

# UNIVERSITY OF ESSEX ONLINE

## UNDERGRADUATE RULES OF ASSESSMENT

### Academic Year 2021-22

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**A. *In respect to all University of Essex Online awards offered by Kaplan Open Learning, and in addition to the University of Essex rules***

A.1. Students will be considered under the Rules that are current at the time the Exam Board meets.

**In the event that a student does not complete a module they have started**

A.2. With the first two weeks of a module, a student may ‘reverse start’:

A.2.1. Students may only exercise the opportunity to ‘reverse start’ once per module. The incomplete module will not be treated as a Fail.

A.2.2. Marks earned in the first 2 weeks of the module cannot be re-instated when the module is started for a second time. Work submitted during the first period of study cannot be re-submitted when the module is restarted.

A.2.3. For modules with a work based project, it will be at the module leader’s discretion, taking into account the student’s employment situation, whether or not an entirely new project needs to be used when the module is started for a second time.

A.3. Where the student has completed more than two weeks of study or a Leave of Absence has not been agreed, marks for the module will be considered by the Board of Examiners in the normal way.

A.4. In addition to the standard rules of progression

A.4.1. In the event that a student does not submit work in at least 50% of the assessment for the module in a minimum of 30 credits in any 12-month period of study, and there are no substantiated extenuating circumstances, the student will be required to withdraw from the course.

A.4.2. Students that complete level 4 or 5 (level One or Two) and wish to proceed to the next level (level 5 - level Two, or level 6 - Final level) at the earliest opportunity and before the next scheduled examination board may commence the next level on a provisional basis subject to the following conditions being satisfied:

- a. All level 4 modules (to proceed to level 5), or all level 5 modules (to proceed to level 6) must have been completed and the internal examiners must be satisfied that the provisional marks would ensure that the student will meet the requirements to progress.

b. At least 60 credits have previously been approved by an examination board.

If, after the examination board has met, the student has not met the requirements to progress, the student's higher level studies will be suspended pending successful completion of the preceding level (level One or level Two). If any higher level credits have already been completed they may be presented to the board at which the completed lower level credits will be considered.

A.4.3. Where the provisional mark for an attempt at assessment indicates that the student has failed the module, the student would be permitted to undertake reassessment prior to the next meeting of the Board of Examiners. All marks, including marks for initial attempts at assessment and following reassessment will be ratified by the earliest scheduled Board of Examiners following completion of the reassessment.

A.4.4 Where a student has two outstanding failed modules, they may not enrol onto a third module until they have successfully completed all resubmission work. Once the internal examiners are satisfied that the student has achieved a pass mark for the reassessed work the student may enrol onto a new module.

If, after the examination board has met, the student has not met the requirements to progress, the student's studies will be suspended pending successful completion of the module(s).

## **SECTION B -**

### **3. *Honours Degrees***

#### **3.1 PROGRESSION**

#### **Progression from Level One**

##### **3.1.4 In order to progress from Level One to Level Two students must:**

a) achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next Level of study in the circumstances set out in section 3.1.7]

**and**

b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

In order to be awarded a **Distinction** in Level One, students must meet at least one of the following criteria:

- Achieve an overall level mark of 70,  
or;
- Achieve 60 credits at 70 or more, with an overall level mark of at least 68.

##### **3.1.5 If a student does not meet the requirements to progress:**

- a) where the student has failed a **module with a score of 20 or above**, they must undertake the necessary reassessment prior to the next academic Level in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.
- b) where the student has failed a **module with a score of below 20** they must repeat the module prior to the next academic Level, in order to fulfil the requirements to progress. The module aggregate mark will be capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.

**3.1.6 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student.**

- a) Where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment, prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.  
**or**
- b) -Where a student has failed a module with a score of below 20, they must repeat the module prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.  
**or**
- d) where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University.  
**or**
- e) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where they were required to take compulsory reassessment and they undertook none of the reassessment; or
  - where a student cannot complete their studies within the maximum period.
- f) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- g) In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

**3.1.7 Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- a) Where a student has not had three attempts at the assessment for the failed module(s), the Board will offer the student the choice of either undertaking reassessment in Level One or proceeding to Level Two carrying the fail(s).
- b) Where a student has already had three attempts at the assessment for the failed module(s) the Board will permit the student to proceed to Level Two carrying the fail(s).
- c) Students will not be permitted to transfer to a course which regards the failed modules as core.
- d) Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Level.

