

UNIVERSITY OF ESSEX

PARTNER INSTITUTION: TAVISTOCK AND PORTMAN NHS FOUNDATION TRUST

RULES OF ASSESSMENT FOR TAUGHT MASTERS DEGREES 2018-19

DATE OF ISSUE: SEPTEMBER 2018

APPLICABLE TO: TAUGHT MASTERS DEGREES
 - POSTGRADUATE DIPLOMAS (EXIT AWARD)
 - POSTGRADUATE CERTIFICATES (EXIT AWARD)

1. PREAMBLE

- a) These rules apply to full-time and part-time programmes and should be read in conjunction with the relevant Programme Structure, Programme Specification and module outlines. The module outlines will give details of assessment arrangements. The Programme Structure will identify which modules are core for the Programme.
 - b) A taught module is any assessed component excluding the dissertation. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed. A compulsory module must be taken but can be condoned.
 - c) All Masters degrees can be awarded with Distinction or Merit.
 - d) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.
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2. PASS MARK

- a) The pass mark for all modules is 50. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 is condoned, the credits are not awarded.
 - b) For modules which contain a clinical component with a Pass/Fail outcome, the module can only be passed if the clinical component is completed and passed. If the clinical component is not passed the mark for any coursework component(s) within the module will be recorded, but the module aggregate mark will be zero and any credits for the module will not be awarded.
 - c) For the purposes of these rules taught module averages, the overall weighted average for the taught modules and the mark for the dissertation will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.
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3. PROGRESSION FROM YEAR ONE

- 3.1** In order to progress **from Year One to Year Two** a student must successfully complete all Year One modules, including passing all taught core modules. Students may only be permitted to proceed with failed modules as detailed in 3.3 and 3.5.
- 3.2** For 24 month part-time Masters programmes, a student will only be permitted to progress to Year 2 if they pass a minimum of 15 credits at the first attempt, in addition to passing core modules, unless there are substantiated extenuating circumstances accepted by the Board of Examiners. Where the Board accepts a students' extenuating circumstances, the requirement to pass Year 1 must be satisfied before progressing to Year 2.
- 3.3** If a student does not meet the requirements to progress, they must undertake the necessary reassessment prior to the next academic year in order to fulfil the requirement to progress. The reassessment must be undertaken in accordance with Sections 5, 6, and 7.
- 3.4** If, following reassessment, a student has failed a core module for the Masters degree, but the module is not designated as core for the Postgraduate Diploma and/or the Postgraduate Certificate, then they may be permitted to proceed to the next academic year; however, the student must be informed that they can only be considered for an exit award of a Postgraduate Diploma or a Postgraduate Certificate.
- 3.5** If, following reassessment, a student has failed a core module for the Masters degree, which is also designated as core for the Postgraduate Diploma or Postgraduate Certificate, the student will not be permitted to proceed.
- 3.6** If following reassessment, a student has failed a non-core module, then they may be permitted to proceed to the next academic year. The student must be informed that failure to pass all Year One modules may mean that the student will not be able to achieve the award of a Masters degree. In this instance the student would then be considered for the exit award of either a Postgraduate Diploma or Postgraduate Certificate.
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4. PROGRESSION FROM YEAR TWO

- 4.1** In order to progress **from Year Two to Year Three** a student must successfully complete all Year Two modules, including passing all taught core modules. Students may only be permitted to proceed with failed modules as detailed in 4.3 and 4.5.
- 4.2** If a student does not meet the requirements to progress, they must undertake the necessary reassessment prior to the next academic year in order to fulfil the requirement to progress. The reassessment must be undertaken in accordance with Sections 5, 6, and 7.
- 4.3** If, following reassessment, a student has failed a core module for the Masters degree, but the module is not designated as core for the Postgraduate Diploma and/or the Postgraduate Certificate, then they may be permitted to proceed to the next academic year; however, the student must be informed that they can only be considered for an exit award of a Postgraduate Diploma or a Postgraduate Certificate. A student can be

considered for the award of a Merit or Distinction for an exit award.

- 4.4 If, following reassessment, a student has failed a core module for the Masters degree, which is also designated as core for the Postgraduate Diploma or Postgraduate Certificate, the student will not be permitted to proceed.
- 4.5 If following reassessment, a student has failed a non-core module, then they may be permitted to proceed to the next academic year. The student must be informed that failure to pass all Year Two modules may mean that the student will not be able to achieve the award of a Masters degree. In this instance the student would then be considered for the exit award of either a Postgraduate Diploma or Postgraduate Certificate. A student can be considered for the award of a Merit or Distinction for an exit award.

