

University of Essex

Rules of Assessment for Part-Time Taught Masters Degrees delivered by Portobello Institute, Ireland 2024-25

MA Inclusive Education and SEN	PG01527/ MA X161PB	Part-time (24 months)
MA Early Childhood Studies	PG01526/ MA C81APB	Part-time (24 months)

1. Preamble

a) These rules apply to part-time (24 months) Master's programmes. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and Module Outlines all available on the Course Information page of the Portobello online Learner Environment. The Module Outlines will give details 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. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

c) All Master's degrees can be awarded with Distinction or Merit.

d) 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 modules of the Master's degree 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, the overall weighted average for the taught modules and the mark for the dissertation or equivalent will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

3. Progression

3.1 Progression to Year 2

A student will only be permitted to progress to Year 2 if they pass a minimum of 30 credits at the first attempt, in addition to passing core modules. These requirements must be met before progressing to Year 2, even where there are extenuating circumstances accepted by the Board of Examiners.

4. Eligibility for an Award

4.1 The Master's Degree

4.1.1 Pass

To be awarded a pass in the Master's a student should:

a) Attempt 180 credits at Master's level (level 7) of which 150 must be passed, with the remaining credits condoned, subject to (d).

b) Pass all the taught core modules and the dissertation or equivalent.

c) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

e) Failure with a mark of 40 or more for up to 30 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50.

4.1.2 Pass with Merit or Distinction

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.

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 Diploma and Certificate

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

The published programme structure specifies which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma. In many cases it will be possible to obtain the necessary credits for a PG Diploma by using dissertation or equivalent credits as well as taught module credits.

Dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

4.2.1 To be awarded a **POSTGRADUATE DIPLOMA a student should:**

a) Attempt 120 credits at Master's level (level 7) of which 90 must be passed, with the remaining credits condoned, subject to (d).

- b) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- c) Pass all taught core modules.

d) Failure with a mark of 40 or more for up to 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.

Credits obtained for the dissertation or equivalent can normally be used when considering whether a Postgraduate Diploma can be awarded, provided that the above criteria have been met.

Pass with Merit or Distinction

Where a student has more than 120 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 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 Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 70 or more.

4.2.2 To be awarded a **POSTGRADUATE CERTIFICATE** a student should:

- a) Pass 60 credits at Master's level (Level 7)
- b) Pass all taught core modules.

Pass with Merit or Distinction

Where a student has more than 60 credits, the best credits compatible with the structure for a 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

5.1 Reassessment for taught modules

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 substantiated extenuating circumstances accepted by the Board of Examiners.

d) The Board of Examiners will reinstate the module mark for the previous attempt at a failed module if it is higher than the mark for the most recent attempt.

5.1.2 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.

5.1.3 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.

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

5.1.5 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.

5.1.5 a) Students who fail modules in Year 1 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 rules 5.1a. Reassessment will normally be undertaken where students either:

i) have failed a core module.

ii) have failed a module with a mark below 40.

iii) have failed more than 30 credits' worth of non-core modules with marks in the 40-49 range.

Where students have failed a maximum of 30 non-core credits with marks in the 40-49 range, they can choose either to undertake the reassessment at the earliest opportunity, or wait until after the Final Exam Board when the dissertation or equivalent outcome is known.

Students who fail modules from Year 2 onwards can choose either to undertake the reassessment at the earliest opportunity, or wait until after the Final Exam Board when the dissertation or equivalent outcome is known, as it might be possible to have these failed credits condoned without needing reassessment.

Students who choose to undertake reassessment at the earliest opportunity, 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 5.1a. This means, for example, that students who take 30 taught credits of reassessment in Year 1, will have a further 30 credits' worth of reassessment available in Year 2.

5.1.5 b) October Start Students in Year 1 who have still failed modules after reassessment will only be permitted to proceed with their studies if they meet the following criteria:

- i) have passed at least 30 credits at the first attempt.
- ii) have passed all core modules taken so far.
- iii) still have enough new credits to study in Year 2 to be able to aim for an exit award without further reassessment in the failed modules, unless there are extenuating circumstances accepted by the Board of Examiners which permit another assessment attempt.