## **Progression from Level Two**

**3.1.8 In order to progress from Level Two to the Final Level (Level Three) students must:**

- a) achieve 120 credits at level 5 or above [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it will be possible for a student to progress to the next Level of study following reassessment in the circumstances set out in section 3.1.12]:

- where only 90 credits have been passed at Level One, 120 credits must be passed in Level Two.

- where 120 credits have been passed at Level One, a minimum of 90 credits must be passed in Level Two. [NB if only 90 credits are passed at Level Two, then 120 credits must be passed in Level Three (Final Level)]

**and**

- a) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

## **3.1.9**

**If a student does not meet the requirements to progress:**

- a) where the student has failed **a module with a score of 20 or above**, they must undertake the necessary reassessment prior to the next academic Level, in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.
- b) where the student has failed **a module with a score of below 20**, they must repeat the module prior to the next academic Level, in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;

- where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.
- d) in line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

in line with exit awards as detailed in Appendix A, if 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.  
in line with exit awards as detailed in Appendix A.

in line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:

- 225 credits have been achieved, including a minimum of 120 at level 5

**and**

- all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed .

### 3.1.10

**When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

- a) Where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment, prior to the next academic Level, in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.

**or**

- b) Where a student has failed a module with a score of below 20, they must repeat the module prior to the next academic Level, in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.

**or**

- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:

- where the Level mark is **below 20**;
- where they were required to take compulsory reassessment and they undertook none of the reassessment; or
- where a student cannot complete their studies within the maximum period.

**or**

- e) where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University.

**or**

- f) in line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

in line with exit awards as detailed in Appendix A, if 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.

in line with exit awards as detailed in Appendix A.

in line with exit awards as detailed in Appendix A, if 240 credits have been attempted (including a minimum of 120 at level 5 or above), and 225 have been passed, the student will be considered for the award of a Diploma in Higher Education. If the student has not passed the level 5 work-based learning credits (work placement credits), an award of a Diploma of Higher Education will be considered if:

- 225 credits have been achieved, including a minimum of 120 at level 5

**and**

- all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed .

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

**Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules and has passed 120 credits at Level One, or has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules and has passed 105 credits at Level One, the Board will treat the fail in the following way:**

- a) Where a student has not had three attempts at the assessment for the failed module the Board will offer the student the choice of either undertaking reassessment in Level Two or proceeding to Level Three carrying the fail. Where a student has already had three attempts at the assessment for the failed module the Board will permit the student to proceed to Level Three carrying the fail.

### **3.2 ELIGIBILITY FOR AN AWARD (Final Level)**

**3.2.1 For the award of an Honours degree, a total of 360 credits must be attempted, of which 330 credits must be passed.** However, Boards of Examiners will offer one voluntary reassessment attempt in all failed final Level modules no later than the next Board of Examiners, provided the student has not already had three attempts at the assessment for the module. The module aggregate mark will be capped at 40.

#### **3.2.2 To be eligible for an Honours degree, students must <sup>2</sup>:**

- a) attempt 120 credits in the final Level and pass at least 90 credits at level 6:
- where 30 credits have been failed across Level One and Level Two, 120 credits must be passed in Level Three (final Level);

- where 15 credits have been failed across Stage One and Stage Two, a minimum of 105 credits must be passed in Level Three (Final year)
- a total of 210 credits must be passed across level 2 and final level;
- where 120 credits have been passed at both Level One and Level Two, a minimum of 90 credits at level 6 must be passed in Level Three (Final Level);

**and**

- b) pass all core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

### **3.2.3 Students progressing from Foundation degrees or Diplomas of Higher Education to the final Level of Honours degrees, or being admitted directly to the final Level of Honours degrees**

- a) For the award of an Honours degree for students with a University of Essex Foundation Degree or Diploma of Higher Education, a minimum of 105 credits must be passed in Level Two (the final Level of the Foundation degree or Diploma of Higher Education). A minimum of 210 credits must be passed over Level Two and Level Three (Final Level) combined. 90 credits must be passed at level 6.
- b) For the award of an Honours degree for students with a level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, 120 credits must be passed in Level Three (Final Level). 90 credits must be passed at level 6.
- c) For the award of an Honours degree for students admitted directly to the Final Level, 120 credits must be passed in Level Three (Final Level). 90 credits' worth of which must be passed at level 6.

