comments from individual Examiners.
- 4.3.7.9. The Chair should rule out of order any special circumstances raised by members of the Board which have not been properly documented.
- 4.3.8. Deferred Assessment
 - 4.3.8.1. The deferred module should be assessed in the same format as the original assessment and should normally be sat or submitted in late late summer.
 - 4.3.8.2. Students whose modules are deferred are required to sit or submit as directed by the Examiners. If continuing or new extenuating circumstances arise, further mitigating evidence to cover the later assessment period must be submitted, no later than seven days after the submission date or the examination and considered as above.
 - 4.3.8.3. Chairs of Boards of Examiners should take care not to 'double count' extenuating circumstances, i.e. by accepting work late and then compensating the student a second time by raising the mark for an individual element of assessment. Or raising the mark for an individual element of assessment and then by compensating the student a second time when determining which degree classification to award. (see section 2.6 'Assessment of Honours for Credit Framework Degrees').

4.4. **Extenuating Circumstances Process Flow Chart**

4.4.1. Flow chart of the extenuating circumstances process (pdf):

- [4.4 Extenuating Circumstances Process Flow Chart](#)

4.5. **Example of an Application Form for Consideration of Extenuating Circumstances in Relation to Assessment of Modules**

4.5.1. Example of an application form for consideration of extenuating circumstances in relation to assessment of modules (pdf):

- [4.5 Application Form \(Example\)](#)

5. Written Examinations

5.1. Responsibilities of the Departmental Examinations Officer in Relation to Written Examinations

- 5.1.1.1. Ensure that the Assessments Manager is informed by the end of the Autumn term of any special requirements regarding the timing of formal written examinations.
- 5.1.1.2. Where delegated authority has been given by the Chair of the relevant Board of Examiners, the Departmental Examinations Officer shall be responsible for the first draft and final accuracy of each examination paper and resit paper and for ensuring that the examination papers and coursework questions correspond with the syllabus as set out in the Regulations.
- 5.1.1.3. Submit camera ready papers which have been agreed by the External Examiner following the guidance from the Assessments Manager by the specified date set for each session.
- 5.1.1.4. Once the timetable is set, DEOs must allocate academic staff to invigilation duties as necessary, working from an approximate ratio of one Invigilator per 40 students, another invigilator should be allocated if the student ratio is exceeded by +5 . Sufficient staff must be allocated to each venue to guarantee the integrity of the examination.
- 5.1.1.5. Submit lists of Invigilators to the Assessments Manager for information, absent invigilators must be covered by other staff in the Department concerned.
- 5.1.1.6. Ensure that any special materials not held in the Assessments Team (such as automated answer sheets, pencils, rubbers, statistical tables, graph paper) are taken directly to the Hall by the invigilators and additional supplies made available in advance to the Assessments Team for students sitting separately.
- 5.1.2. Responsibilities of the Assessments Manager:
 - 5.1.2.1. Booking and allocation of the examination venues.
 - 5.1.2.2. Production of the examinations timetable, circulated to Departmental Examinations Officers at least 4 weeks before the start of the examinations.
 - 5.1.2.3. Reproduction of examination papers for each examination, stored in secure conditions until required and provision of all necessary examination material.
 - 5.1.2.4. Providing seating plans for Halls where multiple examination papers are scheduled for the same venue.
 - 5.1.2.5. Recruitment and allocation of at least one attendant to be on duty in each session. Attendants work under the direction of the invigilator and escort students who need to leave the Hall during the course of the examination.

5.2. Preparation of Written Examination Papers

- 5.2.1. The Board of Examiners is responsible for the approval of the content of written examination papers The written examination papers should:
 - reflect the balance between the various parts of the module covered;

- deemed to be at the appropriate standard;
 - provide candidates with the element of choice;
 - be designed to be completed during the allotted time.
- 5.2.2. Written examination papers must be written for January, May and late summer retake examination periods in the Autumn Term.
- 5.2.3. Students required to re-sit a written examination paper must be provided with an examination paper based on the syllabus studied in the former session. If a unique paper is set for one or more individuals (e.g. retakes), the rubric must include the student ID number/s of those sitting, to ensure the correct paper is made available to the correct student in the halls.
- 5.2.4. Strict security is essential in the preparation of examination papers and other material for unseen examinations:
- the papers shall not normally be held on the hard drive but stored on flash drives and secured;
 - examiners are required to preserve absolutely the secrecy of examination papers at all stages until the papers have actually been taken by the candidates;
 - the contents must not be disclosed to any persons other than to members of the Board of Examiners or to officials of the College who are specially appointed to deal with papers, except where the College has specifically approved the disclosure to candidates of the topics to be covered in advance of the examination;
 - failure to observe these instructions by an Examiner or any other persons having knowledge of the actual or probable content of an examination paper will constitute an examination offence and may lead to action being taken under the College Disciplinary Regulations.
- 5.2.5. Staff attending meetings to discuss the content of any examination paper should be reminded that they must observe strict security as noted above
- 5.2.6. Written papers are scrutinised by at least the Chair, relevant staff and the external examiner and agreed at a scrutiny meeting attended by all examiners, with comments from the externals being taken into account.
- 5.2.7. Copyright rules apply to written examination papers, copyright material used in setting an examination question must be accompanied by “a sufficient acknowledgement”. This is defined as:
- “... an acknowledgement identifying the work in question by its title or other description, and identifying the author unless (a) in the case of a published work, it is published anonymously (b) in the case of an unpublished work, it is not possible for a person to ascertain the identity of the author by reasonable inquiry.”
- 5.2.8. There is also a definition of “author” as meaning the person who creates the work, so this could be writer, composer, performer, artist, film director, broadcaster, computer programmer etc, etc.
- 5.2.9. It is a condition of the appointment of every Examiner that the College shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that Examiner for the College, either alone or in collaboration with others, for the purpose of conducting the examination. The College shall also have the exclusive licence thereafter to publish the paper(s) as a whole provided that the College shall not assign or transfer this exclusive licence in any way to any other person
- 5.2.10. If an examination paper contains material requiring copyright permission, the Chair of the Board of Examiners or their nominee must ensure that the required permission is obtained before the paper is submitted.

5.2.11. The rubric at the head of the examination papers must be clear and unambiguous and contain the name and module code of the paper. The time allowed for the completion of the paper and any specific instructions to the candidates, such as 'this paper may not be retained or removed from this venue', if available, the date and time of the examination must be stated.

