

## **RULES OF ASSESSMENT FOR INITIAL TEACHER EDUCATION AWARDS 2016-2017**

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These rules should be read in conjunction with the relevant Programme Specification and Programme Structure and reference should be made to the University's Principles of the University of Essex Framework and the Framework for University of Essex undergraduate courses.

Reference to a "stage" is defined as the time during which a trainee studies half the course modules, and at the end of which an exam board will offer a reassessment opportunity or award, except in the case of full-time trainees, for whom reassessment opportunities or an award will be made at the end of the one-year course.

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### **REQUIREMENTS FOR TEACHING PRACTICE**

In addition to the specified credits outlined below, trainees must:

- satisfactorily complete the required number of teaching observations
- provide evidence of completion of the minimum number of teaching hours to satisfy the requirements of the relevant professional body
- comply with the fitness to practice requirements of statutory regulating bodies for the teaching profession at each stage of the course

### **OTHER REQUIREMENTS**

In addition to the specified credits outlined below, trainees must:

- pass **ALL elements** of assessment at 40%

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## **RULES OF ASSESSMENT**

### **1 ASSESSMENT**

**1.1** Credit is awarded in recognition of achieved learning at module level. Achievement of the minimum assessment criteria for the module, as defined in the award's programme specification, is required to achieve credit. A pass mark of 40% is required to achieve credit. A module is allocated credit on the basis of the module aggregate mark rounded to the nearest whole number, with marks of .5 being rounded.

### **1.2 For accelerated delivery route**

Trainees who complete stage 1 and need to proceed to stage 2 before the next scheduled examination board may commence stage 2 on a provisional basis subject to the following condition being satisfied:

- a) All stage 1 modules must have been completed and internal examiners are satisfied that the provisional marks would ensure that the trainee will achieve 60 credits

## **2 PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION**

### **2.1 Continuation for part-time delivery**

In order to progress from stage 1 to stage 2 of the Professional Graduate Certificate in Education trainees must:

- a) achieve 60 credits at level 5 or 6  
and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours  
and
- c) pass all elements of assessment at 40%

### **2.3 Eligibility for an Award**

For the award of a Professional Graduate Certificate in Education trainees must:

- a) achieve 120 credits at level 5 and 6 (with a maximum of 60 at level 5)  
and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours  
and
- c) pass all elements of assessment at 40%

## **3. CERTIFICATE IN EDUCATION**

### **3.1 Continuation for part-time delivery**

In order to progress from stage 1 to stage 2 of the Certificate in Education trainees must:

- a) achieve 60 credits at level 4 or above  
and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours  
and
- d) pass all elements of assessment at 40%

### **3.2 Eligibility for an Award**

For the award of a Certificate in Education trainees must:

- a) achieve 120 credits at level 4 or above  
and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours  
and
- c) pass all elements of assessment at 40%

## **4 CERTIFICATE OF CONTINUING EDUCATION IN TEACHING LITERACY/NUMERACY AND ESOL**

### **4.1 Eligibility for an award**

For the award of a Certificate of Continuing Education trainees must

- a) achieve 60 credits at level 4 or above  
and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours  
and
- c) pass all elements of assessment at 40%

## **5 REASSESSMENT**

If a trainee does not meet the requirements for the stage of study/award:

- a) where the trainee has a mark of 39% or below in any element of assessment, with a module score of 20% or above, he/she must resubmit the required coursework elements before proceeding to the next academic stage/in order to meet the requirements for the award. The module aggregate mark will be capped at 40%.
- b) where the trainee has failed a module with a score of below 20%, he/she must repeat the necessary modules, before proceeding to the next academic stage/in order to meet the requirements for the award. The module aggregate mark will be capped at 40%.
- c) where a trainee has submitted no coursework for any modules with no substantiated extenuating circumstances, he/she must withdraw from the University.
- d) Boards may offer no more than three attempts for each element of assessment.

**5.1 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the trainee.**

- a) to repeat the stage of study for uncapped course marks  
or
- b) to undertake the necessary reassessment at the next available opportunity, with marks capped at 40%  
or
- c) where the trainee has not met the requirements to proceed/for the award having had three opportunities to undertake the assessment for a module, he/she would be required to withdraw from the University.  
or
- d) where the stage mark is below 20%, or where a trainee has submitted no coursework with no substantiated extenuating circumstances, to withdraw from the University.

Note: An undergraduate exam board 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. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

**6 AWARD CLASSIFICATION**

**6.1** The Certificate in Education and Professional Graduate Certificate in Education awards are classified on the completion of 120 credits of study. Year marks from first and final periods of study are weighted 40% and 60% respectively, and calculated using an arithmetic average of all module marks as follows:

70 % and above	Distinction
60-69%	Merit
40-59%	Pass
Below 40%	Fail

**6.2** The Certificate of Continuing Education is unclassified. The trainee will receive a transcript of marks.

**7 ASSESSMENT PROCEDURES**

**7.1 POWERS OF BOARD OF EXAMINERS**

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

- (a) Confirming the results achieved to date, including any resubmission results presented to the board and awarding credit.
- (b) Confirming any opportunity for reassessment.
- (c) Considering extenuating circumstances as necessary and their implications for results.

- (d) Determining the award of Professional Graduate Certificate in Education, Certificate in Education or Certificate of Continuing Education.

## 7.2 EXTENUATING CIRCUMSTANCES

Extenuating circumstances can only be considered by the Board of Examiners if the trainee has completed an extenuating circumstances report by the agreed deadline. When substantial 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.

## 7.3. EXAMINATION BOARD DISCRETION

Except in the case of Extenuating Circumstances, the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

### Qualification Levels

Framework for Higher Education Qualifications (FHEQ) levels	Award name(s)	National Qualifications Framework (NQF) levels (Complying with LLUK requirements)
Certificate level	Certificate in Education	4/5
	Certificate of Continuing Education In Teaching Literacy and ESOL	4 /5
Honours level	Professional Graduate Certificate in Education	5/6

End.

MARCH 2014