

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

Academic Year 2019-2020 Intake

ESSEX PATHWAYS FULL-TIME PRE-SESSIONAL PATHWAY PROGRAMMES

1. Eligibility

To be eligible to successfully complete the required Pre-sessional Pathway Programme and progress onto the chosen UG or PG programme at the University of Essex, students must pass all units of assessment with a minimum mark of 40 (see paragraph 3.1a for exclusions).

2. Approved late submissions and/or make-up tests during the pre-sessional pathway

If a student misses an in-class test and/or does not submit a piece of coursework on time, they are invited to discuss their circumstances with the Pre-sessional Programme Director (or nominee), and they may be given a make-up test during the Pre-sessional Pathway and/or the opportunity to submit the piece of coursework by a re-established deadline. This opportunity is only given once to each student during the Pre-sessional Pathway Programme. Marks are uncapped.

3. If a student does not meet the requirements for progression onto the chosen UG or PG programme at the University of Essex the following rules apply:

3.1 25-week Pre-sessional Academic, Language and Study Skills (PALSS) Programme

- a) The first three introductory units of assessment are an exception to Rule 1 in that students who score below 40 are still eligible to successfully complete the 25-week Pre-sessional Pathway Programme. This is because the skills assessed in these first three units of assessment are assessed again later in the programme. Therefore, where a student has failed any of these three units, they are not required to undertake reassessment. The marks obtained from the first three units of assessment count towards the overall pre-sessional programme mark.
- b) Where a student has failed up to 3 units of assessment, not including the introductory units of assessment mentioned in rule 3.1.a), they will be reassessed in the failed units excluding the introductory units. Marks will be capped at 40.
- c) Where a student has failed 4 or more units of assessment, not including the introductory units of assessment mentioned in rule 3.1.a), they must withdraw from the Pre-sessional Programme.
- d) Where a student has failed the Academic Project, it is not possible to be reassessed and they must withdraw from the Pre-sessional Programme.

3.2 15- and 10-week Pre-sessional Academic, Language and Study Skills (PALSS) Programme

- a) Where a student has failed up to 3 units of assessment, they will be reassessed. Marks will be capped at 40.

- b) Where a student has failed 4 or more units of assessment, they must withdraw from the Pre-sessional Programme.
- c) Where a student has failed the Academic Project, it is not possible to be reassessed and they must withdraw from the Pre-sessional Programme.

3.3 10-week Subject-Specific Pre-sessional Programmes for EBS, CSEE and Law, and 2 +2 EBS Subject-Specific Pre-Sessional Programme

- a) Where a student has failed up to 2 units of assessment they will be reassessed. Marks will be capped at 40.
- b) Where a student has failed 3 or more units of assessment they must withdraw from the Pre-sessional Programme.
- c) Where a student has failed the Academic Project Portfolio, it is not possible to be reassessed and they must withdraw from the Pre-sessional Programme.

3.4 10- and 5-week Pre-sessional English Language (PEL) Programme

- a) Where a student has failed up to 2 units of assessment, they will be reassessed. Marks will be capped at 40.
 - b) Where a student has failed 3 or more units of assessment they must withdraw from the Pre-sessional Programme.
4. If a student fails the reassessment, they will **not** be offered a further reassessment opportunity and will therefore fail the Pre-sessional Programme.

5. Extenuating circumstances

Extenuating circumstances can only be considered by the Board of Examiners if the student has submitted an extenuating circumstances form by the agreed deadline. Except in the case of Extenuating Circumstances, the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

6. Appeals

The normal right of a student to appeal against the decision of a Board of Examiners shall apply.

NOTES

- i. The University's guidelines in dealing with extenuating circumstances shall apply. Substantial extenuating circumstances in relation to attendance will be considered.
- ii. Students may lose marks if they do not submit on time; this is because some assignments have built-in marks which are awarded or withheld based on meeting the deadline.
- iii. For students who are allowed to submit late and/or take a late test for uncapped marks in a unit of assessment (as per Rule 2 on page 1) Note ii will not apply to that unit of assessment.

- iv. Reassessment tasks will be tailored to the coursework item failed (e.g. listening/reading comprehension, essay correction, oral presentation).
 - v. If a student achieves a mark less than 40 for one or more units of assessment during the Pre-sessional Pathway Programme, they cannot be offered reassessment until the Board of Examiners meets at the end of September.
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SENATE JULY 2018