5. OBSERVATIONS/PLACEMENTS/CLINICAL WORK

- 5.1 If a student has been unable to achieve the stipulated number of hours of observation, placement or clinical work required in order to complete assessment due to circumstances beyond their control then the Board of Examiners will permit one of the following options. Reassessment may only be offered if the student has not already undertaken 60 taught credits in reassessment across the programme (see 7.1(a)).
 - 5.1.1 **If a student will be able to complete the required hours of observation, placement or clinical work and therefore submit the assessment by the end of the Autumn Term of the following academic year** the Board of Examiners will permit the student to defer their first assessment attempt until the end of the Autumn Term. If the module is core the student will not be permitted to proceed to their next year of study.
 - 5.1.2 **If a student is unable to complete the required hours of observation, placement or clinical work and submit the assessment by the end of the Autumn Term of the following academic year due to circumstances beyond their control**, the Board of Examiners will require the student to repeat the module during the following academic year for an uncapped module aggregate. If the module is core the student will not be permitted to proceed to their next year of study.
- 5.2 If a student is permitted to defer the assessment as detailed in 5.1.1 and subsequently fails the assessment, the Board of Examiners will permit the student to undertake their final attempt at assessment. The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners. If the module is core the student will not be permitted to proceed to their next year of study.
- 5.3 If a student is required to repeat the module and subsequently passes the module, the student will be permitted to continue with their studies at the start of the following academic year.
- 5.4 If a student fails the observation, placement or clinical work module on the second attempt no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

6. CLINICAL SUPERVISOR'S REPORT

- 6.1 If a student has not met the requirements of the Clinical Supervisor's Report (CSR) and therefore cannot proceed to undertake the clinical portfolio assessment the following options will be permitted prior to the next meeting of the Board of Examiners. Reassessment may only be offered if the student has not already undertaken 60 taught credits in reassessment across the course (see 7.1a)).
- 6.1.1 **If a student has not completed the required number of clinical hours due to circumstances beyond their control** the first assessment of the Clinical Supervisor's Report will be deferred for a period of ten weeks.
- 6.1.2 **If a student has completed the required number of clinical hours but has not met the Clinical Supervisor Report competencies** the student will be deemed to have failed the first attempt at the Clinical Supervisor's Report. The second attempt at the Clinical Supervisor's Report will be conducted after a period of five weeks.
- 6.2 If the Clinical Supervisor's Report is deferred as detailed in 6.1.1 and takes place after a period of ten weeks the following options will be considered by the Board of Examiners:
- 6.2.1 **If a student has completed the required number of hours and met the Clinical Supervisor's Report competencies** then the student will be permitted to proceed with the clinical portfolio assessment.
- 6.2.2 **If a student has completed the required number of clinical hours but has not met the Clinical Supervisor Report competencies** then the student will be deemed to have failed the first attempt at the Clinical Supervisor's Report. The second attempt at the Clinical Supervisor's Report will be conducted after a further period of five weeks.
- 6.2.3 **If a student has not completed the required number of clinical hours** after the period of ten weeks then the student will be withdrawn from the programme unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- 6.3 If a student has failed the first attempt at the Clinical Supervisor's Report as detailed in 6.1.2 and 6.2.2 the second attempt at the Clinical Supervisor's Report will take place after a period of five weeks. The following options will be considered by the Board of Examiners:
- 6.3.1 **If a student has completed the required number of hours and met the Clinical Supervisor's Report competencies** then the student will be permitted to proceed with the clinical portfolio assessment.
- 6.3.2 **If a student has completed the required number of clinical hours but has not met the Clinical Supervisor Report competencies** then the student will be withdrawn from the programme unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
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7. REASSESSMENT

7.1 Reassessment for taught modules

- a) Students may have a second attempt for module(s) that have been failed, **up to a maximum of 60 taught credits.**
- b) With the exception of the modules mentioned in 7.1.1 below, no second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed.
- c) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) The Board of Examiners will reinstate the module mark for the previous attempt at a failed module if it is higher than the mark for the most recent attempt.

7.1.1 In respect of the programme: **MA/PGDip/PGCert Consulting and Leading in Organisations: Psychodynamic and Systemic Approaches (D10)**

And the following modules:

- **Module 1: Theory 1**
- **Module 2: Consulting and Leading in Practice 1**
- **Module 5: Theory 2**
- **Module 6: Consulting and Leading in Practice 2**

- a) Where a provisional mark for the first attempt at assessment indicates that a student has failed the module, the student will be permitted to undertake the second attempt at reassessment prior to the next meeting of the Board of Examiners.
- b) The marks for the first and second attempts at assessment will be presented to the Board of Examiners to ratify the fail mark of the first attempt and confirm the outcome of the second attempt at reassessment.

7.1.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

7.1.3 Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to an individual assignment/examination for the module that has been failed.