### **3.2.4 If a student does not meet the requirements for an Honours degree<sup>1</sup>:**

- a) where the student has failed **a module with a score of 20 or above**, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- b) where the student has failed a module with a score of below 20 they must repeat the module, with the module aggregate mark capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.

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<sup>1</sup> Boards of Examiners will offer a voluntary reassessment opportunity to Final Level students who have met the requirements to graduate with an honours degree but have failed Final Level module(s), provided the students have not already had three attempts at the assessment for the module. In cases where students have not met the requirements to graduate the Board of Examiners will specify the minimum volume of compulsory reassessment that is required, and will offer a voluntary reassessment opportunity in the other failed Final Level modules.

- d) if 240 credits (including a minimum of 120 at level 5 or above) have been attempted, and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

**3.2.5 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module, and no more than one opportunity to take exams without attendance). Where appropriate the Board will offer more than one option to the student:**

- a) where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.

**or**

- b) Where a student has failed a module with a score of below 20, they must repeat the module. The module aggregate mark will be capped at 40

**or**

- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:

- where the Level mark is **below 20**;
- where they were required to take compulsory reassessment and they undertook none of the reassessment; or
- where a student cannot complete their studies within the maximum period.

**or**

- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module (Boards cannot offer more than one opportunity to take exams without attendance), they would be required to withdraw from the University.

**or**

- e) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire Level for uncapped marks. In such cases the marks achieved at the end of the repeat Level will stand.

### **3.3 AWARD CLASSIFICATION FOR HONOURS DEGREES**

- 3.3.1** A student's degree class is based upon Level Two and Level Three marks. Level Two and Level Three marks are weighted 40 and 60 respectively and combined to give the Degree Mark.

**3.3.2 First Class Honours** will be awarded to a candidate who has:

- *Either* a Degree Mark of 70 or more; *or*
- 120 credits at 70 or more and a Degree Mark of at least 68.

**Upper Second Class Honours** will be awarded to a candidate who has:

- *Either* a Degree Mark of 60 or more; *or*
- 120 credits at 60 or more and a Degree Mark of at least 58.

**Lower Second Class Honours** will be awarded to a candidate who has:

- *Either* a Degree Mark of 50 or more; *or*
- 120 credits at 50 or more and a Degree Mark of at least 48.

**Third Class Honours** will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 3.2 above) but who does not qualify for any other class of degree.

**3.3.3 For students progressing from a University of Essex Foundation degree or Diploma of Higher Education<sup>2</sup> to the final Level of a University of Essex Honours degree**, the marks from Level Two of the Foundation degree are used in the calculation of the Honours degree. Level marks from Level Two of the Foundation degree and from the final Level of the Honours degree are weighted 40 and 60 respectively to give the Degree Mark. The degree class is calculated in accordance with the normal rules for Three Year Honours degrees (see 3.3.2 above).

**3.3.4 For students given direct entry into the Final Level or for students progressing from Foundation degrees at other institutions into the Final Level of a University of Essex Honours degree**, Final Level marks only will be used in calculating the Degree Mark. The degree class is calculated in the following way:

- **First Class Honours** will be awarded to a candidate who has:  
*Either* a Degree Mark of 70 or more; *or*  
60 credits at 70 or more and a Degree Mark of at least 68
- **Upper Second Class Honours** will be awarded to a candidate who has:  
*Either* a Degree Mark of 60 or more; *or*  
60 credits at 60 or more and a Degree Mark of at least 58
- **Lower Second Class Honours** will be awarded to a candidate who has:  
*Either* a Degree Mark of 50 or more; *or*  
60 credits at 50 or more and a Degree Mark of at least 48
- **Third Class Honours** will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 3.2 above) but who does not qualify for any other class of degree.

