

## **UNIVERSITY OF ESSEX**

### **RULES OF ASSESSMENT FOR TAUGHT MASTERS DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES 2017-2018**

#### **SCHOOL OF HEALTH AND SOCIAL CARE**

MSc/PG Dip/PG Cert in Health Care Practice (Mental Health)  
MSc/PG Dip/PG Cert in Health Care Practice (Long Term Conditions)  
MSc/PG Dip/PG Cert in Health Care Practice (End of Life Care)  
MSc/PG Dip/PG Cert in Health Care Practice (Respiratory Care)  
MSc/PG Dip/PG Cert in Health Care Practice  
MSc/PG Dip/PG Cert in Health Care Management  
MSc/PG Dip/PG Cert in Infection Control  
MSc/PG Dip/PG Cert in Public Health Management  
Masters/PG Dip/PG Cert in Public Health (P/T)

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#### **1 PREAMBLE**

- a) These rules apply to the modular postgraduate courses listed above. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Directory will give detail of assessment arrangements. The Programme Structure will identify which modules are core for the Course.
  - b) A taught module is any assessed component excluding the dissertation. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.
  - c) The maximum period for completion of studies using credit accumulation is six years (normally five years to complete all taught elements and a further one year to complete the dissertation (or equivalent)). The maximum period of study is measured from the point at which a student first registered for a module that was being used towards the award
  - d) The credit lifetime for any module is six years.
  - e) Masters degrees can be awarded with distinction or merit.
  - f) 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 is 50. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 is condoned, the credits are not awarded.
- b) For the purposes of these rules taught module averages will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.
- c) All work placement/work-based assessments are assessed on a pass/fail basis. They are non-credit bearing but must be passed.

d) In addition to passing the module students must **pass all module assignments** in the following:

HS955 Consultation and Assessment Skills

HS909 Work-based Learning Module,

HS975 Respiratory Care,

HS976 Primary Mental Health Care,

HS962

HS977 End of Life Care,

HS637 Practice Certificate in Independent and Supplementary Prescribing for

Physiotherapists/Podiatrists,

HS638 Conversion from Supplementary to Independent

Prescriber (Physiotherapists and Podiatrists),

e) For HS604 Preparation for Non-Medical Prescribing Nurses, Midwives and SCPHNS the MCQ and Short Answer Test pass mark is 80%.

The 80% examination pass mark will be adjusted proportionately to represent in real terms the mark students would achieve if the module used the standard 50% pass mark that applies to all other modules. This is achieved by applying the following formula:

$$\text{Transformed Grade} = 2.5 \times ([\text{Raw Grade}] - 80) + 50$$

This transformed grade will not appear on the transcript and will be retained for the purposes of calculating the aggregate mark only.

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### 3 ELIGIBILITY FOR AN AWARD

#### THE POSTGRADUATE CERTIFICATE

To be awarded a **Postgraduate Certificate** a student should:

a) Subject to (e), obtain 60 taught module credits at Masters level (level 7).

b) Pass all taught core modules.

c) Pass 15 credits at the first attempt.

d) Pass all placement/work-based assessments

e) Failure with a mark of 40 or more for up to 20 credits, in non-core modules, will be condoned.

#### 3.1 THE POSTGRADUATE DIPLOMA

To be awarded a **Postgraduate Diploma** a student should:

a) Subject to (e), obtain 120 credits at Masters level (level 7).

b) Pass all taught core modules.

c) Pass at least 60 taught module credits at the first attempt

d) Pass all placement/work-based assessments

e) Failure with a mark of 40 or more for up to 30 credits in non-core modules will be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.

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

Dissertation credits cannot be used to obtain a Postgraduate Certificate.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate

### **3.3 THE MASTERS DEGREE**

#### **Pass**

To be awarded a pass in the Masters a student should:

- a) Subject to (e), obtain 180 credits at Masters level (level 7);
- b) Pass all the taught core modules and the dissertation;
- c) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- d) Pass all placement/work-based assessments;
- e) Failure with a mark of 40 or more for up to 40 credits in non-core taught modules, will be condoned provided the overall weighted average for all the taught modules is 50.

#### **3.4 A Pass with Merit or Distinction**

Results for a Pass with Merit or Distinction are calculated by two methods, known as 'Dominant Quality' and 'Arithmetic Average'. Students will receive the more favourable result of the two.