5.2.12. Boards of Examiners are permitted to decide precisely which source materials students shall be permitted to bring in to the examination hall or be provided with, subject to the provisions of the regulations for the relevant degree. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English Language. The rubric of the examination paper must specify what source materials are permitted.

5.2.13. Boards of Examiners are permitted to determine if students may take into examination halls and use their own electronic calculators. Examiners shall ensure that:

- students using electronic calculators shall not have an unfair advantage over candidates not using them;
- students must state on their scripts the name and type of electronic calculator used;
- only hand held calculators quiet in operation, with their own power supply are permitted;
- students are responsible for the provision and reliability of their calculator, and an alternative method of calculation is the machine fails unless otherwise stated;
- Boards of Examiners can only permit the introduction of materials by candidates if it can reasonably be expected that students will have access to such materials;
- the rubric of the examination paper must state that the use of electronic hand held calculators is permitted.

5.2.14. The Chair of the Board of Examiners or his/her nominee (usually the Departmental Examinations Officer) shall ensure that the final camera-ready copy of the examination papers timetabled reaches the Assessments Team by the beginning of December for January, March for the May examination period . Papers will be requested in June/July for the late summer retake and deferred examination

5.3. **Written Examination Paper process**

5.3.1. Examinations Drive:

- The files will be stored on the Cross-Department drive in a folder called 'Examinations'. This folder will then contain another folder that is department specific with unique permissions for those you have specified as needing access. Please ensure that you are able to access the appropriate areas for your department, you may need to log off and on again to be able to see the new areas of the drive.
- Once you have finalised your papers, please save them in these new folders so Assessments can access them should there be any issues on the day of the examination or further copies required. It may be best to set up a folder for January, May and August sessions to ensure the incorrect versions are not used during the wrong examination periods.

5.3.2. Naming convention for files:

5.3.2.1. When saving your paper, please be sure to include the module name (or enough of the name to allow easy look up) and code as well as the month and year the exam is taking place.

5.3.2.2. For example: PS53019D Cross Cultural and Individual Difference Jan 18

5.3.3. Paper Printing

- 5.3.3.1. The new process for the production of examination papers will see you as the departments providing Print Services with an original copy of the paper for them to then print the amount required for the examination.
- 5.3.3.2. Please be advised that Print Services request that no electronic versions of the papers are sent to them via email. You must supply a hard copy or take over a USB stick with a paper in a PDF format. A Microsoft word document or other will not be accepted.
- 5.3.3.3. Print Services work on a same day service for papers delivered early morning. Please email the Assessments team to let us know when you have delivered papers to Print Services, and ask that any queries regarding the papers are directed to the department to resolve.

5.3.4. Information required by Print Services and Printing standards:

- As mentioned previously, please provide PDF copies of your examination papers either in a hard copy format or on a USB drive accompanied by a complete printing form (please see attached).
- **Do:**
 - Take to Print Services in person
 - Ensure that the printing form is completed correctly.
 - Ensure any special requirements such as printing on graph paper, or colour printing is clearly indicated to the Print Services team. Departments will need to supply graph paper at the time of printing.
 - Remember to state that the papers should be printed on cream
 - Specify permitted materials on the front of the examination paper e.g calculators, notes.
 - Include the module code and title on the front of the paper along with the length of the paper with reading and writing time specified (if applicable)
 - If you have chosen to allow students to retain a paper, please clearly state on the front of the paper itself
 - Number the pages, and clearly state where blank space pages is intentional
 - Indicate which students are required to sit each paper if there are multiple versions under the same code (for students from previous cohorts for example)
- **Do Not:**
 - Staple the paper if providing a hard copy
 - Back the papers

5.3.5. Additional Papers:

- Assessments currently use the following guidelines for the printing of papers, including spare copies for any additional students who may arrive on the day:

Total Students Sitting	Number of ADDITIONAL papers to be printed
------------------------	---

1 – 10

3

11 – 50	5
50 – 150	10
150+	15

5.3.6. Checking the finished print run:

- 5.3.6.1. In the past we have asked for a pro-forma to be completed so that we can ensure the print request is correct. As Assessments will still be receiving the completed job without the department having confirmed whether the instruction has been correctly followed, I ask departments to fill out the information that would have previously been included on the pro-forma on the spreadsheet on the departments SharePoint. Please include the number of students, pages, colour or mono printing, whether you require the paper to be backed and when it has been sent to Print Services. This information will be used for checking the print run when it is collected from Print Services. Any errors will then be dealt with by the Assessments team.
- 5.3.6.2. If students are permitted to retain the paper, please also indicate this so that we have a record for our own security purposes.
- 5.3.6.3. It is the responsibility of the departments to ensure the content and formatting of the examination paper is correct.
- 5.3.6.4. Please tell the Assessments office as soon as possible if a paper that has already been printed is found to be incorrect. A new print run will need to be requested by the department and a new version of the paper saved on the drive ensuring it is clear that the new file contains the most recent version.

5.4. Examination Timetable

- 5.4.1. In the Autumn Term Departmental Examinations Officers must confirm to the Assessments Manager:
- 5.4.2. the modules (name and code) that have a written examination element and require inclusion in the timetable for that session in the Autumn Term;
- 5.4.3. information/special requests relating to the scheduling of written papers, every effort will be made to meet requests but provision is subject to competing requirements.
- 5.4.4. Student assessment information will be downloaded from the student record system to produce a draft version of the timetable in February to be circulated to Departments for consideration and comment.
- 5.4.5. Once finalised the timetable and conduct of examinations information will be made available to students on the web in an information booklet.
- 5.4.6. Students with assessment reasonable adjustments who are sitting separately, away from the main venue, will be sent an individual timetable detailing the date, time and venue of their examinations at least two weeks before the examinations begin. (see section 3.3 'Assessment Reasonable Adjustments').

