UNIVERSITY OF ESSEX

RULES OF ASSESSMENT FOR FULL-TIME GRADUATE DIPLOMAS 2019-20

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1   PREAMBLE

a) These rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Programme Structure will identify which modules are core for the Programme. The Module Directory will give detail of assessment arrangements.

b) A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

c) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.

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2   PASS MARK

a) The pass mark for all modules of the Graduate Diploma is 40. Credits are only awarded if the module is passed. In cases where failure in up to 15 non-core credits is condoned, the credits are not awarded.

b) For the purposes of these rules taught module averages and the overall weighted average for the taught module -will be rounded to the nearest whole number – i.e. 39.5 will count as 40, 39.4 as 39.

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3   ELIGIBILITY FOR AN AWARD

THE GRADUATE DIPLOMA

Pass

To be awarded a pass in the Graduate Diploma a student should:

a) Attempt 120 credits of which at least 105 must be passed, with the remaining credits condoned.
b) Pass all core modules.
c) Obtain a minimum of 90 credits at level 6 and the remaining credits at level 5 or above.

3.1   A Pass with Merit or Distinction

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Graduate Diploma, a student should:

- Have an overall weighted average mark of 60 or more for the 120 Graduate Diploma credits.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Graduate Diploma, a student should:

- Have an overall weighted average mark of 70 or more for the 120 Graduate Diploma credits.

3.2   THE GRADUATE CERTIFICATE

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Graduate Diploma, then the award of a Graduate Certificate will be considered. Students can be considered for the award of a Distinction and Merit for an exit award.

To be awarded a **GRADUATE CERTIFICATE** a student should:

a) Attempt 60 credits, of which at least 45 must be passed, with the remaining credits condoned.
b) Pass all core modules.
c) Obtain a minimum of 45 credits at level 6 and the remaining credits at level 5 or above.

A Pass with Merit or Distinction

Where a student has more than 60 credits, the best credits compatible with the structure for the Graduate Certificate giving at least 60 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Graduate Certificate, a student should:

- Have an overall weighted average mark of 60 or more for the 60 Graduate Certificate credits.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Graduate Certificate, a student should:

- Have an overall weighted average mark of 70 or more for the 60 Graduate Certificate credits.

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3   REASSESSMENT

4.1   Where a student has not met the requirements for the award, the Board may offer reassessment.
  a)   Where up to 60 credits have been failed, reassessment will be offered before the start of the next academic year for capped marks.
  b)   Where more than 60 credits have been failed, the following will be offered:
     (i)   A full-time repeat year for uncapped module marks
     (ii)   A part-time repeat year for up to 105 credits for uncapped marks
     (iii)   Reassessment in the following year without attending the University for capped module marks

4.2 Following reassessment, where a student has not met the requirements for the award, the Board may offer the following:

    (i)   A full-time repeat year for uncapped module marks

    (ii)   A part-time repeat year for up to 105 credits for uncapped marks

    (iii)   Reassessment in the following year without attending the University for capped module marks

4.3 No reattempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed.

4.4 The maximum mark that will be recorded for a module as a result of reassessment is 40, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

4.5 The Board of Examiners 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.

4.6 If a student fails a module on the third attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

4.7 Reassessment will only be offered where a student has achieved a Year Mark of 20 or above.

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5   ASSESSMENT PROCEDURES

5.1   POWERS OF THE BOARD OF EXAMINERS

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

a) Confirming the module marks achieved, including any marks for reassessment presented to the Board and awarding credit.

b) Confirming any opportunities for reassessment and any opportunities for condonement.

c) Considering extenuating circumstances as necessary and their implications for results.

d) Determining the award of any Graduate Diploma or Certificate.

e) Requiring any student to withdraw from the University where they have a Year Mark below 20; have had three attempts at a failed module and that module is either core or the credits are needed to obtain the award; or cannot complete the award in the maximum period.

A Board of Examiners Meeting shall normally be held at the end of the module   assessment.

5.2   EXTENUATING CIRCUMSTANCES

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.

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