

# UNIVERSITY OF ESSEX

## PARTNER INSTITUTION: KAPLAN SINGAPORE

### UNDERGRADUATE RULES OF ASSESSMENT

#### DATE OF ISSUE:

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#### 1. PREAMBLE

- a) These variations to the Rules of Assessment should be read in conjunction with the following documents:
- [Principles of the Rules of Assessment framework](#)
  - [Framework for University of Essex undergraduate courses](#)
  - [Extenuating Circumstances](#)
  - [Examination Board Discretion](#)
  - [Glossary of Terms](#)
- b) These variations apply to all current and future courses delivered in Singapore by Kaplan.
- c) The Rules of Assessment in place at the time of the meeting of an Exam Board are applied for all students, regardless of when they started their course, provided that any revisions that have been made will not negatively impact students.
- d) Students whose preliminary marks (after marking and moderation by Kaplan Singapore) indicate they need to undertake reassessment in that module should be able to undertake reassessment before the meeting of an Exam Board where their studies would otherwise be delayed unnecessarily.
- e) Kaplan Singapore students study 240 credits over a period of 18 months. Students study in four equally weighted terms of 60 credits each. They study 120 credits at level 5 in Stage 2 (Terms 1 and 2) and 120 credits at level 6 in the Final Stage (Terms 3 and 4).
- f) The maximum period of study for students undertaking a University of Essex course at Kaplan Singapore is three and a half years. The maximum period of study is set from the date when the student is first admitted to an undergraduate course. Changes of courses, reassessment which takes place whilst progress to the next term is suspended and periods of intermission are normally included within the maximum period, unless there are exceptional reasons.
- g) When the Board of Examiners meets the following marks will be considered:
- marks for all students who have progressed to the next Term/Stage or undertaken reassessment prior to the Exam Board meeting;
  - marks for all students who have completed a Term/Stage but have not progressed or undertaken reassessment. In this case the Board of Examiners will apply the principles as set out in 2.3 and 2.4 in terms of offering students their first reassessment attempt or requiring them to withdraw from the University.
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## **2. PROGRESSION FROM TERM ONE TO TERM TWO**

**2.1** In order to progress from Term One to Term Two students must achieve 60 credits at level 5.

### **Before the Exam Board meets:**

**2.2** Students whose preliminary Term One marks (after marking and moderation by Kaplan Singapore) indicate they have passed all credits should be able to progress to Term Two before the meeting of an Exam Board.

**2.3** Students whose preliminary Term One marks (after marking and moderation by Kaplan Singapore) indicate they need to undertake reassessment should be able to undertake reassessment before the next Exam Board meets as follows:

**a)** Where the student has failed a maximum of 30 credits, they must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.1**.

**b)** Where the student has failed more than 30 credits, they are required to meet the requirements to progress before commencing Term Two. They must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.2**.

**2.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the University in either of the following situations:

- Where the Term Mark is below 20%, or:
- Where a student is absent from all examinations that were due to be sat in the most recent examination period

**NOTE:** If a student is required to withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section **8**.

### **Following the first reassessment attempt:**

**2.5** If the student has still failed a maximum of 30 credits, the Board of Examiners will offer the following options to the student (where appropriate):

**a)** to undertake the third and final attempt by taking one of the reassessment options as set out in **7.1.3**.

**b)** to proceed to the next Term with the failed credits condoned. Credits can only be condoned as set out in section **6**.

**2.6** If the student has still failed more than 30 credits, the Board of Examiners will require the student to undertake the third and final reassessment attempt by taking one of the options set out in **7.1.4**.

**2.7** Where a student has no substantiated extenuating circumstances, the Board of Examiners will require the student to withdraw from the University in either of the following situations:

- Where the Term Mark is below 20%, or:

- Where the student has undertaken none of the required reassessment

**NOTE:** If a student is required to withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section 8.

- 2.8** Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and the credits cannot be condoned in accordance with section 6, the Board of Examiners will require the student to withdraw from the University. The student will be considered for an Exit Award; for further information on Exit Awards please see section 8.

