

University of Essex

**Kaplan Higher Education UK (Essex) Limited
(Formerly called Kaplan Open Learning)**

Rules of Assessment for Part-Time Postgraduate Certificates 2025-2026

(where offered as a stand-alone award)

1 Preamble

a) These rules apply to part-time Masters programmes delivered by the University of Essex Online. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Outlines will give detail of assessment arrangements. The Programme Structure will identify which modules are core for the Programme.

b) A core module must be taken as part of the programmes 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.

d) Students will be considered under the Rules of Assessment that are current at the time that the Board of Examiners meets.

In respect to all University of Essex awards offered by Kaplan Higher Education UK (Essex) Limited and in addition to the University of Essex rules;

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

A.1. Within the first two weeks of a module, a student may 'reverse start':

A.1.1. Students may only exercise the opportunity to 'reverse start' once per module. The incomplete module will not be treated as a Fail.

A.1.2. Marks earned in the first two 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.1.3. 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.2. 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.3. In addition to the standard rules of progression:

A.3.1. 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.3.2. 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.3.3 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).

2 Pass Mark

- a) The pass mark for all modules of the postgraduate certificate 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.
- b) For the purposes of these rules taught module averages will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

3 Eligibility for an Award

The Postgraduate Certificate

Pass

- a) Attempt 60 credits at Masters Level (Level 7) of which 40 must be passed, with the remaining credits condoned, subject to (c).
- b) Pass all taught core modules.
- c) Failure with a mark of 40 or more for up to 20 credits, in non-core modules, may be condoned.

3.1 A Pass with Merit or Distinction

3.1.1 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.

3.1.2 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 Reassessment

- a) Students who have failed any taught module will have one opportunity to undertake reassessment in that module.
- b) 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.
- c) 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 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.

4.2 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 permitted by the Board of Examiners because of substantiated extenuating circumstances.

5 Assessment Procedures

5.1 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, including resubmission of the dissertation or equivalent; and any opportunities for condonement.
- 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.

5.2 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

Senate July 2019 and June 2025

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