##### **3.4.1 Pass with Merit**

###### ***a) Dominant Quality***

To obtain a merit a student should:

- i) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 120 credits at 60 or above, including the dissertation;
- iii) Have no module mark below 50;
- iv) Pass all placement/work-based assessments

###### ***b) Arithmetic Average***

To obtain a merit a student should:

- i) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 90 credits at 60 or above, which must include the dissertation;
- iii) Have an overall weighted average mark of 60 or more;
- iv) Have no module mark below 50;
- v) Pass all placement/workbased assessments

##### **3.4.2 Pass with Distinction**

###### ***a) Dominant Quality***

To obtain a distinction a student should:

- i) Obtain 180 credits at the first attempt, except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- ii) Obtain 120 credits at 70 or above, including the dissertation;
- iii) Have no module mark below 50;
- iv) Pass all placement/workbased assessments

###### ***b) Arithmetic Average***

To obtain a distinction a student should:

- a) Obtain 180 credits at the first attempt except in the case of substantiated extenuating circumstances accepted by the Board of Examiners;
- b) Obtain 90 credits at 70 or above, which must include the dissertation;
- c) Have an overall weighted average mark of 70 or more;
- d) Have no module mark below 50;

e) Pass all placement/workbased assessment

**3.5** Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Masters, then the award of either a Postgraduate Diploma or a Postgraduate Certificate will be considered. Students can be considered for the award of a distinction and merit for an exit award.

Dissertation credits cannot be used to obtain a Postgraduate Certificate.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma.

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## **4 SECOND ATTEMPTS**

### **Second attempts at the assessment for taught modules**

- a) Students who have failed any taught module may have a second attempt at the assessment for the module(s);
- b) Where all individual components of assessment must be passed in order to pass the module only one opportunity to resubmit the failed component will be offered;
- c) 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;
- d) when a reassessment opportunity in a component leading to a numerical mark is offered the module aggregate will be calculated as follows:
  - i) Where students are not required to pass all the individual components of a module, the maximum mark that will be recorded for a module as a result of a second attempt is 50;
  - ii) Where students are required to pass all individual components of assessment, a pre-resubmission module aggregate will be calculated using the failed mark(s):
    - If the pre-resubmission module aggregate was below the pass mark then the resubmission can improve the module aggregate mark up to the pass mark only.
    - If the pre-resubmission module aggregate was above the pass mark then the resubmission cannot improve the module aggregate mark. The module aggregate is capped at the pre-submission aggregate.
    - Where the mark for the second attempt is lower than the mark for the first attempt, the final module aggregate will be that which is calculated using the mark of the most recent attempt.

**4.1** If a student fails a module on the second attempt at the assessment no further attempt is allowed and the student will be required to withdraw unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

**4.1.2** Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed. A student cannot be permitted to retake a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

### **4.2 Re-submission of Dissertations**

a) Re-submission of dissertations is only permitted in the following circumstances:

- i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or
- ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required does not include any additional experimental or practical work.

b) Re-submission is subject to the following conditions:

- i) A dissertation must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;
- ii) A dissertation which has been re-submitted because of a marginal fail shall be awarded no more than the minimum pass mark; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

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## **5 ASSESSMENT PROCEDURES**

### **5.1 POWERS OF THE BOARD OF EXAMINERS**

The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any resit marks presented to the Board, and awarding credit.
- b) Confirming dissertation/project marks.
- c) Confirming any opportunities for second attempts at the assessment for modules, including resubmission of the dissertation.
- d) Considering each student's marks' profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation credits.
- e) Confirm the assessment for the clinical elements.
- f) Confirming any opportunities for resubmission of the dissertation.
- g) Considering extenuating circumstances as necessary and their implications for results.
- h) Determining the appropriate award for each student.
- i) Determining that the credit being presented for the award is current
- j) Requiring any student whose performance is below that required to achieve an award to withdraw

### **5.2 EXTENUATING CIRCUMSTANCES**

Extenuating circumstances can only be considered by the Board of Examiners if the student has submitted an extenuating circumstances form by the agreed deadline. When substantial extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

### **5.3 EXAMINATION BOARD DISCRETION**

Except in the case of extenuating circumstances (see 5.2 above), the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

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**End**  
**SENATE JULY 2017**