

# UNIVERSITY OF ESSEX

## UNDERGRADUATE RULES OF ASSESSMENT

### Applicable to Students Starting in Academic Year 2023-24

#### 6. Diploma of Higher Education

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## Year One

### Requirement to Pass Year One

- 6.1.** To pass Year One and proceed to the Final Year, you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 4;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 6.2.** You may be allowed to proceed to the Final Year, following an attempt at reassessment, having passed a minimum of 105 credits, provided you have passed all the core modules for the Year.
- 6.3.** You can only fail 15 non-core credits across your Diploma of Higher Education, so if you fail 15 non-core credits in Year One, you cannot fail any more credits in your Final Year. Carrying forward failed credits to following years is called condonement. Table 6.1 sets out the possibilities for condonement across a Diploma of Higher Education.
- 6.4.** 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 progress to the Final Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the Final Year.

**Table 6.1: Condonement of non-core credits across a Diploma of Higher Education**

Year	Possibilities for condonement
One	Following compulsory reassessment failure may be condoned in up to 15 non-core credits.
Final	<ul style="list-style-type: none"><li>a) If you have failed a total of 15 credits in Year One, you must pass 120 credits in the Final Year.</li><li>b) If you passed a total of 120 credits in Year One (i.e. you had no failures), failure may be condoned in up to 15 non-core credits in the Final Year.</li></ul>

- 6.5.** As an alternative to condonement, up to 15 non-core credits of reassessment can be carried forward to the next Year of your course. Carrying forward the reassessment in failed credits the following Year is called trailing. Where credits are trailed, the mark for the reassessment will be recorded as part of the previous Year's marks. Trailing is only offered where the failed credits are eligible for condonement (see Table 6.1 above). Table 6.2 sets out the possibilities for trailing across a Diploma of Higher Education.

**Table 6.2: Trailing of non-core credits across a Diploma of Higher Education**

Year	Possibilities for trailing
One	Following compulsory reassessment trailed reassessment may be permitted in up to 15 non-core credits.

### **Reassessment: General Principles**

- 6.6.** 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.
- 6.7.** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 6.8.** 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.
- 6.9.** Following reassessment, if you have failed up to 15 non-core credits, but have attempted reassessment, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.

- a) You can only fail a total of 15 non-core credits over your whole Diploma.  
Where credits are condoned, the Module Mark will still be used to calculate the Year Mark.
- b) Where reassessment in failed credits are trailed into the next Year of study, the mark for the reassessment will be recorded as part of the previous Year's mark.

**6.10.** 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**

- 6.11.** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 6.12.** 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.
- 6.13.** 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:**

- 6.14.** Following reassessment, if you do not meet the requirements to progress, 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.
- 6.15.** Following reassessment, if you still have not passed an optional module and you are repeating the Year, either full or part-time, you can pick a different optional module.
- 6.16.** You will not be allowed to progress to the next Year if you have failed any core module(s).

- 6.17.** Following reassessment, if you have failed up to 15 non-core credits, the Board of Examiners will offer you one or more of the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Year One and take reassessment (see 6.14 above);
  - b) If you have not had three attempts at the failed module(s), you can progress to the Final Year and trail the reassessment in your failed module(s) (see Table 6.2);
  - c) If you have not had three attempts at the failed module(s), you can progress to the Final Year carrying the failed non-core credits and have no further reassessment attempts at the failed module(s);
  - d) If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to the Final Year carrying the failed non-core credits.
- 6.18.** You can only fail 15 non-core credits across your diploma (see Table 6.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

### **Withdrawal**

- 6.19.** 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 Diploma of Higher Education; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 6.20.** 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](#).

## Final Year

### Requirement to Pass the Final Year

**6.21.** To pass the Final Year you must:

- a) Pass all modules and achieve 120 credits in the Year at Level 5;
- b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.

**6.22.** You can only fail a total of 15 non-core credits across your Diploma of Higher Education (see Table 6.1 above). Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Diploma Mark. If you are carrying 15 non-core failed credits from Year One, you cannot fail any more credits in your Final Year.