## SECTION C

**In respect to all University of Essex Online Foundation degrees offered by Kaplan Open Learning**

## Progression from Level One

### C.1 In order to progress from Level One to Level Two students must:

- a) achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next Level of study in the circumstances set out in section 3.1.7]
- and**
- b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

### C.2 If a student does not meet the requirements to progress:

- a) where the student has failed **a module with a score of 20 or above**, they must undertake the necessary reassessment prior to the next academic Level in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.
- b) where the student has failed **a module with a score of below 20** they must repeat the module prior to the next academic Level, in order to fulfil the requirements to progress. The module aggregate mark will be capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.

### C.3 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student.

- a) Where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment, prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.
- or**
- b) Where a student has failed a module with a score of below 20, they must repeat the module prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.
- or**
- d) where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University.

**or**

- e) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student has undertaken none of the required reassessment;
  - where a student cannot complete their studies within the maximum period.
- f) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- g) In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

**C.4 Following reassessment, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- a) Where a student has not had three attempts at the assessment for the failed module(s), the Board will offer the student the choice of either undertaking reassessment in Level One or proceeding to Level Two carrying the fail(s).
- b) Where a student has already had three attempts at the assessment for the failed module(s) the Board will permit the student to proceed to Level Two carrying the fail(s).
- c) Students will not be permitted to transfer to a course which regards the failed modules as core.
- d) Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Level.

**ELIGIBILITY FOR AN AWARD (Final Level of Foundation Degree)**

**C.5** For the award of a Foundation degree, 240 credits must be attempted, of which 225 credits must be passed.

**C.6.** To be eligible for a foundation degree students must:

- a) attempt 120 credits in the final Level and pass at least 105 credits at level 5 or above:
  - where only 105 credits passed at Level One, 120 credits must be passed in the Final Level
  - where 120 credits have been passed at Level One, a minimum of 105 credits must be passed in the Final Level.

**and**

- b) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

**C.7. If a student does not meet the requirements for a Foundation degree:**

- a) where the student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- b) where the student has failed a module with a score of below 20 they must repeat the module, with the module aggregate mark capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is below 20;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.
- d) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- e) In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

**C.8. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module, and no more than one opportunity to take exams without attendance). Where appropriate the Board will offer more than one option to the student<sup>3</sup>:**

- a) where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- or**
- b) Where a student has failed a module with a score of below 20, they must repeat the module. The module aggregate mark will be capped at 40.
- or**
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
    - where the Level mark is **below 20**;
    - where a student has undertaken none of the required reassessment;
    - where a student cannot complete their studies within the maximum period.
- or**
- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module (Boards cannot offer more than one opportunity to take exams without attendance), they would be required to withdraw from the University.
- or**
- e) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
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In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire Level for uncapped marks. In such cases the marks achieved at the end of the repeat Level will stand.

## **AWARD CLASSIFICATION FOR FOUNDATION DEGREES**

**C.9** Foundation degree awards are classified on the completion of Level Two, using an arithmetic average of Level Two marks only (weighted according to the credit weighting of the modules) as follows:

### **Distinction will be awarded to a candidate who has:**

- Either a Level Two mark of 70 and over; or
- 60 credits at 70-or more and a Level Two mark of at least 68.

### **Merit will be awarded to a candidate who has:**

- Either a Level Two mark of 60 and over; or
- 60 credits at 60 or more and a Level Two mark of at least 58.

### **Pass will be awarded to a candidate who has:**

- A Level Two mark of 40 and over

### **Fail**

- A Level Two mark of less than 40-

*SECTION D*

*In respect to all University of Essex Online Diplomas of Higher Education offered by Kaplan Open Learning*

**PROGRESSION**

**Progression from Level One**

**D.1. In order to progress from Level One to the Final Level students must:**

- a) achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next Level of study in the circumstances set out in section 3.1.7]

**and**

- b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

**D.2. If a student does not meet the requirements to progress:**

- a) where the student has failed **a module with a score of 20 or above**, they must undertake the necessary reassessment prior to the next academic Level in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.
- b) where the student has failed **a module with a score of below 20** they must repeat the module prior to the next academic Level, in order to fulfil the requirements to progress. The module aggregate mark will be capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:

- where the Level mark is **below 20**;
- where a student was absent from all examinations which were due to be sat in the most recent examination period;
- where a student cannot complete their studies within the maximum period.

