

UNIVERSITY OF ESSEX

PARTNER INSTITUTION: NORTHWEST UNIVERSITY

UNDERGRADUATE RULES OF ASSESSMENT

Applied to cohorts which entered from 2017-2018 onwards

APPLICABLE TO: BSc Electronic Systems Engineering

1. PREAMBLE

- a) These rules of assessment apply to the BSc Electronic Systems Engineering programme, which is delivered collaboratively between the University of Essex and Northwest University in China. They should be read in conjunction with the relevant Course Structure, Programme Specification and module outlines. The Course Structure will identify which modules are core.
- b) The course is delivered over an extended time frame of 4 years (48 months), with students undertaking their first 3 years of study in China (NQF Levels 4 and 5), then attending their final year of study at the University of Essex (NQF Level 6). The following credits are completed in each Year of study:
- **Year 1** (12 months) – 60 credits at NQF Level 4
 - **Year 2** (12 months) – 45 credits at NQF Level 4 + 30 credits at NQF Level 5
 - **Year 3** (12 months) – 15 credits at NQF Level 4 + 90 credits at NQF Level 5
 - **Year 4** (12 months) – 120 credits at NQF Level 6
- c) Due to the extended timeframe of course delivery the normal length of the programme is 4 years, with the maximum period of study permitted being 6 years.
- d) The Northwest University academic year comprises of two twenty-week terms, running from approximately the beginning of September until the middle of January (Term 1), and the beginning of March to the middle of July (Term 2) each year. Term dates vary slightly each year due to Chinese New Year, which may impact on the exact timing of examination boards. For Year 3 of the programme Term 2 will finish at the end of May.

- e) Northwest University operates two main exam periods, the first at the beginning of January and the other at the beginning of the July. Examinations for modules being delivered by University of Essex staff at Northwest University during Term 1 will take place in January. Examinations for modules being delivered by University of Essex staff at Northwest University during Term 2 will take place in July. Re-assessment ordinarily takes place in the first two weeks of each term, normally in March and September. An exam period is scheduled in May for Term 2 modules for students in year 3 of the programme. Reassessment following this will then be offered in August.
- f) When the Board of Examiners meets the following marks will be considered:
- Marks for all students who have completed a Term/Year but have not progressed to the next Term/Year or undertaken reassessment. In this case the Board of Examiners will apply their principles as set out in Section 7 to confirm re-assessment options or requiring them to withdraw from the Joint Programme.
 - Marks for all students who have progressed to the next Term/Year or undertaken re-assessment prior to the Board of Examiners meeting.
 - Marks for all modules delivered at Northwest University by staff from the University of Essex.
 - Marks for all modules delivered at Northwest University by staff at Northwest University contributing to the degree programme. These marks will be moderated by staff at the University of Essex and presented to the Board of Examiners for ratification. The marks will be subject to a grade conversion which will be carried out prior to marks being entered into the University of Essex student record system for consideration by the Board of Examiners.
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- g) Three University of Essex examination boards will be held each year in February, June and August. There will also be a resit board in September. The following results will be considered at each board:
- **February:** All term 1 results and all available reassessment for all students
 - **June:** All term 2 results and all available reassessment for students due to progress to Essex
 - **August:** All term 2 results and all available reassessment for all other students
 - **September:** All available reassessment for students due to progress to Essex

2. PROGRESSION THROUGH YEAR ONE TO YEAR TWO

- 2.1** In order to progress from Year 1 to Year 2 students must achieve 60 credits at NQF Level 4.
- 2.2** Where the student has a fail mark below 40 in a maximum of 30 credits, they must undertake the first reassessment attempt in the failed module(s). The student will be offered one or more of the re-assessment options set out in Section 7.1.1.
- 2.3** Where the student has a fail mark below 40 in more than 30 credits overall, they are required to meet the requirements to progress before commencing Year 2. They must undertake the first re-assessment attempt in the failed module(s). The student will be offered one or more of the re-assessment options set out in Section 7.1.3.
- 2.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the joint programme in any of the following situations:
- where the Year mark is below 20%.
 - where a student has undertaken none of the required assessment in the most recent period.
 - where a student cannot complete their studies within the maximum period.

Following the first reassessment attempt:

- 2.5** If the student has still failed a maximum of 30 credits, the Board of Examiners will offer the following option to the student (where appropriate):
- a) To undertake the third and final attempt by taking one of the reassessment options as set out in Section 7.1.4.
- 2.6** If the student has failed more than 30 credits, the Board of Examiners will require the student to undertake the third and final reassessment attempt by taking one of the options set out in Section 7.1.6.
- 2.7** Where a student has no substantiated extenuating circumstances, the Board of /Examiners will require the student to withdraw from the joint programme in any of the following situations:
- where the Year 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.