**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. The reassessment must be attempted in order for a higher module mark to be reinstated.

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### **3. PROGRESSION FROM TERM TWO TO TERM THREE (PROGRESSION FROM STAGE TWO TO THE FINAL STAGE)**

- 3.1** In order to progress from Stage Two to the Final Stage students must achieve 120 credits at level 5.

#### **Before the Exam Board meets:**

- 3.2** Students whose preliminary Stage Two marks (after marking and moderation by Kaplan Singapore) indicate they have passed all credits should be able to progress to the Final Stage before the meeting of an Exam Board.

- 3.3** Students whose preliminary Stage Two marks (after marking and moderation by Kaplan Singapore) indicate they need to undertake reassessment should be able to undertake reassessment before the next Exam Board meets as follows:

**a)** Where the student has failed a maximum of 30 credits, they must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.1**.

**b)** Where the student has failed more than 30 credits, they are required to meet the requirements to progress before beginning their Final Stage of study. They must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.2**.

- 3.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the University in either of the following situations:

- Where the Term Mark is below 20%, or:
- Where a student is absent from all examinations that were due to be sat in the most recent examination period

**NOTE:** If a student is required to withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section 8.

### **Following the first reassessment attempt:**

- 3.5** If the student has still failed a maximum of 30 credits, the Board of Examiners will offer the following options to the student (where appropriate):
- a)** to undertake the third and final attempt by choosing one of the reassessment options as set out in **7.1.3**.
  - b)** to proceed to the next term (Final Stage) with the failed credits condoned. Credits can only be condoned as set out in section **6**.
- 3.6** If the student has still failed more than 30 credits, the Board of Examiners will require the student to undertake the third and final reassessment attempt by choosing one of the options set out in **7.1.4**.
- 3.7** Where a student has no substantiated extenuating circumstances, the Board of Examiners will require the student to withdraw from the University in either of the following situations:
- Where the Term Mark is below 20%, or:
  - Where the student has undertaken none of the required reassessment

**NOTE:** If a student is required to withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section **8**.

- 3.8** Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and the credits cannot be condoned in accordance with section **6**, the student would be required to withdraw from the University. The student will be considered for an Exit Award; for further information on Exit Awards please see section **8**.

**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. The reassessment must be attempted in order for a higher module mark to be reinstated.

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## **4. PROGRESSION FROM TERM THREE TO TERM FOUR**

- 4.1** In order to progress from Term Three to Term Four students must achieve 60 credits at level 6.

### **Before the Exam Board meets:**

- 4.2** Students whose preliminary Term Three marks (after marking and moderation by Kaplan Singapore) indicate they have passed all credits should be able to progress to Term Four before the meeting of an Exam Board.
- 4.3** Students whose preliminary Term Three marks (after marking and moderation by Kaplan Singapore) indicate they need to undertake reassessment should be able to undertake reassessment before the next Exam Board meets as follows:

a) Where the student has failed a maximum of 30 credits, they must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.1**.

b) Where the student has failed more than 30 credits, they are required to meet the requirements to progress before beginning Term Four. They must undertake the first reassessment attempt in the failed module(s). The student must choose one of the reassessment options set out in **7.1.2**.

**4.4** Where a student has no substantiated extenuating circumstances, the student must withdraw from the University in either of the following situations:

- Where the Term Mark is below 20%, or:
- Where the student is absent from all examinations that were due to be sat in the most recent examination period

**NOTE:** If a student must withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section **8**.

**Following the first reassessment attempt:**

**4.5** If the student has still failed a maximum of 30 credits, the Board of Examiners will offer the following options to the student (where appropriate):

a) to undertake the third and final attempt by choosing one of the reassessment options as set out in **7.1.3**.

b) to proceed to the next Term with the failed credits condoned. Credits can only be condoned as set out in section 6.

**4.6** If the student has still failed more than 30 credits, the Board of Examiners will require the student to undertake the third and final reassessment attempt by choosing one of the options set out in **7.1.4**.