5.1.5 c) October Start students: Following a failed reassessment attempt for Year 1 modules where further reassessment is permitted in some or all failed modules due to extenuating circumstances which have been accepted 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 30 credits at the first attempt, to undertake reassessment without attendance but not to proceed to Year 2 until they have been passed.
- ii) In the case of failed non-core modules, and where students have passed 30 credits at the first attempt:
 - To delay proceeding to Year 2 and to undertake reassessment without attendance; **OR**,
 - To proceed to Year 2 and delay reassessment until after the Final Exam Board when the dissertation or equivalent outcome is known; **OR**,
 - To proceed to Year 2 and carry forward a maximum of 30 failed non-core credits into Year 2 and undertake reassessment at the earliest opportunity offered during Year 2. Carrying forward the reassessment in failed credits is called trailing.

5.1.5 d) February Start Students in Year 1 who have still failed spring semester modules after reassessment **OR** have failed autumn semester modules will only be permitted to proceed with their studies if they meet the following criteria:

i) have passed at least 30 credits at the first attempt.

ii) have passed all core modules taken so far.

iii) still have enough new credits to study in Year 2 to be able to aim for an exit award without further reassessment in the failed modules, unless there are extenuating circumstances accepted by the Board of Examiners which permit another assessment attempt.

5.1.5 e) February Start students: Following a failed reassessment attempt for Year 1 spring semester modules, where further reassessment is permitted in some or all failed modules due to extenuating circumstances which have been accepted by the Board, **OR** where an autumn semester module has been failed, 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 30 credits at the first attempt, to undertake reassessment without attendance but not to proceed to Year 2 until they have been passed.

ii) In the case of failed non-core modules, and where students have passed 30 credits at the first attempt:

- To delay proceeding to Year 2 and to undertake reassessment without attendance; **OR**,

- To proceed to Year 2 and delay reassessment until after the Final Exam Board when the dissertation or equivalent outcome is known; **OR**,

- To proceed to Year 2 and carry forward a maximum of 30 failed non-core credits into Year 2 and undertake reassessment at the earliest opportunity offered during Year 2. Carrying forward the reassessment in failed credits is called trailing.

5.1.5 f) Where students have not met the requirements to proceed to Year 2, 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.

5.1.5 g) Students from Year 1 who are permitted by the Board to trail reassessment in modules into Year 2 due to extenuating circumstances, will have their reassessment marks in the trailed modules considered alongside their Year 2 marks at an Exam Board, 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 by the Board of Examiners which permit another assessment attempt.

5.1.5 h) Students who fail modules from Year 2 onwards can choose either to undertake the reassessment at the earliest opportunity or wait until after the Final

Exam Board when the dissertation or equivalent outcome is known. The limit on the overall volume of reassessment in taught modules for the whole award is only 60 credits, as set out in rule 5.1a.

5.2 Re-submission of Dissertations or equivalent

a) Re-submission of dissertations or equivalent is only permitted in the following circumstances:

i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; **OR**,

ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required to achieve a pass does not include any additional experimental or practical work.

b) Re-submission is subject to the following conditions:

i) A dissertation or equivalent must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;

ii) A dissertation or equivalent which has been re-submitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

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 marks for reassessment presented to the Board, and awarding credit.

b) Confirming the mark for the dissertation or equivalent, including any mark for resubmission.

c) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent; and any opportunities for condonement.

d) Considering each student's marks' profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation or equivalent credits.

e) Considering extenuating circumstances as necessary and their implications for results.

f) Determining the appropriate award for each student.

g) Determining whether a student can progress to the second year.

h) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

6.1.1 A Board of Examiners Meeting shall normally be held at the end of each semester.

6.1.2 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 at the earliest opportunity and/or, in the final year, waiting until the final board when the dissertation or equivalent outcome is known.

6.1.3 Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of Assessment.

7. EXTENUATING CIRCUMSTANCES (MITIGATING CIRCUMSTANCES)

If you submit Extenuating Circumstances (also referred to as Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the Portobello Online Learner Environment. 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

Document Review Information	
Document owner	Assessment Team
Document author	Assessment Team
Document last reviewed by	Deanna Walker
Date last reviewed	23/09/2024
Review frequency	Annually