**D.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student.**

- a) Where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment, prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.

**or**

- b) Where a student has failed a module with a score of below 20, they must repeat the module prior to the next academic Level, in order to fulfil the requirement to progress. Marks will be capped at 40.

**or**

- c) where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University.

**or**

- d) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student has undertaken none of the required reassessment;
  - where a student cannot complete their studies within the maximum period.
- e) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- f) In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

**D.4. Following reassessment, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- a) Where a student has not had three attempts at the assessment for the failed module, the Board will offer the student the choice of either undertaking reassessment in-Level One or proceeding to the final Level carrying the fail.
- b) Where a student has already had three attempts at the assessment for the failed module the Board will permit the student to proceed to-the Final-Level carrying the fail.
- c) Students will not be permitted to transfer to a course which regards the failed modules as core.
- d) Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Level.

**ELIGIBILITY FOR AN AWARD (Final Level of Diploma of Higher Education)**

**D.5.** For the award of a Diploma of Higher Education (DipHE), 240 credits must be attempted, of which 225 credits at level 4 or above must be passed, including a minimum of 105 credits at level 5 or above.

**D.6.** To be eligible for a Diploma of Higher Education students must:

- a) attempt 120 credits in the final Level and pass at least 105 credits at level 5 or above:
  - where only 105 credits passed at Level One, 120 credits must be passed in the Final Level
  - where 120 credits have been passed at Level One, a minimum of 105 credits must be passed in the Final Level.

**and**

- b) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

**D.7. If a student does not meet the requirements for a Diploma of Higher Education:**

- a) where the student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- b) where the student has failed a module with a score of below 20 they must repeat the module, with the module aggregate mark capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is below 20;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.
- d) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.  
In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

**D.8. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module, and no more than one opportunity to take exams without attendance). Where appropriate the Board will offer more than one option to the student<sup>4</sup>:**

- a) where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.

**or**

- b) Where a student has failed a module with a score of below 20, they must repeat the module. The module aggregate mark will be capped at 40.

**or**

- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is **below 20**;
  - where a student has undertaken none of the required reassessment;
  - where a student cannot complete their studies within the maximum period.

**or**

- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module (Boards cannot offer more than one opportunity to take exams without attendance), they would be required to withdraw from the University.

**or**

- e) In line with exit awards as detailed in Appendix A, if 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

In line with exit awards as detailed in Appendix A, if 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire Level for uncapped marks. In such cases the marks achieved at the end of the repeat Level will stand.

## **AWARD CLASSIFICATION**

**D.9** A Diploma of Higher Education (DipHE) is unclassified for students who achieve a Diploma as an exit award from a Bachelor's Degree. The student will receive a transcript of marks.

**D.10** For students who registered for the a Diploma of Higher Education (DipHE) at the outset, a Diploma of Higher Education is classified on the completion of Level Two, using an arithmetic average of Level Two marks only (weighted according to the credit weighting of the modules) as follows:

### **Distinction will be awarded to a candidate who has:**

- Either a Level Two mark of 70 and over; or
- 60 credits at 70 or more and a Level Two mark of at least 68

### **Merit will be awarded to a candidate who has:**

- Either a Level Two mark of 60 and over; or
- 60 credits at 60 or more and a Level Two mark of at least 58

### **Pass will be awarded to a candidate who has:**

- A Level Two mark of 40 and over

### **Fail**

- A Level Two mark of less than 40

## **SECTION E:**

### **In respect to all University of Essex Online Certificates of Continuing Education offered by Kaplan Open Learning**

#### **ELIGIBILITY FOR AN AWARD**

##### **E.1 To be eligible for a Certificate of Continuing Education (Cert HE) students must:**

- a) pass 60 credits at level 4
- and**
- b) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

##### **E.2 If a student does not meet the requirements for a Certificate of Continuing Education:**

- a) where the student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- b) where the student has failed a module with a score of below 20 they must repeat the module, with the module aggregate mark capped at 40.
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
  - where the Level mark is below 20;
  - where a student was absent from all examinations which were due to be sat in the most recent examination period;
  - where a student cannot complete their studies within the maximum period.

