

University of Essex

Rules of Assessment for Full-time Taught Masters Degrees with Professional Placements 2023-2024

1 Preamble

a) These rules apply to full-time (24 months) Masters courses with Professional Placements. 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 Programme.

b) A taught module is any assessed component excluding the dissertation or equivalent. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

c) All Masters degrees can be awarded with Distinction or Merit.

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

2 Pass Mark

a) The pass mark for all modules of the Masters degree 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; however, the module mark will still be used to calculate the overall weighted average for the taught modules and the overall weighted average.

b) For the purposes of these rules taught module averages, the overall weighted average for the taught modules and the mark for the dissertation will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

c) The Placement module will be assessed on a pass/fail basis only, and will be excluded from the calculation of the overall weighted average for the taught modules and the overall weighted average marks.

3 Eligibility for an award

The Masters Degree

Pass

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

- a) Attempt 300 credits at Masters level (Level 7) of which 260 must be passed, with the remaining credits condoned, subject to (d).
- b) Pass all the taught core modules and the dissertation or equivalent.
- 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) Failure with a mark of 40 or more, for up to 40 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50.
- e) Pass the placement module in order to be considered for an award with the title 'with professional placement'. Students who are unable to take, or who fail, the placement module can be considered for transfer to an appropriate Masters course without a professional placement if they have met the criteria above.

3.1. A Pass with Merit or Distinction

3.1.1. Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a pass, a student should:
Have an overall weighted average mark of 60 or more.

3.1.2. Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a pass, a student should:
Have an overall weighted average mark of 70 or more.

3.2 The Postgraduate Diploma and Certificate

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.

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. In many cases it will be possible to obtain the necessary credits for a PG Diploma by using dissertation or equivalent credits as well as taught module credits.

Placement module credits and dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

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

- a) Normally complete and have been assessed in 120 credits at taught Masters level (Level 7) excluding placement module credits.
- b) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- c) Pass all taught core modules.
- d) Failure with a mark of 40 or more for up to 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50.
- e) Placement module credits cannot be used to obtain a Postgraduate Diploma in cases where students have not met the criteria set out above. However, students can be considered for a Postgraduate Diploma with Professional Placement in cases where they are not eligible for a Masters award because they have been unable to complete their Masters dissertation satisfactorily but have passed the placement module and have also met the criteria for obtaining a Postgraduate Diploma. Students who are unable to take, or who fail, the placement module can be

considered for transfer to an appropriate course without a professional placement if they have met the criteria for the PG Diploma above.

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

a) Attempt 60 credits at Masters level (Level 7) of which 40 must be passed, with the remaining credits condoned, subject to (d).

b) Pass all taught core modules.

c) Pass 15 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

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

e) Placement module credits cannot be used to obtain a Postgraduate Certificate in cases where students have not met the criteria set out above. However, students can be considered for Postgraduate Certificate with Professional Placement in cases where they are not eligible for a Masters award or a Postgraduate Diploma but have passed the placement module and have also met the criteria for obtaining a Postgraduate Certificate. Students who are unable to take, or who fail, the placement module can be considered for transfer to an appropriate course without a professional placement if they have met the criteria for the PG Certificate above.

4 Reassessment

a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 60 taught module credits.

b) No second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed.

c) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

d) The Board of Examiners will reinstate the module mark for the previous attempt at a failed module if it is higher than the mark for the most recent attempt.

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

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

4.1.4 Where a student has not met the requirements to pass and is eligible to undertake reassessment and/or have failed marks condoned, the Board of Examiners will give the student the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation or equivalent outcome is known.

a) Where a student undertakes reassessment across the summer of Year One and fails the module(s) again, the Board of Examiners can only offer further reassessment where there have been extenuating circumstances which have been accepted by the Board. The options offered by the Board will be as follows:

i) To delay proceeding to Year Two and to undertake reassessment without attendance, or

ii) To proceed to Year Two and delay reassessment until after the Final Exam Board when the dissertation or equivalent outcome is known, or

iii) To proceed to Year Two and carry forward a maximum of 20 failed non-core credits into Year Two and undertake reassessment at the earliest opportunity offered by the department during Year Two. Carrying forward the reassessment in failed credits is called trailing.

4.2 The Placement Module

The Placement Module must be attempted and passed in order to be considered for a Masters' or an exit award with the title 'with professional placement'.

Second attempts at the placement module are not permitted. Students who are unable to take, or who fail the placement, can be considered for transfer to an appropriate Masters course without a professional placement.

4.3 Re-submission of Dissertations

a) Re-submission of dissertations or equivalent 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 to achieve a pass does not include any additional experimental or practical work.

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

i) A dissertation or equivalent 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 or equivalent which has been re-submitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

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 marks for reassessment presented to the Board, and awarding credit.
- b) Confirming whether the placement module has been passed.
- c) Confirming the mark for the dissertation or equivalent, including any mark for resubmission.
- d) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent; and any opportunities for condonement.
- e) 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 or equivalent credits.
- f) Considering extenuating circumstances as necessary and their implications for results.
- g) Determining the appropriate award for each student.
- h) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

5.1.1 An Interim Board of Examiners Meeting shall normally be held at the end of the taught module assessment. The Interim Board will also determine whether the student is still on track to be eligible for a Masters award and can therefore proceed to the placement.

5.1.2 Where a student has not met the requirements to pass and is eligible to undertake reassessment and/or have failed marks condoned, the Board of Examiners will give the student the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation or equivalent outcome is known.

5.1.3 Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of 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](#). When extenuating circumstances are accepted, the Board of Examiners will use its discretion to determine what if any action should be taken in accordance with the powers set out in the Policy. Except in the case of accepted extenuating circumstances, Boards of Examiners do not have powers of discretion in relation to the application of the rules of assessment.

End

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