

**UNIVERSITY OF ESSEX / PORTOBELLO  
INSTITUTE**

**UNDERGRADUATE RULES OF ASSESSMENT**

**Applicable to Students Starting in**

**Academic Stage 2024-25**

**Direct Final Year Entry to BA (Hons) Early Childhood Care and  
Education**

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## Preamble

- 1.1** This course is delivered over three Terms each Year, with three intakes per Year in October, February and May. The Board of Examiners meets following the completion of each Term and the assessment for the modules studied that Term are presented to the Board of Examiners.
- 1.2** If reassessment is granted by the Board of Examiners, it will take place at the next available opportunity, either in-Year, during the next Term, or where applicable during the Summer Break.

# Final Stage

## Requirement to Pass the Final Stage

- 1.3** To pass the Final Stage, you must pass all modules and achieve 120 credits in the Stage, with all 120 credits at Level 6.
- 1.4** All credits in the Final Stage are Core and therefore, must be passed.

## Placement Modules

- 1.5** You must pass all placements.
- 1.6** The Final Stage contains the following Level 6 placement-based module, Professional Development: Sharing the Learning (15 credits).
- 1.7** For specific work-based modules there are two components involved in passing the placement:
  - a) Completion of the Portfolio
  - b) Placement Attendance
- 1.8** If you fail the Portfolio component of a placement, you may be offered reassessment. You are only permitted one further attempt at reassessment in the Portfolio component of a placement.
- 1.9** You must accumulate a minimum number of placement hours to pass the 'Placement Attendance' component. The minimum number will be provided within the relevant module outline.
- 1.10** If you fail the 'Placement Attendance' component, you will be offered two further attempts at completing the required number of hours.

## Reassessment: General Principles

- 1.11** If you have failed any module(s) after you have completed all your assessments for a Term but have achieved marks of 20 or above in all modules undertaken, you will need to take reassessment during the next Term, or where applicable during the Summer Break. All failed modules which

are core must be reassessed. You must pass all 120 credits, to be awarded your degree.

- 1.12** 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 degree. This is called 'compulsory reassessment'. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.13** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.14** If you have attempted the reassessment of a module, 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 can receive your degree. However, if you repeat the Stage (either full-time or part-time), the marks you achieve during your repeat Stage will be the marks that are used by the Board of Examiners to determine the final Degree Mark. They will not take account of marks from a previous Stage or attempt, even if they are higher.

## Reassessment Opportunities at the end of the Term

- 1.15** Reassessment is offered to students following the Board of Examiners meeting at the end of each Term. If you do not pass the Term but have achieved marks of 20 or above in all modules, you may be offered reassessment.
- 1.16** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Stage. Your Module Mark(s) will be capped at 40.
- 1.17** If you fail more than 60 credits you will be offered one or more of the following:
  - a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 105 credits for uncapped Module Marks;

- c) Reassessment in the following Stage without attendance for capped Module Marks.

## Reassessment Opportunities Following the Resit Assessment Period

- 1.18** Following reassessment, if you do not meet the requirements to be awarded your degree but you have achieved a Stage Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat Stage for uncapped Module Marks; or
  - b) A part-time repeat Stage for up to 105 credits for uncapped Module Marks; or
  - c) Reassessment in the following Stage without attendance for capped Module Marks.

## Placement Module Reassessment

- 1.19** You must pass all placements.
- 1.20** If you fail a placement, you will be required to undertake reassessment in the failed placement component. This reassessment will be offered at the next available opportunity.
- 1.21** If you fail a placement on reassessment you will be required to withdraw from the course unless you have Mitigating Circumstances accepted as valid by the Board of Examiners.
- 1.22** For placement-based modules where the Board of Examiners permits reassessment, it will be offered as follows:
- a) For failure in the Portfolio, reassessment will be offered at the next available opportunity. You are only permitted one further attempt at reassessment in the Portfolio.
  - b) If you fail to accumulate the minimum required placement hours, you will be provided with the opportunity to accumulate these hours within the next Term, or if applicable over the Summer Break.

- c) If you fail to attend the minimum required placement hours following the reassessment period, you will be required to repeat the whole module.
- d) Failure in the placement module cannot be condoned.

## Withdrawal

**1.23** You will be required to leave the course if:

- a) At the end of a Term you have achieved a mark less than 20 in any module; or
- b) Your Stage Mark is less than 20; or
- c) You were required to take compulsory reassessment and you undertook none of the reassessment; or
- d) 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 be awarded your degree; or
- e) You have failed a placement module at the second attempt; or
- f) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

**1.24** If you submit Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the [Portobello Online Learner Environment](#).

## Degree Eligibility and Classification

- 1.25** To achieve an Honours Degree, you must attempt and pass 120 credits at Level 6.
- 1.26** Stage Marks are calculated as weighted averages using your rounded Module Aggregate Marks. Your Module Aggregate Marks are used to calculate this based on the credit value of the module, i.e., a 30-credit module counts as twice as much as a 15-credit module towards your overall Stage Mark.
- 1.27** Your Stage Mark will count as 100% of your Degree Mark.
- 1.28** Your degree is classified using your Degree Mark. If your Degree 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 higher Class (as set out in Table 1.1).
- 1.29** Module Aggregate Marks, Stage Marks and your Degree Mark are rounded to the nearest whole number, with half marks (i.e., 0.5) or more being rounded up.

**Table 1.1: Honours Degree Classifications**

<b>Classification</b>	<b>Requirement to achieve this Classification</b>
First Class Honours (1)	Either: a) A Degree Mark of 70 or more; or b) 60 credits (from Level 5 and Level 6 modules) at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either: a) A Degree Mark of 60 or more; or b) 60 credits (from Level 5 and Level 6 modules) at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either: a) A Degree Mark of 50 or more; or b) 60 credits (from Level 5 and Level 6 modules) at 50 or above with a Degree Mark of 48 or 49.
Third Class Honours (3)	Meet the criteria for the award of an Honours Degree (see 1.101) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher.

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