##### **E.3 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module, and no more than one opportunity to take exams without attendance). Where appropriate the Board will offer more than one option to the student:**

- a) where a student has failed a module with a score of 20 or above, they must undertake the necessary assessment. The module aggregate mark will be capped at 40.
- or**
- b) Where a student has failed a module with a score of below 20, they must repeat the module. The module aggregate mark will be capped at 40.
- or**
- c) where a student has no substantiated extenuating circumstances, they must withdraw from the University in either of the following situations:
    - where the Level mark is **below 20**;
    - where a student has undertaken none of the required reassessment;
    - where a student cannot complete their studies within the maximum period.

**or**

- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module (Boards cannot offer more than one opportunity to take exams without attendance), they would be required to withdraw from the University.

Note: An undergraduate Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt. This will not apply where students are repeating an entire Level for uncapped marks. In such cases the marks achieved at the end of the repeat Level will stand.

#### **E.4 AWARD CLASSIFICATION**

A Certificate of Continuing Education is unclassified. The student will receive a transcript of marks.

#### **SECTION F:**

##### **LLB (Hons) Law**

- F1 In addition to the standard Rules of Assessment applicable to the LLB students, there are also rules set by the Solicitors Regulation Authority and Bar Standards Board which set the criteria for obtaining a qualifying law degree (QLD). Students wishing to undertake professional practice in Law are recommended to refer to these when making decisions on progression between levels of a degree in cases where they have been offered the chance to proceed to the next level carrying failed credits.

F2 **Foundations of Legal Knowledge**

All LLB degrees at the University of Essex Online are designed to enable students to meet the requirements of the Solicitors Regulation Authority (SRA) and the Bar Standards Board (BSB) for a Qualifying Law Degree (QLD) by including the "Foundations of Legal Knowledge" (As set out in Schedule Two to the Joint Statement on the Academic Stage of Training, 1999, produced as Appendix One of the Academic Stage Handbook, version 1.4 2014) across a range of modules. A student who obtains an LLB who has passed all modules in which the Foundations of Legal Knowledge are covered will automatically obtain a Qualifying Law Degree. A student who obtains an LLB degree but who has not passed all modules in which the Foundations of Legal Knowledge are covered will not obtain a Qualifying Law Degree, but may be permitted to take further re-assessment for professional purposes after graduation.

F3 **In respect of all LLB courses**

- a) Where students have met the requirements for graduating with an honours degree, having progressed carrying a fail in no more than one 30-credit Foundations of Legal Knowledge module, or no more than two 15 credit Foundations of Legal Knowledge modules, under the circumstances envisaged in paras 3.1.4, 3.1.7, 3.1.8 or 3.1.10 of the undergraduate Rules of Assessment, students may, at the first available opportunity after graduation, choose to retake, for professional purposes, the failed module, or modules. Students should be aware that such a retake would solely be for satisfying the requirements to pass the academic stage of professional legal training, and **does not in any way affect** the marks or degree classification previously awarded or ratified by the Board of Examiners.
- b) Students undertaking a resit for professional purposes will be assessed in accordance with the syllabus and reassessment mechanisms for the relevant module in operation at the time the reassessment is taken.

- c) As reassessment for professional purposes does not form part of the assessment for a degree, marks in modules which have been reassessed for professional purposes are not capped at 40.