5.5. Invigilation and Conduct of Examinations

- 5.5.1.1. Departmental Examinations Officers will allocate staff in their department to act as invigilators once the timetable has been finalised. If invigilators are late or do not attend, departments will be contacted and asked to arrange for a replacement as Assessments is unable to provide emergency cover.
- 5.5.1.2. Departmental Examinations Officers should ensure that invigilators are aware of the duties required, as indicated below and in the notes circulated to departments in March. Training will be arranged for a date in the first two weeks of the summer term by the Assessments Manager, please encourage invigilators to attend, especially new members of staff.
- 5.5.2. Numbers of Invigilators and attendants
- 5.5.2.1. A minimum of 1 Invigilator per 40 students is required to guarantee the integrity of the examination. If this ratio is exceeded by +5 students an additional invigilator must be allocated (for number of invigilators for venues accommodating students with assessment adjustments, see paragraph 26).
- 5.5.2.2. The Assessments Manager shall allocate at least one attendant to each Hall, and for larger venues, where possible, more. Attendants are employed for escort duties and general help in the Hall, they are not responsible for the setting up the hall, except under the direction of the invigilator in attendance.
- 5.5.3. Duties of Invigilators
- 5.5.3.1. Invigilators must conduct the examinations in accordance with these instructions and with reference to the rubric of the relevant written examinations.
- 5.5.4. Use of source materials and calculators
- 5.5.4.1. The rubric of the examination paper should include instructions unique to that examination. E.g. whether source materials or electronic calculators are permitted in an examination. Where calculators are used, students must note the name and type of calculator on their scripts. They may use hand held calculators quiet in operation, with their own power supply only. Students are responsible for the provision and reliability of their calculator, and an alternative method of calculation if the machine fails unless specified differently
- 5.5.4.2. Dictionaries may not be brought in to the examination hall.
- 5.5.5. Setting up the Examination Hall
- 5.5.5.1. Invigilators shall report to the Hall allocated 45 minutes prior to the commencement of the examination (i.e. 9.15 am or 1.45 pm for examinations commencing at 10.00 am or 2.30 pm respectively).
- 5.5.5.2. Upon arrival invigilators should set up the hall, they shall ensure that each student in his/her charge has on the desk:
- a numbered desk card;
 - a blank script;
 - an examination paper to be placed face up;
 - any other necessary authorised materials as noted in the rubric (specialist materials such as statistical tables, automated answer papers, pencils etc. should be taken by the invigilator to the Hall).
- 5.5.5.3. Security of all examination materials must be maintained, halls must not be left unattended before the examination commences.

- 5.5.5.4. Invigilators are responsible for the smooth running of the examinations in their charge, they must ensure that correct procedures are observed and that silence is maintained throughout the examination.
- 5.5.6. Starting and overseeing the examination
- 5.5.6.1. Students should be allowed to enter the smaller venues at least 10 minutes before the start of the examination, 15 minutes before in the large venues.
- 5.5.6.2. A Senior Invigilator (decided in advance) shall read out the announcement on the starting instructions.
- 5.5.6.3. During the examination Invigilators shall concentrate exclusively on invigilation and shall undertake the following:
- the invigilator must ensure that no noisy activities are taking place nearby which would disturb the students;
 - that a clock is clearly visible in all parts of the hall;
 - invigilators must check that the photograph on the ID card corresponds to the student. Students who wear a covering over the face will report to the Assessments Team to determine their identity in private and will have a signed note to confirm it has been checked. Students wearing any other form of headgear (caps etc) should also be asked to temporarily remove the hat for inspection;
 - registers shall be completed and signed after 30 minutes showing those present and absent. When a student is absent an absentee slip shall be put in place of a script for the attention of the first marker;
 - invigilators should regularly move their vantage point within the room, keeping the noise to a minimum, to prevent cheating;
 - invigilators may not undertake any reading or work on a laptop during the examination;
 - when a student requests to go to the toilet, before the attendant takes him/her, the invigilator shall note, on the answer book, the time the student leaves;
 - reporting of any unusual incidents or problems that arise during the course of the examination on the incident form supplied with the stationery, to be sent to the Chair of the Board of Examiners for reference in case of student complaints or appeals.
- 5.5.6.4. A student who asks to leave the examination room during the course of the examination with the intention of returning must be accompanied by an authorised person (normally the attendant). The Invigilator must note on the answer book the time the student leaves, any time lost may not be added to the end of the examination.
- 5.5.6.5. If a student wishes to leave before the end of the examination the Invigilator shall, in the student's presence, mark the time of leaving in the script. Except in case of emergency no student may leave the Hall during the first 30 minutes or the last 15 minutes of the examination.
- 5.5.6.6. In the event of a student being taken ill, or if a similar emergency occurs, the Invigilator shall take any necessary action, and then send for a member of the Assessments Team. A full written report shall be made on the incident form.
- 5.5.6.7. In no circumstances must an Invigilator attempt to elucidate or interpret an examination paper. If it is thought that a misprint has been discovered the Invigilator shall send the attendant to the Assessments Team, who will contact the Department and/or the relevant Examiner. Any corrections will be communicated to all relevant students in the form of an announcement (if only students taking that paper are in the room) or a notice board or written sheet given to each student (if there are other examinations also taking place). Invigilators should ensure students sitting separately are also informed. Any such misprint shall be reported to the Assessments Manager for forwarding to the Board of Examiners.

5.5.6.8. If a student arrives whose name and number are not shown on the register, the Invigilator shall ask the attendant to check the student's record and assessment arrangements with Assessments so that appropriate arrangements can be made.

5.5.7. Late Arrivals

5.5.7.1. Students who arrive within the first 30 minutes may be permitted to sit, but that time is lost, the invigilator may not extend the time allowed to that student, as the Hall must be vacated on time.

5.5.7.2. Students who arrive 30 minutes after the commencement of the examination must be escorted to the Assessments Manager by the examination attendant. If the Assessments Manager decides the student is allowed to sit and can make the appropriate arrangements, he/she shall be warned that the paper will only be accepted at the discretion of the Chair of the Board of Examiners. At the end of the examination, the student shall be required to write a detailed statement of why he/she was late, accounting for all her/his movements up to the time of arrival at the examination.

5.5.8. Finishing the Examination

5.5.8.1. Before the end of the examination all material for absent students shall be cleared and replaced by an absentee slip.

5.5.8.2. Ten minutes prior to the end of the examination, the Senior Invigilator shall announce the time left to the students.

5.5.8.3. At the end of the examination, the Senior Invigilator shall stop the examination and read out the finishing instructions, which shall be supplied by the Assessments Manager.

5.5.8.4. Each Invigilator shall collect all the scripts for his/her Department before the students are permitted to leave the Hall. When all the scripts have been collected the students may leave.