- 2.8** Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for the module, and the credits cannot be condoned in accordance with Section 6, the Board of Examiners will require the student to be withdrawn from the joint programme.

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. The reassessment must be attempted in order for a higher mark to be reinstated.

3. PROGRESSION THROUGH YEAR TWO TO YEAR THREE

- 3.1** In order to progress from Year 2 to Year 3 students must have achieved 135 credits across NQF Levels 4 and 5 (across Years 1 and 2 of their course).
- 3.2** Where the student has failed **a maximum of 30 credits**, they must undertake the first reassessment attempt in the failed module(s). The student will be offered one or more of the reassessment options set out in Section 7.1.1
- 3.3** Where the student has failed **more than 30 credits**, they are required to meet the requirements to progress before commencing to Year 3. They must undertake the first reassessment attempt in the failed module (s). The student will be offered one or more of the reassessment options set out in Section 7.1.3.
- 3.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the joint programme in any of the following situations:
- where the Year mark is below 20%.
 - where a student has undertaken none of the required assessment.
 - where a student cannot complete their studies within the maximum period.

Following the first reassessment attempt:

- 3.5** If the student has still failed a **maximum of 30 credits**, the Board of Examiners will offer the following options to the student (where appropriate):
- a) to undertake the third and final attempt by taking one of the reassessment options as set out in Section 7.1.4.
 - b) to proceed to the next term/year with the failed credits condoned. Credits can only be condoned as set out in Section 7.1.4 c-d and Section 6.

- 3.6** If the student has failed **more than 30 credits**, the Board of Examiners will require the student to undertake the third and final reassessment attempt by taking one of the options set out in Section 7.1.6.
- 3.7** Where a student has no substantiated extenuating circumstances, the student must withdraw from the joint programme in any or the following situations:
- where the Year mark is below 20%;
 - where a student was required to take compulsory reassessment and undertook none of the reassessment;
 - where a student cannot complete their studies within the maximum period.
- 3.8** Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for the module, and the credits cannot be condoned in accordance with Section 6, the Board of Examiners will require the student to be withdrawn from the Joint Programme.

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. The reassessment must be attempted in order for a higher mark to be reinstated.

4. PROGRESSION THROUGH YEAR THREE TO YEAR FOUR

- 4.1** In order to progress from Year 3 to Year 4 students must have achieved 240 credits across NQF Levels 4 and 5 (in Years 1-3 of their course).
- 4.2** Where the student has failed **a maximum of 30 credits**, they must undertake the first reassessment attempt in the failed modules. The student will be offered one or more of the re-assessment options set out in Section 7.1.2.
- 4.3** Where the student has failed **more than 30 credits**, they are required to meet the requirements to progress before commencing to Year 4. They must undertake the first re-assessment attempt in the failed module (s). The student will be offered one or more of the re-assessment options set out in Section 7.1.3.
- 4.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the joint programme in any of the following situations:
- where the Year mark is below 20%;
 - where a student was required to take compulsory reassessment and undertook none of the reassessment;

- where a student cannot complete their studies within the maximum period.

4.5 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.

Following the first reassessment attempt:

4.6 If the student has still failed a **maximum of 30 credits**, the Board of Examiners will offer the following options to the student:

- a) to undertake the third and final attempt by taking one of the reassessment options as set out in Section 7.1.5.
- b) to proceed to the next term/year with the failed credits condoned. Credits can only be condoned as set out in Section 6.

4.7 If the student has failed **more than 30 credits**, the Board of Examiners will require the student to undertake the third and final assessment attempt by taking one of the options set out in Section 7.1.6.

4.8 Where a student has no substantiated extenuating circumstances, the student must withdraw from the joint programme in any of the following situations:

- where the Year mark is below 20%.
- where a student was required to take compulsory reassessment and undertook none of the reassessment;
- where a student cannot complete their studies within the maximum period.

4.9 Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for the module, and the credits cannot be condoned in accordance with section 6, the Board of Examiners will require the student to be withdrawn from the Joint Programme.

4.10 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. 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 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. The reassessment must be attempted in order for a higher mark to be reinstated.

5. FINAL YEAR (YEAR 4) – ELIGIBILITY FOR AN AWARD

Once in the final year of the course, students will be assessed using the University of Essex Rules Of Assessment for Three-Year Honours degrees. A student's degree class is based upon Level 5 and Level 6 marks which are weighted 40% and 60% respectively and combined to give the Degree Mark.