**SENATE JULY 2019**

## Appendix A: Validated undergraduate courses and exit awards on University of Essex Online programmes delivered by Kaplan Open Learning

<b>Programme</b>	<b>Maximum Period of Study</b>	<b>Award</b>
<b>Business &amp; Management</b>		
Business and Marketing	9 Years	BA (Hons)
DipHE Business and Marketing CertHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Marketing	6 years	DipHE
CertHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Management	9 Years	BA (Hons)
DipHE Business and Management CertHE Business and Management Cert of Continuing Education (un-named)		Exit
Business and Management	6 Years	DipHE
CertCE Business & Management Cert of Continuing Education (un-named)		Exit
Business and Management	3 Years	CertHE
Cert CE Business Studies		Exit
Business Studies	2 Years	Cert CE
<b>Psychology</b>		
Psychology	9 Years	BSc
Dip HE Psychology Cert HE Psychology Cert CE Psychology		Exit
Psychology	6 Years	DipHE
Cert HE Psychology Cert CE Psychology		Exit
Psychology	3 Years	CertHE
Cert CE Psychology	2 Years	Cert CE
Psychology	2 Years	CertCE
Criminal Psychology	9 Years	BSc (Hons)
Dip HE Criminal Psychology Cert HE Criminal Psychology Cert CE Psychology Cert CE Criminal Psychology		Exit
Cert HE Criminal Psychology	3 Years	Cert HE
Cert CE Psychology Cert CE Criminal Psychology		Exit
Business Psychology	9 Years	BSc (Hons)
Dip HE Business Psychology Cert HE Business Psychology Cert CE Psychology Cert CE Business Psychology		Exit
Business Psychology	3 Years	Cert HE
Cert CE Business Psychology Cert CE Psychology		Exit
Business Psychology	2 Years	Cert CE

<b>Criminology</b>	Maximum Period of Study
Criminology and Criminal Justice	9 Years BA (Hons)
DipHE Criminology and Criminal Justice CertHE Criminology and Criminal Justice Cert CE Criminology and Criminal Justice	Exit
Criminology and Criminal Justice	6 Years DipHE
CertHE Criminology and Criminal Justice Cert CE Criminology and Criminal Justice	Exit
Criminology and Criminal Justice	3 Years Cert HE
Cert CE Criminology and Criminal Justice	Exit
Criminology and Criminal Justice	Cert CE
Criminal Justice (Top up award)	9 Years BA (Hons)
Criminal Justice (Police)	6 Years FdA
Cert HE Criminal Justice Cert of Continuing Education (un-named)	Exit
<b>Law</b>	
Law	9 Years LLB (Hons)
DipHE Law CertHE Law CertCE Law	Exit
Law	6 Years DipHE
CertHE Law CertCE Law	Exit
Law	3 Years Cert HE
<i>CertCE Law</i>	<i>Exit</i>
Law	2 Years CertCE
Law with Business	9 Years LLB (Hons)
Dip HE Law with Business Cert HE Law with Business Cert CE Law	Exit
Law with Business	3 Years Cert HE
<i>CertCE Law</i>	Exit
Law with Criminology	9 Years LLB (Hons)
Dip HE Law with Criminology Cert HE Law with Criminology Cert CE Law	Exit
Law with Criminology	3 Years Cert HE
<i>CertCE Law</i>	Exit
Law with Psychology	9 Years LLB (Hons)
Cert CE (unnamed) Cert HE (unnamed) Dip HE (unnamed)	Exit
Law with Psychology	Cert HE
CertCE (unnamed)	Exit
<b>Health</b>	
Healthcare Management	9 Years BSc
DipHE Healthcare Management Cert HE Healthcare Management Cert CE Healthcare Management	Exit
Cert HE Healthcare Management	3 Years Cert HE
Cert CE Healthcare Management	Exit
Cert CE Healthcare Management	2 Years Cert CE

**NOTES RELATING TO MAXIMUM PERIOD OF STUDY**

- The maximum period of study is set from the date when the student is enrolled onto the first module that contributes towards a University of Essex Online course. Transfers of course are still included in the original maximum period. Unless there are exceptional reasons, periods of intermission will still count towards the original maximum period, with the exception of transfers between courses of different lengths. In these cases the maximum period will be adjusted in line with the maximum periods of study for the new course - increasing for students transferring to a longer programme and reducing for students transferring to a shorter programme.
- Students who progress from a University of Essex Online Foundation Degree or DipHE to the final stage of a University of Essex Online course, will commence a new maximum period of study. The maximum period of study for students who start a BA in the final Stage of the course (level 6 modules only) is three years.

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