5.5.8.5. The Invigilator shall check the scripts against the register, placing absentee slips in place of scripts for absent students. Each Invigilator is responsible for collecting and checking the appropriate scripts, and for ensuring that two copies of the examination paper and a completed signed cover sheet is tied in with each batch.

5.5.8.6. The Invigilator shall ensure that the annotated and signed registers, seating slips and all spare materials are handed to the attendant for return to the Assessments Office.

5.5.8.7. That unused scripts or answer books are secured in the lockable cupboard or returned to the Assessments Office.

5.5.8.8. The Invigilator shall ensure that the scripts are handed to the first marker as soon as possible.

5.5.9. Suspected cheating during written examinations

- If an Invigilator suspects a student is cheating, he/she shall inform that student that he/she will be reported for the alleged offence. The Invigilator shall write in the answer book a short description of the circumstances, together with his/her initials and a note of the time. The student may then be permitted to proceed, in a new book if necessary and a note of the situation should be made on the incident form. Any unauthorised materials shall be removed and kept until after the investigation of the offence. The Invigilator shall immediately make a full report of the incident to the Assessments Manager for submission to the appropriate Chair of the Board of Examiners, who shall

conduct an investigation in to the offence as set out in '6.2 Academic Misconduct Procedures'.

5.5.10. Emergencies/Fire Alarms

5.5.10.1. In the event of a fire alarm or similar emergency, should it be necessary to stop the examination and evacuate the Hall, the Invigilators shall ensure that they are aware of the following procedures:

- invigilators shall instruct the students to leave the Hall in an orderly manner, leaving all examination materials on their desks and bags in the Hall, to reassemble in a specified area and not to discuss the paper;
- the Invigilator who made the emergency announcements shall act as Senior Invigilator, and be the last to leave, ensuring that the Hall is cleared, and if possible, secured. A careful note shall be taken of the time the examination stopped. The Departmental Invigilators shall take a copy of the register and, when the students have re-assembled, check the names off to ensure all students are accounted for;
- as soon as possible after the emergency is over, and the Hall is available again, the Invigilators, depending on the time, and the length of the delay, shall decide in consultation with the Assessments Manager whether or not the examination shall continue. If it is agreed that it is possible to re-commence the students shall be allowed back in the Hall and continue for the time outstanding when the examination had to be stopped;
- the Invigilators shall submit full reports to the Assessments Manager for forwarding to the Chair of the Board of Examiners.

5.5.10.2. If the recommencement is delayed so that the examinations cannot be completed, the Invigilators shall inform the students, collect the scripts and distribute them in the normal way. The Assessments Manager in consultation with the Head of Registry and the Chair of the relevant Board of Examiners shall then consider the position in the light of the reports submitted by the Invigilators and, if appropriate, the Pro-Warden appointed by the Warden. It then shall be determined whether:

- to accept the scripts as completed as a reliable means of assessing the students for the relevant module;
- to accept the scripts as completed as part of the result and to set as a means towards assessment an appropriate additional assessment and/or viva voce examination.
- to declare the examination, void and set another paper to be taken within the same examination period;
- there is scope within the regulations to discount the examination and assess the students on work submitted during the year.

5.5.11. Invigilation for students with Assessment Reasonable Adjustments (ARA)

5.5.11.1. The arrangements for the invigilation of students sitting with assessment reasonable adjustments shall be made by the Assessments Manager.

5.5.11.2. The Assessments Manager calculates the number of Invigilators required from each Department for students with assessment adjustments. The Departmental Examinations Officers shall provide the names and contact telephone numbers of staff allocated to invigilate students with assessment adjustments and also those staff who will be asked to be available for emergency situations or unexpected cases in relation to RASA.

5.5.11.3. If for any reason any member of staff is unable to fulfil the allocated duty, he/she should immediately contact the Departmental Examinations Officer in the first instance.

- 5.5.11.4. RASA are varied and individual, although Assessments try to group similar needs, they are individual to the student concerned and halls seating 20 students will require the invigilator to monitor the room and competing needs closely;
- 5.5.11.5. Staff allocated to invigilate students with assessment adjustments should be aware that the arrangements provided cause the duration of the examination to be longer than the main examination and therefore finish up to two hours later. Such sessions will be split between two or more invigilators, but can involve a late finish for the last invigilator.

6. Assessment Misconduct

6.1. Academic Integrity and Definitions of Forms of Academic Misconduct

6.1.1. Academic Integrity and Responsibilities

6.1.1.1. Core values of academic integrity (honesty and trust) lie at the heart of our academic enterprise, and they underpin all activities within Goldsmiths' College. The College values a culture of honesty and mutual trust, and expects all members of the College (staff and students) to respect and uphold these core values at all times.

6.1.1.2. Advice about academic writing and study skills is available to students:

- within academic departments;
- in the library;
- on learn.gold;
- through the Teaching and Learning Innovation Centre (TaLIC);
- external websites;
- specialist study skills assistance available from the Goldsmiths' Academic Skills Centre.

6.1.1.3. A diagnostic tool is available to students on 'turnitin' on the learn.gold website, this programme checks student work for them before they submit assessments to help prevent unintentional plagiarism.

6.1.1.4. Students are required to read and sign to indicate that they have understood the 'Academic Misconduct Statement', see 6.2, online when they confirm their programme of study each session in the Autumn term. Departments receiving work should require students to sign this statement again or confirm that they have read and understood these regulations each time they submit work for assessment.

6.1.2. Definitions of Academic Misconduct

6.1.2.1. Academic misconduct is defined by Goldsmiths' College as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, and collusion.

6.1.2.2. The following is an indicative list of forms of misconduct but should not be considered exhaustive:

- Aiding and abetting a student in any form of dishonest practice.
- Bribery is paying or offering inducements to another person to obtain an advance copy of an unseen examination or test paper or to obtain a copy of a coursework assignment in advance of its distribution to the students concerned.
- Collusion is where two or more students collaborate to produce a piece of work which is then submitted as though it was an individual student's own work. Where students in a class are instructed or encouraged to work together in the pursuit of an assignment, such a group activity is regarded as approved collaboration. Where there is a requirement for the submitted work to be solely that of the individual, collaboration is not permitted. Students who improperly work collectively in these circumstances will be regarded as being guilty of collusion.
- Commissioning another person or persons to complete an assignment, which is then submitted as your own work? This includes the use of the services of 'ghost-writing' agencies (for example in the preparation of essays or reports). Professional word processing services, which offer 'correction/improvement of English', should not be

used. (Candidates are strongly advised to retain copies of any drafts produced while preparing assessed work, as this will be of assistance in demonstrating that the work is their own).

