

UNIVERSITY OF ESSEX

PARTNER INSTITUTION: TAVISTOCK AND PORTMAN NHS FOUNDATION TRUST

**RULES OF ASSESSMENT FOR GRADUATE CERTIFICATES 2017-2018
(where offered as a standalone award)**

DATE OF ISSUE: JULY 2016

1. PREAMBLE

- a) These rules apply to full-time and part-time study 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 Course.
 - b) 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) 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 of the Graduate Certificate is 40. Credits are only awarded if the module is passed. In cases where failure with a mark of 35-39 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 and the overall weighted average for the taught modules -will be rounded to the nearest whole number – i.e. 39.5 will count as 40, 39.4 as 39.
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3. OBSERVATIONS

- 3.1** Where applicable, if a student has been unable to achieve the required number of hours of observation for a module, which in certain circumstances may have prevented the student from completing the assessment, then the Board of Examiners may defer the decision.
- 3.2** The student will be required to complete the outstanding observation hours and the assessment for the module, during the next academic year.

- 3.3** Any outstanding hours of observation and assessment must be completed and passed within two academic years of the student starting the module or the module will be failed.
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4. REASSESSMENT

4.1 Second attempts at the assessment for taught modules

- a) Students may have a second attempt for module(s) that have been failed, **up to a maximum of 40 taught credits across the course.**
- b) 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 40, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) The 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.

4.1.1 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.

4.1.2 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. A student cannot be permitted to retake a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

5 ELIGIBILITY FOR AN AWARD

5.1 THE GRADUATE CERTIFICATE

5.1.1 Pass

To be awarded a pass in the Graduate Certificate a student should:

- a) Subject to (e), obtain 60 credits.
 - b) Pass all the taught core modules.
 - c) Obtain 40 credits at level 6 and the remaining credits at level 5.
 - d) Pass 20 credits at the first attempt.
 - e) Failure with a mark of 35 or more for up to 20 credits in non-core taught modules, will be condoned provided the overall weighted average for the course is 40.
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6 ASSESSMENT PROCEDURES

6.1 POWERS OF THE BOARD OF EXAMINERS

The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any resit marks presented to the Board, and awarding credit.
- b) Confirming any opportunities for second attempts at the assessment for modules.
- c) Considering extenuating circumstances as necessary and their implications for results.
- d) Determining the appropriate award for each student.
- e) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

6.1.2 A Board of Examiners Meeting shall normally be held at the end of the taught module assessment.

6.2 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. When substantiated extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

6.3 EXAMINATION BOARD DISCRETION

Except in the case of extenuating circumstances (see 6.2 above), the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

Approved Senate July 16