6. CONDONING FAILS

- 6.1** Northwest University students are only able to condone a maximum of 30 failed credits in non-core modules during their period of study. Opportunities for condoning Year 1 modules will not be considered until Year 2 study has been completed.
- 6.2** Following re-assessment, where a student has a fail mark below 40 in **a maximum of 30 credits** of non-core modules, the Board will treat the fails 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 the module before progressing to the next year or proceeding to the next year 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 next term carrying the fail.
- 6.3** Credits can only be condoned if reassessment has been attempted. Where a student has undertaken none of the required assessment and has no substantiated extenuating circumstances, they will be withdrawn from the joint programme.
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7. REASSESSMENT OPTIONS

- 7.1** The following reassessment options are available to Northwest University students:

First attempt at reassessment:

7.1.1 Where a Year 1 or Year 2 student has failed a maximum of 30 credits, the Board of Examiners may offer the following reassessment options:

- a) Progress to the next term and undertake the necessary reassessment in the failed module(s) alongside the modules for the term, at the next available reassessment opportunity. The module aggregate for the reassessed module(s) will be capped at 40%.
- b) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.

7.1.2 Where a student has failed a maximum of 30 credits, and is in Year 3 of the course, the Board of Examiners will offer one or more of the following reassessment options:

- a) Where a student has failed a maximum of 30 credits at the February Exam Board, they can progress to the next term and undertake the necessary reassessment in the failed module(s) alongside the modules for the spring term, at the next available reassessment opportunity. The module aggregate for the reassessed module(s) will be capped at 40%.
- b) Where a student has failed a maximum of 30 credits at the June Exam Board, they are to undertake reassessment at the next available opportunity during the current academic year over the Summer period. The module aggregate for the reassessed module(s) will be capped at 40%.
- c) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.

7.1.3 Where the student has failed more than 30 credits, the Board of Examiners may offer the following reassessment options:

- a) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.
- b) Suspend progression to the next term and repeat the previous year of study for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.

After the first reassessment attempt:

7.1.4 Where a student has failed a maximum of 30 credits, and is in Year 1 or Year 2 of the course, the Board of Examiners may offer one or more of the following reassessment options:

- a) Progress to the next term and undertake the necessary reassessment in the failed module(s) alongside the modules for the next term. The module aggregate for the reassessed module(s) will be capped at 40%.
- b) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.
- c) Condone up to 30 failed non-core credits (only permitted in accordance with Section 6).
- d) Condone 15 failed non-core credits (only permitted in accordance with Section 6) and undertake one of the reassessment options listed above.

7.1.5 Where a student has failed a maximum of 30 credits, and is in Year 3 of the course, the Board of Examiners may offer one or more of the following reassessment options:

- a) Where a student has failed a maximum of 30 credits at the February Exam Board, they are to progress to the next term and undertake the necessary reassessment in the failed module(s) alongside the modules for the spring term, at the next available reassessment opportunity. The module aggregate for the reassessed module(s) will be capped at 40.
- b) Where a student has failed a maximum of 30 credits at the June Exam Board, they are to undertake reassessment at the next available attempt during the current academic year over the Summer period. The module aggregate for the reassessed module(s) will be capped at 40.
- c) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.
- d) Where a student has failed a maximum of 30 credits at the June or September Exam Board, they can condone up to 30 non-core credits (permitted in accordance with section 6) and progress to the next academic year. No further reassessment opportunity will be permitted in the condoned module(s).
- e) Where a student has failed a maximum of 30 credits at the June Exam Board, they can condone 15 failed non-core credits (only permitted in accordance with section 6) and undertake one of the reassessment options listed above. No further reassessment opportunity will be permitted in the condoned module.

7.1.6 Where a student has failed more than 30 credits, the Board of Examiners may offer one of the following reassessment options:

- a) Suspend progression to the next term and repeat the failed module(s) with attendance for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the

repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.

- b) Suspend progression to the next term and repeat the previous year of study for uncapped module marks the following year. At the February board, where reassessment includes a final attempt, this can be attempted prior to the repeat year. The results of this reassessment will be considered at the August board. Therefore, the final attempt will not be carried into the Repeat Year.
- c) Condone up to 30 non-core credits (only permitted in accordance with Section 6) and undertake one of the reassessment options listed above.
- d) Condone 15 failed non-core credits (only permitted in accordance with Section 6) and undertake one of the reassessment options listed above.

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