- Computer fraud is the use of the material of another person located on the internet or stored on a hard, portable, or flash drive or other form of data storage, as if it were your own (also see plagiarism).
- Duplication is the inclusion of coursework of any material, which is identical or similar to material, which has already been submitted for any other assessment within the University or elsewhere e.g. submitting the same piece of coursework for two different modules.
- False declarations in order to receive special consideration by Examination Boards.
- Falsification of data is the presentation of data in projects, laboratory reports etc. based on work purported to have been carried out by the students which have been invented by the student or altered or copied or obtained by other unfair means.

6.1.3. Misconduct in examinations or tests such as:

- taking crib notes or other unauthorised material concealed in any manner into an examination or test;
- taking into an examination or test an unauthorised computer disk containing pre-coded data;
- the use of an unauthorised dictionary;
- the use of unauthorised material stored in the memory of a pre-programmable calculator, watch, organiser, mobile telephone or pager;
- obtaining or attempting to obtain an advance copy of an 'unseen' written examination or test paper;
- attempting to persuade another member of the University (staff, student or invigilator) to participate in any way in actions that would breach the College assessment regulations;
- communicating or trying to communicate in any way with another student during an examination or test
- copying or attempting to copy from another student sitting the same examination or test
- being party to impersonation where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
- leaving the examination or test venue to refer to concealed notes
- taking rough notes, stationery, scripts or examination or test papers which indicate that they are not to be removed from the examination or test venue
- failure to follow instructions of the Invigilators or other designated College officers.
- Plagiarism is an attempt (deliberate or inadvertent) to gain advantage by the representation of another person's work, without acknowledgement of the source, as the student's own. Recognised forms of plagiarism include:
 - the use in a student's own work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source;
 - the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
 - the use of ideas or intellectual data of another person without acknowledgement of the source, or the submission or presentation of work as if it were the student's own, which are substantially the ideas or intellectual data of another person;
 - copying the work of another person;
 - the submission of work, as if it were the student's own, which has been obtained from the internet or any other form of information technology;
 - the submission of coursework making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from books/articles, the internet or from the work of another person;

- the submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work;
- a student who allows or is involved in allowing, either knowingly or unknowingly, another student to copy another's work including physical or digital images would be deemed to be guilty of plagiarism.

6.1.4. If work is not submitted electronically and plagiarism is suspected, students will be required to supply an electronic copy of the work in question so that it may be subjected to electronic plagiarism detection testing. Therefore students are required to keep an electronic copy of their work, until after they receive their results.

6.1.5. Presumption of Innocence

6.1.5.1. In any proceedings under these misconduct regulations the person against whom allegations have been made shall be presumed to be innocent until the contrary is established by consideration of the available evidence, on the balance of probabilities.

6.1.5.2. If the Examiners are in the process of considering possible academic misconduct and the case has not been concluded before the Board of Examiners meets to determine results, the result(s) of the student concerned may not be considered by the Board. The results of that student will be considered by the Chair of the Board of Examiners in consultation with internal or external examiners, as appropriate, once the investigation in to academic misconduct is concluded.

6.2. Assessment Misconduct Statement

6.2.1. Students are required to confirm that they have read and understood this statement online when they confirm their programme of study each session in the Autumn term. Students should be required by the department receiving the work, to sign this statement again or confirm that they have read and understood these regulations each time they submit coursework.

6.2.2. Submission of Coursework

6.2.3. Examination Irregularities

6.2.4. During the course of the year you will be submitting work for assessment. You are reminded that all work submitted, as part of the requirements for any examination of the University of London must be expressed in your own words and incorporate your own ideas and judgements. Each time you submit, you will be required to sign to confirm that you have read and understood the following. Plagiarism – this is the presentation of another person's thoughts or words as though they were your own – must be avoided, with particular care in course-work and essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. 'Unconscious plagiarism' or 'unintentional plagiarism' – including an unattributed quotation in your essay is as much an examination offence as deliberate plagiarism and will be dealt with in the same way as any other examination offence. Equally, if you summarise another person's ideas or judgements, you must refer to that person in your text, and include the work referred to in your bibliography. Unless specifically agreed and deemed as a collaborative project by all parties sharing work with other students will be regarded as plagiarism on the part of both the recipient and the originator. Failure to observe these rules may result in an allegation of cheating. You should therefore

consult your tutor or course director if you are in any doubt about what is permissible. Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty. Professional word-processing services, which offer 'correction or improvement of English', should not be used. Students should be aware that work may be submitted to JISC or other available electronic tools for detection.

6.2.5. You are reminded that you may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. For instance, you may not repeat substantially the same material in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent you referring to the same texts; examples or case studies as appropriate, provided you do not merely duplicate the same material.

6.2.6. I acknowledge that I have read the above and I understand that any form of plagiarism is an infringement of University Regulations and that all sources must be correctly acknowledged and referenced. I understand that all course work and essays will be entirely my own work.

6.3. Academic Misconduct Procedures

6.3.1.1. Step One

- If in the judgment of the marker a student has committed an act of academic misconduct that meets the College definition, the work and analytic notes that identify specific concerns should be referred to the Head of Department or the nominated senior academic.
- These concerns must be cited, e.g. from 'Turnitin' or identified source material (issues of style, or impressionistic judgements are not acceptable evidence to justify formal referral to the Chair of the Departmental Board of Examiners).
- Markers should not return coursework, give feedback or discuss the investigation with the student, while the investigation ensues. The marker will appear as a witness at any hearing and students may contend that the case is pre-judged, based on any discussion with the marker. Students will be formally notified in writing at the appropriate points in the process and as soon as it is possible to do so.

6.3.1.2. Step Two

- The Head of Department, or the nominated senior academic, will consider the evidence, (see 'Definitions of level of offence') and if in their view there is a no case to answer the allegation shall be dismissed.
- Otherwise they will write to the student, setting out the allegation relating to the work submitted on the and should recommend that the student contact the Student Union for advice. Students should be made aware that a viva voce or written examination may be arranged for the purpose of establishing the original source of any work submitted. Students should respond to the allegation and submit any extenuating circumstances to be taken in to account if a penalty is imposed.
- The should be completed and returned by the student within 7 days. If the student does not or chooses not to respond by the deadline and does not provide an acceptable reason for the delay, the Head of Department, or nominated senior academic, will proceed with the investigation and any decisions made shall not be invalidated thereby.

