

**UNIVERSITY OF ESSEX  
GRADUATE SCHOOL**

**RULES OF ASSESSMENT FOR GRADUATE CERTIFICATES 2010/11  
(where offered as a stand-alone award)**

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**1. PREAMBLE**

These rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Directory will give detail of assessment arrangements. The Programme Structure will identify which modules are core for the Course.

A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

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**

The pass mark for all modules of the Graduate Certificate is 40.

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. ELIGIBILITY FOR AN AWARD**

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 45 credits at level 6 and the remaining credits at level 5.
  - (d) Pass 15 credits at the first attempt.
  - (e) Failure with a mark of 35 or more for up to 15 credits in non-core taught modules, will be condoned provided the overall weighted average for the course is 40.
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**4. SECOND ATTEMPTS**

- (a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 30 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 and is subject to departmental arrangements (see below).
- (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 mark for the second attempt will count even where it is lower than the original mark.

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.

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 retake a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

When a student is required to resubmit work as a result of an academic offence, this should count as a second attempt. This meaning that the student would not be eligible for a merit or distinction. If the student fails the module after having had this reassessment opportunity s/he should not be permitted further reassessment.

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## **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 to date, 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 award of any Graduate Certificate;
- (e) Requiring any student whose performance is below that required to achieve an award to withdraw.

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

### **5.2 EXTENUATING CIRCUMSTANCES**

Extenuating circumstances can only be considered by the Examination Board 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 above rules where this is necessary to achieve a fair result.

### **5.3 DISCRETION**

Except in the case of extenuating circumstances (see 5.2 above), the Board of Examiners should restrict its use of discretion to exceptional circumstances. Where the Board of Examiners agrees to exercise its discretion the reasons must be documented as part of the Examination Board report, setting out the decision taken and the reason for exercising discretion, and a copy sent to the Graduate School.

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**End**