7.1.4 With the exception of reassessment undertaken in accordance with 5.1.2, a student cannot be permitted to repeat a module for an uncapped aggregate mark unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

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

7.2 Re-submission of Dissertations or equivalent

- a) Re-submission of dissertations or equivalent is only permitted in the following circumstances:
 - i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or
 - ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required to achieve a pass does not include any additional experimental or practical work.
 - b) Re-submission is subject to the following conditions:
 - i) A dissertation or equivalent must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;
 - ii) In respect of the programme MA/PGDip/PGCert Consulting and Leading in Organisations: Psychodynamic and Systemic Approaches (D10), students will be permitted to undertake a re-submission of a dissertation prior to the next meeting of the Board of Examiners only in the circumstances as detailed in 7.1.1(a).
 - iii) A dissertation or equivalent which has been re-submitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.
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8. ELIGIBILITY FOR AN AWARD

THE MASTERS DEGREE

Pass

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

- a) Attempt 180 credits at Masters level (level 7) of which 140 must be passed, with the remaining credits condoned, subject to (d).
- b) Pass all the taught core modules and the dissertation or equivalent.
- c) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) Failure with a mark of 40 or more, for up to 40 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50.

8.1 A Pass with Merit or Distinction

8.1.1 Pass with Merit

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

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

8.1.2 Pass with Distinction

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

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

8.2 For students that have been awarded 60 credits of Accreditation of Prior Experiential Learning (AP(E)L), the marks and credit value from these modules will not be included when determining the eligibility and classification of the award of a Masters degree. The eligibility for an award and classification will be determined using only the credits achieved during the Masters degree as follows:

Pass

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

- a) Attempt 120 credits at Masters level (level 7) of which 80 must be passed, with the remaining credits condoned, subject to (d).
- b) Pass all the taught core modules and the dissertation or equivalent.
- c) Pass at least 20 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) Failure with a mark of 40 or more for up to 40 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50.

8.2.1 A Pass with Merit or Distinction

Results for a Pass with Merit or Distinction are calculated by a weighted arithmetic average.

8.2.2 Pass with Merit

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

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

8.2.3 Pass with Distinction

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

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

8.3 THE POSTGRADUATE DIPLOMA and CERTIFICATE

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Masters degree, then the award of either a Postgraduate Diploma or a Postgraduate Certificate will be considered. A student can be considered for the award of Merit or Distinction for an exit award.

The published programme structure will identify which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma. In many cases it will be possible to obtain the necessary credits for a PG Diploma by using dissertation or equivalent credits as well as taught module credits.

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

8.3.1 To be awarded a **POSTGRADUATE DIPLOMA** a student should:

- a) Attempt 120 credits at Masters level (level 7) of which 90 must be passed, with the remaining credits condoned, subject to (d).
- b) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- c) Pass all taught core modules.
- d) Failure with a mark of 40 or more for up to 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.

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

A Pass with Merit or Distinction

Where a student has more than 20 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 credits will be used to calculate the overall weighted average mark.

Pass with Merit

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

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

Pass with Distinction

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

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

8.3.2 To be awarded a **POSTGRADUATE CERTIFICATE** a student should:

- a) Attempt 60 credits at Masters level (level 7) of which 40 must be passed, with the remaining credits condoned, subject to (d).
- b) Pass all taught core modules.
- c) Pass 15 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) Failure with a mark of 40 or more for up to 20 credits, in non-core units may be condoned.

A Pass with Merit or Distinction

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

Pass with Merit

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

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

Pass with Distinction

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

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

9. ASSESSMENT PROCEDURES

9.1 POWERS OF THE BOARD OF EXAMINERS

The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any marks for reassessment presented to the Board, and awarding credit.
- b) Confirming the mark for the dissertation or equivalent, including any mark for resubmission.
- c) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent; and any opportunities for condonement.
- d) Considering each student's marks' profile so that they can be advised on progression and the range of possible award outcomes, including whether it is possible for them to make use of dissertation or equivalent credits.
- e) Considering extenuating circumstances as necessary and their implications for progression and results.
- f) Determining the appropriate award for each student.
- g) Requiring any student whose performance is below that required to progress or achieve an award to withdraw from the University.

9.1.1 An Interim Board of Examiners meeting shall normally be held at the end of the taught module assessment or at the end of a year of study for a part-time programme.

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

9.1.3 Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of Assessment.

9.2 EXTENUATING CIRCUMSTANCES

Extenuating circumstances can only be considered by the Board of Examiners if the student has completed an extenuating circumstances report by the agreed deadline. Except in the case of Extenuating circumstances, the Board of Examiners does not have powers of discretion in relation to the application of the Rules of Assessment.