6.3.1.3. Step Three

- The Head of Department or the nominated senior academic, other than the Chair of the Board of Examiners, will consider the evidence and student response and decide that either a), b), or c) is the appropriate course of action:
 - there is no case to answer – allegations are dismissed, student informed in writing;
 - academic misconduct has occurred, a minor or technical incidence – no hearing required. The Head of department should:
 - 3.1 meet with the student, a note taker should be present, and issue a written formal warning, that may be considered in the event of any subsequent offences;
 - 3.2 the candidate must be required to read and sign the Academic Misconduct Statement and study the online good academic practice tutorial available on learn.gold, the link and the screenshot is included for information on the 'Academic Misconduct Response Form 3, and;
 - 3.3 require the candidate to resubmit the work within 3-5 days, appropriately referenced without any additional changes to the substance of the submission. If a student fails to submit the amended coursework by the set deadline, it will be considered as non-completion of the module and a mark of zero will be awarded.
- These requirements should be notified to the student in writing on the , the student should sign the form to confirm that they understand the decision and will either:
 - accept the penalty applied and meet the terms of their continued study, or;
 - request a review of the decision at a hearing convened by the Chair of the Board of Examiners or nominated senior academic.
- Investigation appropriate – refers case to a Chair of Board of Examiners or nominated senior academic not already involved in the previous steps of the investigation
- If referred for a hearing, the student should be informed in writing, that they will be invited to attend a hearing by a Chair of a Board of Examiners, or nominated senior academic.

6.3.1.4. Step Four

- The Chair of Board of Examiners, or nominated senior academic, should convene a Hearing Panel as soon as possible.
- The Panel must be comprised of a Chair of Board of Examiners or nominated senior academic, an academic member of staff not previously consulted in the alleged case of academic misconduct, and a notetaker. The Chair of the Board of Examiners must ensure that:
 - the student must receive 7 days notice of the Hearing and be invited to attend in writing;
 - the student be advised that they may bring a supporter, a friend or Student Union Representative, to the Hearing;
 - the students must confirm attendance, if they do not attend and do not provide a reason acceptable to the Chair of Board of Examiners or nominated senior academic, the Hearing will proceed in their absence and shall not be invalidated thereby.
- The Hearing Panel should hear the witness testimony, consider the written evidence and decide whether:
 - there is no case to answer – allegations are dismissed, student informed in writing, or;
 - academic misconduct has occurred and the appropriate penalty should be applied (see 'Suggested tariff of penalties'):
- subtract ten percentage marks from the final mark for the module overall;
- a mark of zero for the element of the module (the retake is penalised);
- a mark of zero for all elements of the module (the retake is penalised);
- the minimum pass mark for the module;
- degree class to be reduced by one class (unless by doing so a pass would be turned into a 'fail');

- degree class to be 'capped' at a certain level;
- suspension from College (an interruption of one academic year);
- a mark of zero be awarded for the module and the Examination Board be instructed to consider the student only for an exit award on the basis of credits already achieved. (where Programme Regulations provide interim awards);
- the student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).
- These requirements should be notified to the student in writing on the , the student should sign the form to confirm that they understand the decision and if appropriate will meet the terms of their continued study.
- Investigations of academic misconduct must be notified to the Head of Registry together with copies of all correspondence.

6.3.1.5. Step 5 – Challenge/Appeal

- Process for consideration of a challenge (with additional evidence) to the outcome of an 'Assessment Misconduct Hearing'.
- A candidate shall have the right to challenge a finding of assessment misconduct, or a penalty imposed by the Chair of a Board of Examiners following a Hearing on one or more of the following grounds:
 - (i) that the proceedings of the Hearing conducted by the Chair of the Board of Examiners were not carried out in accordance with the regulations;
 - (ii) that relevant fresh evidence can be presented which could not reasonably have been, made available to the Hearing conducted by the Chair of the Board of Examiners; NB: Extenuating circumstances e.g. (Medical) are not normally considered as grounds for a challenge;
 - (iii) that there is evidence of prejudice or bias on the part of the person conducting the hearing.
- If a student wishes to challenge the penalty imposed, he or she must submit a challenge in writing to the member of the staff appointed by the Registrar and Secretary to assess cases of this kind, within fourteen days of notification of the decision of the Chair of the Board of Examiners.
- Students shall set out the grounds for challenge with supporting evidence and where the challenge is based on the presentation of fresh evidence, the student shall normally forward the evidence in question or a summary of it, with the challenge.
- The member of staff appointed by the Registrar and Secretary will consider whether the challenge presents valid grounds. A challenge which does not present valid grounds will be dismissed and a completion of procedures letter will be issued by the appropriate office of the central administration.
- If, in the opinion of the member of staff appointed by the Registrar and Secretary, the challenge does present valid grounds, a Challenge Hearing shall be convened.
- A Pro-Warden appointed by the Warden shall hear the challenge together with up to two members of the academic staff who have not previously been involved with the case and who are not from the same Department as the appellant (the Hearing).
- The Chair of the Board of Examiners concerned shall be responsible for providing a Pro-Warden appointed by the Warden with a factual statement of the case together with relevant documentation, as appropriate.
- The member of the staff appointed by the Registrar and Secretary shall act as secretary for the Hearing.

- The Hearing shall be conducted on the basis of a procedure which will be sent to the student in advance.
- The student who has submitted the challenge shall be given at least ten days' notice of the date of the Hearing.
- The student may be accompanied at any such Hearing by a member of staff or a student of the College. The name, address and description of this person shall be submitted in writing to the member of the staff appointed by the Registrar and Secretary not less than two days before the date appointed for the Hearing.
- The member of the staff appointed by the Registrar and Secretary shall provide the appellant, at least five days before the date of the Hearing, with a copy of the statement referred to above.
- The student may make an oral statement in support of his/her challenge at the Hearing.
- The student may, at the discretion of a Pro-Warden appointed by the Warden, call witnesses to attend the Hearing if this is necessary to support the contention that fresh evidence exists which was not available to the Chair of the Board of Examiners.
- A Pro-Warden appointed by the Warden shall normally request a written statement from the Chair of the Board of Examiners whose decision is the subject of the challenge, and the Chair of the relevant Board of Examiners shall normally be given an opportunity to appear at the Hearing.