**4.7** Where a student has no substantiated extenuating circumstances, the student must withdraw from the University in either of the following situations:

- Where the Term Mark is below 20%, or:
- Where a student has undertaken none of the required reassessment

**NOTE:** If a student must withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section **8**.

**4.8** Where a student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and the credits cannot be condoned in accordance with section 6, the student would be required to withdraw from the University. The student will be considered for an Exit Award; for further information on Exit Awards please see section **8**.

**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. The reassessment must be attempted in order for a higher module mark to be reinstated.

## 5. TERM FOUR (ELIGIBILITY FOR AN AWARD)

- 5.1** To be eligible for an Honours degree, a student must attempt 120 credits in the Final Stage and pass at least 90 credits at level 6:
- Where a maximum of 30 credits have been failed across Stage Two (Terms 1 and 2), 120 credits must be passed in the Final Stage (Terms 3 and 4)
  - Where 120 credits have been passed at Stage Two (Terms 1 and 2), a minimum of 90 credits at level 6 must be passed in the Final Stage (Terms 3 and 4)
- 5.2** A student's degree class is based upon Stage Two (Terms 1 and 2) and Final Stage (Terms 3 and 4) marks. Stage Two and Final Stage marks are weighted 40% and 60% respectively and combined give the Degree Mark:
- 5.2.1 First Class Honours** will be awarded to a candidate who has:
- Either a Degree Mark of 70 or more; or
  - 120 credits at 70 or more and a Degree Mark of at least 68
- 5.2.2 Upper Second Class Honours** will be awarded to a candidate who has:
- Either a Degree Mark of 60 or more; or
  - 120 credits at 60 or more and a Degree Mark of at least 58
- 5.2.3 Lower Second Class Honours** will be awarded to a candidate who has:
- Either a Degree Mark of 50 or more; or
  - 120 credits at 50 or more and a Degree Mark of at least 48
- 5.2.4 Third Class Honours** will be awarded to a candidate who meets the criteria for the award of an Honours degree (see **5.1** above) but who does not qualify for any other class of degree.
- 5.3** If a student has met the requirements to graduate with an Honours degree but has failed final term module(s), the Board of Examiners will offer a voluntary reassessment opportunity in the failed module(s), provided that the student has not already had three attempts at assessment for the module(s).
- 5.4** If a student does not meet the requirements for an Honours degree as stated in 5.1, the Board of Examiners will offer the student the following options. The Board of Examiners will specify the minimum volume of compulsory reassessment that is required, and will offer a voluntary reassessment opportunity in the other failed final year modules:
- a) Undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
  - b) Repeat the failed module(s) with attendance. The module aggregate will be capped at 40%.
  - c) Leave the University now with an Exit Award as detailed in Section 8.
- 5.5** Where a student has no substantiated extenuating circumstances, the student must withdraw from the University in either of the following situations:
- Where the Term Mark is below 20%
  - Where a student is absent from all examinations that were due to be sat in the most recent examination period.

**NOTE:** If a student must withdraw from the University, they may be eligible for either a transcript for their credits obtained or an Exit Award. For more information, please see section 8.

- 5.6** Following reassessment, if a student is still not eligible for an Honours degree, the Board of Examiners will offer the following options:
- a)** Undertake the third and final attempt in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
  - b)** Repeat the failed module(s) with attendance and undertake the third and final attempt at reassessment. The module aggregate will be capped at 40%.
  - c)** Leave the University now with an Exit Award as detailed in Section 8.
- 5.7** Students cannot be offered further voluntary reassessment so the Board of Examiners will only offer reassessment to final year students who have still not met the minimum criteria for the award of an Honours degree. Furthermore, Boards will only offer reassessment in a sufficient number of modules to enable students to meet the minimum criteria for the award. For example, if a student has failed 60 credits' worth of non-core modules in the final year after the first attempt at reassessment, they will only be offered reassessment in 30 credits.
- 5.8** Where a student has not met the requirements for an Honours degree to proceed having had three opportunities to undertake the assessment for a module, the student would be required to withdraw from the University. For further information on Exit Awards please see section 8.

**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. The reassessment must be attempted in order for a higher module mark to be reinstated.

