

University Of Essex

Rules of Assessment for Full-Time Postgraduate Certificates 2023/24 (Where offered as a stand-alone award)

1 Preamble

a) These rules apply to full-time postgraduate certificate programmes. 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 core module must be taken as part of the programmes 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.

2 Pass Mark

a) The pass mark for all modules of the postgraduate certificate 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.

3 Eligibility For An Award

The Postgraduate Certificate

Pass

To be awarded a pass in the Postgraduate Certificate a student should:

a) Attempt 60 credits at Master's 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.

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.

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 a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

4.1 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.

4.2 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 repeat a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

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 taught module marks achieved, including any marks for reassessment-presented to the Board, and awarding credit.

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

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

d) Determining the award of any Postgraduate Certificate.

e) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

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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