6.3.2. The Hearing shall decide whether or not the challenge is to be upheld, and if upheld, the action to be taken. If the challenge is not upheld the panel shall confirm the penalty imposed by the Chair of the Board of Examiners.

6.3.3. The decision of the Hearing shall be the final decision of the College.

6.4. **Definitions of Level of Offence**

6.4.1. Minor or Technical:

- Poor referencing
- Incorrect (or an absence of) attribution for copied work inserted in an assignment
- Paraphrasing without adequate attribution

6.4.2. Moderate:

- Ideas or concepts which appear to originate from the student but are in fact the work of others, not fully referenced, cited or otherwise acknowledged as required
- Work that is inappropriately paraphrased or directly quoted without speech marks and is not referenced
- Identical or closely related work and ideas to another assignment previously submitted by the student
- Minor infringement of the examination venue rules (as set out in the conduct of examination rules)

6.4.3. Severe:

- Plagiarism extending to a substantial proportion of the work
- Falsifying some data or evidence
- Cheating in an examination
- Taking notes relevant to the examination in to the examination halls*
- Using an electronic device to access data or calculations in an examination*.

6.4.4. Very Severe:

- Commissioning work from someone else
- Copying the work of another student
- Collusion with other students to produce a piece of work as if it was an individual student's own work
- Falsifying the majority of data or evidence
- Impersonation of a student in an examination

*Unless use of text, notes or electronic devices is permitted in the examination and recorded within the examination paper rubric

6.5. Assessment Misconduct Tariff of Penalties

6.5.1. Undergraduate Policies

Level of offence being considered	First Offence	Repeated Offence
MINOR or TECHNICAL	3.1, 3.2 and 3.3	3.3 and 4.4
MODERATE	3.3 and 4.1	4.5
SEVERE	3.3 and 4.2 or 4.3	4.6 or 4.7
VERY SEVERE	3.3 and 4.3 or 4.4	4.7 or 4.8

6.5.2. Postgraduate Taught Penalties

Level of offence being considered	First Offence	Repeated Offence
MINOR	4.2	4.5
MODERATE	4.3 or 4.4	4.6 or 4.8

SEVERE	4.5 or 4.6	4.9
VERY SEVERE	4.8	4.9

6.5.3. Postgraduate Research Penalties

Level of offence being considered	First Offence	Repeated Offence
MINOR	4.7	4.9
MODERATE	4.7	4.9
SEVERE	4.9	
VERY SEVERE	4.9	

- The number in each cell in the grid refers to the penalties listed in 6.3 '[Academic Misconduct Procedures](#)', steps 3 and 4.

6.6. **Assessment Misconduct Response Form 2**

- [6.6 Assessment Misconduct Response Form 2](#)

6.7. **Assessment Misconduct Response Form 3**

- [6.7 Assessment Misconduct Response Form 3](#)

6.8. **Assessment Misconduct Response Form 4**

- [6.8 Assessment Misconduct Response Form 4](#)

6.9. Hearing Invitation Letter

- [6.9 Hearing Invitation Letter \(Template\)](#)

6.10. Academic Misconduct Process Flow Chart

- [6.10 Academic Misconduct Process Flow Chart](#)

7. Course Unit Degree Information

7.1. Re-entries for Students on Undergraduate Course Unit Degrees

- 7.1.1. If a candidate submits for all elements of assessment for a course but does not achieve an overall pass mark of 35%, he/she will be required automatically to re-enter the course if he/she has passed enough course units to continue or to be classified.
- 7.1.2. Whether the candidate is required to re-enter will be determined by the Board of Examiners based on consideration of whether the failed course unit is a core course unit, a pre-requisite or for other reasons.
- 7.1.3. Where assessment for a module comprises a number of different elements, a student is required to re-sit only those elements in which she/he failed.
- 7.1.4. Unless acceptable extenuating circumstances are established, the mark awarded on the re-entry shall be subject to the re-entry penalty for the whole unit, which is the mean of the actual mark attained and the pass mark.
- 7.1.5. Candidates who are required to re-enter failed courses must re-enter the failed courses as directed by the examiners, as a late summer retake or at the next occasion, when the course would normally be examined. The format of the assessment for re-entries should be in the same format as the original assessment. Retakes will count as one of three permitted attempts (see Appendix 3 for Rules Governing Re-sits).
- 7.1.6. Exceptions:
- except in the instance detailed below, at the discretion of the examiners candidates who achieve a satisfactory standard in all but one examination at Level II may be permitted to proceed to Level III and must re-enter the failed Level II examination at the same time as their first entry to Level III examinations;
 - re-entry students on BA Art Practice, BA Fine Art and BA Textiles who fail Studio Practice may not proceed to Level III.
- 7.1.7. For Level III students, all examinations must be passed in order to be eligible for the award of a degree. Candidates failing to complete are, on their first entry, required to re-enter all examinations except those examined other than by means of written papers or essays and completed on the first occasion to the satisfaction of the Examiners. At any subsequent re-entry all examinations will be re-entered without exception.

7.2. Aegrotat Provisions – Course Unit Degrees

7.2.1. Where a student has completed his/her full period of study but is absent from assessments during his/her final year, through illness or other cause judged sufficient by a Pro-Warden appointed by the Warden, such as death of a near relative, he or she may be considered under the Aegrotat Provisions. Consideration for an award under these provisions must be supported by a medical certificate or other statement on the ground for extenuation which must be submitted as soon as possible and, in any case, within six weeks from the last date of the examination(s) in question.

7.2.2. The examiners shall recommend the award of the degree with a Pass or Honours classification and shall not consider the candidate for the award of an Aegrotat degree if:

- A student has completed the taught element of courses valued at 12 course units;
- And has passed courses to a value of at least 10 course units, at least two of which must have been passed in the final year except that the examiners may, exceptionally and on the approval of a Pro-Warden appointed by the Warden, consider for the award of a degree a candidate who passed in courses to a value of at least nine course units.

7.2.3. The examiners shall not recommend the award of a class of degree higher than the overall level that the student has achieved in the work actually presented. The examiners shall inform the student that he/she may either:

- Accept the award of the classified degree under the Aegrotat provisions or;
- Not accept but re-enter course unit examinations for which he/she is eligible.

