

# **UNIVERSITY OF ESSEX**

## **UNDERGRADUATE RULES OF ASSESSMENT**

### **Applicable to Students Starting in Academic Year 2024-25**

#### **7. Certificate of Higher Education**

##### **Contents**

|  |   |
|--|---|
| Requirement to Pass Certificate of Higher Education .....              | 2 |
| Reassessment: General Principles .....                                 | 2 |
| Reassessment Opportunities at the End of the Year .....                | 2 |
| Reassessment Opportunities Following the Resit Assessment Period ..... | 3 |
| Withdrawal .....   | 3 |
| Extenuating Circumstances.....   | 3 |
| Certificate Eligibility and Classification .....                       | 4 |

## **Requirement to Pass Certificate of Higher Education**

- 7.1.** To achieve a Certificate of Higher Education (Cert HE) you must:
- a) Pass 120 credits at Level 4.
  - b) Meet any [Variations to the Rules of Assessment](#) which may apply to your course.

## **Reassessment: General Principles**

- 7.2.** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can be considered for the award of Certificate of Higher Education.
- 7.3.** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 7.4.** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 7.5.** If you have attempted the reassessment of a module in the resit period or without attending the University and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you are eligible for an award. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 7.6.** There is no opportunity for condonement of credits in a Certificate of Higher Education.
- 7.7.** If you have a Tier 4 or Student Route visa, your options for reassessment may be limited due to the Home Office rules and guidance.

## **Reassessment Opportunities at the End of the Year**

- 7.8.** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 7.9.** If you fail up to 60 credits you will be offered compulsory reassessment at the next available opportunity. Your Module Mark(s) will be capped at 40.

**7.10.** If you fail more than 60 credits and have a Year Mark of 20 or above, you may be offered one or more of the following opportunities:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Reassessment Opportunities Following the Resit Assessment Period**

**7.11.** Following reassessment, if you do not meet the requirements to pass and complete your Certificate of Higher Education, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Withdrawal**

**7.12.** You will be required to leave the University if:

- a) Your Year Mark is less than 20; or
- b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
- c) You have failed the same module after three attempts and that module is either a core module or you need the module credits in order to achieve the award of Certificate of Higher Education; or
- d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

**7.13.** 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](#).

## **Certificate Eligibility and Classification**

**7.14.** To achieve a Certificate of Higher Education, you must attempt and pass 120 credits at Level 4 or above.

**7.15.** Module Marks, Year Marks and your Overall Mark are rounded to the nearest whole number, with half marks (ie .5) or more being rounded up.

**7.16.** A Certificate of Higher Education (Cert HE) is unclassified.

**End of Document**

**Senate June 2021**

| <b>Document Review Information</b> |                   |
|------------------------------------|-------------------|
| <b>Document owner</b>              | Assessment Team   |
| <b>Document author</b>             | Assessment Team   |
| <b>Document last reviewed by</b>   | Chantelle Whyborn |
| <b>Date last reviewed</b>          | August 2024       |
| <b>Review frequency</b>            | Annually          |