

UNIVERSITY OF ESSEX

RULES OF ASSESSMENT FOR PART-TIME POSTGRADUATE DIPLOMAS

2023-24

(where offered as a stand-alone award)

SCHOOL OF HEALTH AND SOCIAL CARE

Postgraduate Diploma Leadership in Health and Care (Apprenticeship)

1 PREAMBLE

- a) These rules apply to the part-time (24 months) Postgraduate Diploma Apprenticeship programme named above. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and online Module Directory entries. The Module Directory will give detail 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 or equivalent. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.
- c) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.

2 PASS MARK

- a) The pass mark for all components of the Postgraduate Diploma 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 however the module mark will still be used to calculate the overall weighted average for the taught modules and the overall weighted average.

- b) 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. 49.5 will count as 50, 49.4 as 49.

3 PROGRESSION

A student will only be permitted to progress to Year Two if they pass a minimum of 15 credits at first attempt, in addition to passing core modules. These requirements must be met before progressing to Year Two, even where there are extenuating circumstances accepted by the Board of Examiners.

4 ELIGIBILITY FOR AN AWARD THE POSTGRADUATE DIPLOMA

Pass

To be awarded a pass in the 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 all the taught core modules;
- 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 30 credits in non-core taught modules will be condoned provided the overall weighted average for the programme is 50.

4.1 A Pass with Merit or Distinction

4.1.1 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.

4.1.2 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.

4.2 THE POSTGRADUATE CERTIFICATE

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

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a Postgraduate Certificate.

The pass mark for all Postgraduate Certificate modules is 50.

4.2.1 To be awarded a pass in the **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 extenuating circumstances accepted as valid by the Board of Examiners;
- d) Failure with a mark of 40 or more for up to 20 credits, in non-core

modules, 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.

5 REASSESSMENT

- a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 60 taught module credits.
- 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 50, unless there are extenuating circumstances accepted as valid 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.

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

5.2 Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed. A student cannot be permitted to repeat a module unless there are extenuating circumstances accepted as valid by the Board of Examiners.

5.3 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. The timing of the reassessment will depend on the student's year of study and what type of modules they have failed.

- a) Students who fail modules in Year One will be required to undertake reassessment at the first available opportunity, in accordance with the overall limit on the volume of reassessment of 60 credits as set out in rule 5a. Reassessment will normally be undertaken during the summer vacation of Year One where students either:
 - i. have failed a core module;
 - ii. have failed a module with a mark below 40;
 - iii. have failed more than 40 credits' worth of non-core modules with marks in the 40-49 range.

Students who undertake reassessment across the summer should note that the limit on the overall volume of reassessment in taught modules for the whole award is only 60 credits, as set out in rule 5a. This means, for example, that if students undertake 40 credits of reassessment in Year One they will only have 20 credits' worth of reassessment available in Year Two.

- b) Students in Year One who have still failed modules after reassessment across the summer in Year One will only be permitted to proceed with their studies if they meet the following criteria:
- i. have passed at least 15 credits at the first attempt;
 - ii. have passed all core modules taken so far;
 - iii. still have enough new credits to study in Year Two to be able to aim for an exit award without further reassessment in the failed modules, unless there are extenuating circumstances accepted as valid by the Board of Examiners which permit another assessment attempt.
- c) Following a failed reassessment attempt across the summer of Year One, where further reassessment is permitted in some or all failed modules due to extenuating circumstances which have been accepted as valid by the Board, the options offered by the Board of Examiners will be as follows:
- i. In the case of failed core modules, or where students have not passed 15 credits at the first attempt, to undertake reassessment without attendance but not to proceed to Year Two until they have been passed.
 - ii. In the case of failed non-core modules, and where students have passed 15 credits at the first attempt:
 - To delay proceeding to Year Two and to undertake reassessment without attendance; **OR**

- To proceed to Year Two and carry forward a maximum of 15 failed non-core credits into Year Two and undertake reassessment at the earliest opportunity offered by the School during Year Two. Carrying forward the reassessment in failed credits is called trailing.
- d) Where students have not met the requirements to proceed to Year Two, and no further reassessment can be offered, they will be required to withdraw but will be considered for an exit award based only on the credits achieved up to that point.
- e) Students from Year One who are permitted by the Board to trail reassessment in modules into Year Two due to extenuating circumstances, will have their reassessment marks in the trailed modules considered alongside their Year Two marks, which will make a progression decision. Where the trailed modules are failed again, students will not be given another attempt at the assessment unless there are extenuating circumstances accepted as valid by the Board of Examiners which permit another assessment attempt.

6 ASSESSMENT PROCEDURES

6.1 POWERS OF THE BOARD OF EXAMINERS

A Board of Examiners Meeting shall be held with the purpose of:

- a) Confirming the taught module marks achieved, including any marks for reassessment presented to the Board, and awarding credit;
- b) Confirming any opportunities for reassessment for modules and any opportunities for condonement;
- c) Confirming that the requirements for progression to Year Two have been achieved;

- d) Considering extenuating circumstances as necessary and their implications for results;
- e) Determining the award of any Postgraduate Diploma or Certificate;
- f) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

6.2 EXTENUATING CIRCUMSTANCES

If you submit Extenuating Circumstances and they are accepted as valid, the Board of Examiners may be able to offer additional assessment opportunities, such as reassessment for uncapped module marks or voluntary reassessment, in line with the Extenuating Circumstances [Policy](#) and [guidelines](#). When extenuating circumstances are accepted, the Board of Examiners will use its discretion to determine what if any action should be taken in accordance with the powers set out in the Policy. Except in the case of accepted extenuating circumstances, Boards of Examiners do not have powers of discretion in relation to the application of the Rules of Assessment.

End

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