7.2.4. A student who has been considered by the examiners as above shall be considered for the award of an Aegrotat degree only if the examiners have been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the examiners, having considered the work which the student has submitted at the examination or in such part of the examination as he/she has attended, if any, records of the student's performance during the period of study, and assessment provided by the student's teachers, shall determine whether evidence has been shown to their satisfaction that, had he/she completed the examination in normal circumstances, the student should clearly have reached a standard (and completed the necessary course units) which would have qualified him/her for the award of the degree. Where the examiners are so satisfied the student shall be informed that he/she may either:

- Accept the award of the Aegrotat degree; or
- Not accept the Aegrotat degree but re-enter course unit examinations for which he/she is eligible with a view to completing the requirements for the award of a degree.

7.2.5. Upon accepting an Aegrotat degree in writing to the Head of Assessments a student shall be informed that the degree has been conferred.

7.2.6. A student who has accepted the award of an Aegrotat degree shall not be eligible thereafter to re-enter for the examination for a classified degree.

7.2.7. A student who chooses not to accept the award of the Aegrotat degree and chooses to re-enter, shall no longer be eligible for the award of the Aegrotat degree.

7.2.8. Aegrotat degrees shall be awarded without distinction or class.

7.2.9. Holders of Aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register *de novo* for a degree under these regulations.

7.3. Progression and Awarding Criteria - Course Unit Degrees

- 7.3.1. Students registered before September 2010
 - 7.3.1.1. Students are normally required to make a valid attempt at a total of 12 course units overall. Full time students taking 4 cu each year and part time students not less than 1½ and not more than 3 cu each year.
 - 7.3.1.2. Full time students are required to have passed courses to a minimum value of 3 cu before proceeding. Part time students normally must pass in new courses to a minimum value of 1½ cu before proceeding to the next year.
 - 7.3.1.3. (students first registered before September 2005 only). When a student has to interrupt because of failure he/she will be required to have passed in courses to a total of at least 3½cu before proceeding to the second year and at least 6½ cu before proceeding to the third year.
 - 7.3.1.4. Care should be taken to ensure that appropriate prerequisites have been successfully completed, i.e., that students have passed particular unit(s) before proceeding. This must be in the Programme Regulations and not just something Departments would like to apply.
 - 7.3.1.5. In the cases of failure the Board of Examiners must make a decision as to whether or not a student is required to re-take a particular unit. If there is course work involved in retaking the implications of attending or not must be considered (see list of letters to be applied).
 - 7.3.1.6. The pass mark for course unit degrees is 35%.
 - 7.3.1.7. In order to graduate students normally must have successfully completed at least ten course units (9 course units for students commencing before 2005) of which at least 3 must be passed in the final year.
 - 7.3.1.8. Guidelines for assessment of Honours are shown in 7.5.
 - 7.3.1.9. Formulaes (G1) are employed to calculate the Final Weighted Averag

7.4. Assessment of Honours – Course Unit Degrees

- 7.4.1. All assessed work should be marked on a percentage scale and the scheme of classification should be as follows:

70%-100% = First

60%- = Upper second

50%- = Lower second

40%- = Third

35%- = Pass

below 35% = Fail

7.4.2. The assessment of a candidate for Honours should be determined from the above scale, the candidate's final weighted average being the first consideration in the classification of the degree, with appropriate weighting for 3 course units from Level I, and 7 course units from Levels II and III. For the purposes of the calculation of the final weighted average mark, the mark on ONE Level I course unit in a European language taken by a candidate in his or her second or final year may count as one of the best 7 course units from Levels 2 and 3.

7.4.3. In addition to the final weighted average, a candidate's entire profile of marks - including those excluded from the calculation of the final weighted average - will be available to Examiners to assist in the classification of the degree.

7.4.4. Candidates whose final weighted average falls within 2% below the borderline either between two classes of Honours or the borderline between an Honours or a Pass degree or the borderline between a Pass degree and failure shall be considered, and who have obtained marks in the higher classification in courses totalling at least 4 course units in value at Levels II and III, must be awarded the higher classification.

7.4.5. Where a student meets the conditions specified in paragraph 4 but has only obtained marks in the higher classification in three course units in value at Levels II and III, the Board of Examiners may consider mitigating circumstances not previously taken into account by examiners, in respect of the student's profile, the higher classification may be awarded.

7.5. Calculation of the Final Weighted Average Mark for Course Unit Degrees for Students Registered from Academic Session 2005/6 up to and Including September 2009.

7.5.1. A programme of study will not have been completed unless:

- a valid attempt has been made at all courses to the value of 12 full course units
- courses to the value of 10 full course units must be passed,
- courses to the value of 3 full course units must be passed in the final year.

7.5.2. The overall average mark M for each candidate is the weighted average of the marks on 10 course-units, comprising:

- the 3 best course-units at Level 1
- the best 3.5 course-units at Level 2
- the best 3.5 course-units at Level 3
- If necessary, marks on one or more failed courses are included.
- The formula weights those marks in the ratio of 1:3:5.

7.5.3. Recommended

7.5.3.1. It is easier to calculate the average using half units where a student's profile contains a mixture of both half and full units. The full units must be converted into half units by counting the mark twice. e.g. a mark of 60 becomes 60 + 60. So that once all units in a level have been converted to half units there are 8 marks and you must choose the best 6 to add together for level one and the best 7 marks from level 2 and 7 at level 3.

- **Step 1:**

Take the marks obtained from the best six half-units (or three full units) in year one; add them up; and commence a running total:

$$63+65+69+67+59+61 = 384$$

○ **Step 2:**

Take the marks obtained from the best seven half-units (or 3.5 full units) in year two;

add them up; multiply the result by three; and add the result to the running total.

$$56+58+64+66+62+54+60 = 420. 420 \times 3 = 1260$$

○ **Step 3:**

Take the marks obtained from the best seven half-units (or 3.5 full units) in year three;

add them up; multiply the result by five; and add the results to the running total.

$$62+62+66+64+60+60+58 = 432. 432 \times 5 = 2160$$

Divide the running total by 62 (which is the weighted total number of half-units counted):

$$\text{i.e } (6 \times 1) + (7 \times 3) + (7 \times 5).$$

$$3804/62 = 61\% \text{ (to the nearest whole number)}$$

The weighted average as calculated by the formula is therefore 61%.