### Reassessment: General Principles

**6.23.** 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 may need to take reassessment. All failed modules which are core must be reassessed. You must pass a minimum of 225 credits, with 105 credits at Level 5, to be awarded your Diploma of Higher Education.

**6.24.** The Board of Examiners can permit up to two further attempts at a module if the reassessment is required before you can be awarded your Diploma. This is called 'compulsory reassessment'. However, your Module Mark(s) for those further attempts will be capped at 40.

**6.25.** The Board of Examiners will offer you all the reassessment opportunities that are available to you.

**6.26.** 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.

- 6.27.** If you fail a maximum of 15 non-core credits, you may be able to have these credits condoned, meaning they will not be awarded but you may still be eligible for your full award. Only 15 credits can be condoned across your whole course.
- 6.28.** 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.

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

- 6.29.** If you do not meet the requirements to pass and complete your diploma, but you achieve a Year Mark of 20 or above, you may be offered reassessment. The reassessment offered to you will depend on how many credits you have failed in your Final Year and whether you have any failed credits from previous years. You can fail a maximum of 15 non-core credits across the whole of your diploma.
- 6.30.** In the Final Year you will be offered compulsory reassessment in the minimum number of credits you need to obtain your diploma, up to a maximum of 60 credits, before the new Academic Year begins. Where appropriate, a combination of compulsory and voluntary reassessment will be offered up to a total of 60 credits. Your Module Mark(s) will be capped at 40. If you fail this reassessment and you cannot complete your diploma, you can then be offered further reassessment for more than 60 credits. Table 6.3 shows the reassessment opportunities available to you in your Final Year.

**Table 6.3: Reassessment in the Final Year; number of credits that will be offered before the next Academic Year**

Number of failed non-core credits from Year One	Number of credits failed in the Final Year	Reassessment you may be offered Note: All core modules that you have failed must be retaken
None	30	15 credit compulsory 15 credits voluntary
	45	30 credits compulsory 15 credits voluntary
	60	45 credits compulsory 15 credits voluntary
15	Between 15 and 60	All failed credits

- 6.31.** If you need to take reassessment in more than 60 credits and cannot complete your diploma you will 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**

- 6.32.** Following reassessment, if you do not meet the requirements to be awarded your diploma but if you achieve a Year Mark of 20 or above, you may be offered one or more of the opportunities below.
- 6.33.** The Board of Examiners may only offer you compulsory reassessment for the minimum number of credits needed to pass your diploma but may allow you to undertake additional reassessment.
- a) A full-time repeat year for uncapped Module Marks; or



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

### **Exit Awards**

- 6.34.** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.
- 6.35.** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.

### **Withdrawal**

- 6.36.** 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 Diploma of Higher Education; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 6.37.** 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](#).

## Diploma Eligibility and Classification

- 6.38.** To achieve a Diploma of Higher Education, you must attempt 240 credits and pass at least 225 credits across your diploma with at least 105 credits at Level 5. All core modules must be passed.
- 6.39.** Module Marks and Year Marks are rounded to the nearest whole number, with half marks (i.e. .5) or more being rounded up.
- 6.40.** A Diploma of Higher Education is classified according to your Year Mark for the Final Year only. This is set out in Table 6.4.
- 6.41.** If your Year Mark is within two marks of the next Classification you will receive the higher Class if you have at least 60 of your credits in the Final Year in the higher Class (as set out in Table 6.4 below).
- 6.42.** If a Diploma of Higher Education is awarded to you as an Exit Award from an Honours Degree, this is unclassified but you will receive a transcript of marks.

**Table 6.4: Classification of Diploma of Higher Education**

Classification	Requirement to achieve this Classification
Pass with Distinction	Either: a) A Final Year Mark of 70 or more; or b) 60 credits from the Final Year at 70 or above with a Final Year Mark of 68 or 69.
Pass with Merit	Either: a) A Final Year Mark of 60 or more; or b) 60 credits from the Final Year at 60 or above with a Final Year Mark of 58 or 59.
Pass	Meet the criteria for the award of a Diploma of Higher Education but without sufficient marks to obtain a Pass with Merit or higher.

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