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## **6. CONDONING RESULTS**

- 6.1** Kaplan Singapore students are only able to condone 30 failed credits in non-core modules over their period of study.
- 6.2** Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits of non-core modules, the Board will treat the fail in the following way:
- 6.2.1** Where a student has not had three attempts at the assessment for the failed module the Board will offer the student the choice of either undertaking reassessment in the module before progressing to the next term or proceeding to the next term carrying the fail.
  - 6.2.2** Where a student has already had three attempts at the assessment for the failed module the Board will permit the student to proceed to the next term carrying the fail.
- 6.3** Credits can only be condoned if reassessment has been attempted. Where a student has undertaken none of the required reassessment and has no substantiated extenuating circumstances, they will be withdrawn from the University.

## 7. REASSESSMENT OPTIONS

7.1 The following reassessment options are available to Kaplan Singapore students:

### First attempt at reassessment:

**7.1.1 Where a student has failed a maximum of 30 credits, the Board of Examiners may offer the following reassessment options:**

- a) Progress to the next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
- b) Suspend progression to the next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.

**7.1.2 Where the student has failed more than 30 credits, the Board of Examiners may offer the following reassessment options:**

- a) Suspend progression to the next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
- b) Suspend progression to the next Stage or Term and repeat the failed module(s) with attendance. The module aggregate will be capped at 40%.

### After the first reassessment attempt:

**7.1.3 Where a student has failed a maximum of 30 credits, the Board of Examiners may offer the following reassessment options:**

- a) Progress to their next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
- b) Progress to their next Stage or Term and repeat the failed module(s) with attendance. The module aggregate will be capped at 40%.
- c) Suspend progression to their next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.
- d) Suspend progression to their next Stage or Term and repeat the failed module(s) with attendance. The module aggregate will be capped at 40%.
- e) Condone 15 failed credits (only permitted in accordance with Section 6) and undertake one of the reassessment options listed above.

**7.1.4 Where a student has failed more than 30 credits, the Board of Examiners may offer one of the following reassessment options:**

- a) Suspend progression to the next Stage or Term and undertake the necessary reassessment in the failed module(s) without attendance at the next available opportunity. The module aggregate will be capped at 40%.



- b) Suspend progression to the next Stage or Term and repeat the previous term of study for uncapped module marks.
- c) Condone up to 30 failed credits (only permitted in accordance with Section 6) and undertake one of the reassessment options listed above.

## 8. EXIT AWARDS

8.1 If a student is required to withdraw from the University or voluntarily withdraws from their course before meeting the requirements to progress or to pass their award, they can be considered for a Transcript of credits and an Exit Award as detailed in the following table:

<b>Student is required to withdraw, or voluntarily withdraws:</b>	<b>Eligible for a Transcript of credits completed</b>	<b>Eligible for an Exit Award</b>
Before the end of Term 1	No	No
At the end of Term 1	Yes, for Term 1 only, once the marks have been ratified at the Exam Board	No
Before the end of Term 2	Yes, for Term 1 only, once the marks have been ratified at the Exam Board	No
At the end of Term 2	Yes, for Term 1 and 2 only, once the marks have been ratified at the Exam Board	Yes – Certificate of Higher Education provided that 120 credits at level 5 or above have been passed
Before the end of Term 3	Yes, for Term 1 and 2 only, once the marks have been ratified at the Exam Board	Yes – Certificate of Higher Education provided that 120 credits at level 5 or above have been passed
At the end of Term 3	Yes, for Term 1, 2 and 3 only, once the marks have been ratified at the Exam Board	Yes – Certificate of Higher Education provided that 120 credits at level 5 or above have been passed
Before the end of Term 4	Yes, for Term 1, 2 and 3 only, once the marks have been ratified at the Exam Board	Yes – Certificate of Higher Education provided that 120 credits at level 5 or above have been passed
At the end of Term 4	Yes, for all Terms, once the marks have been ratified at the Exam Board	If a student is not eligible for an Honours degree as set out in section 5.1, they may be eligible for a Diploma of Higher Education, if 240 credits have been attempted (including a minimum of 120 at level 5) and 225 have been passed.