

# UNIVERSITY OF ESSEX

## UNDERGRADUATE RULES OF ASSESSMENT

### Applicable to Students Starting in

### Academic Year 2020-21

#### 4. Four-Year Honours Degree

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**4.1** These Rules of Assessment apply to:

- a) Courses with a Year Abroad or a Placement Year in Year Three
- b) Courses where all four years are spent at Essex.

**4.2** These rules do not apply to courses which involve a Foundation Year followed by a Three-Year Honours Degree, and which do not include a Year Abroad or Placement Year. For such courses the Foundation Year and Three-Year Honours Degree Rules of Assessment will apply instead.

## Year One

### Requirement to Pass Year One

- 4.3** To pass Year One and proceed to the next Year, you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 4;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course;
  - c) Achieve a minimum Year Mark of 50 on all courses with a Year or Term Abroad.
- 4.4** You may be allowed to proceed to the next Year, following an attempt at reassessment, having passed a minimum of 90 credits, provided you have passed all the core modules for the Year.
- 4.5** You can only fail 30 non-core credits across your degree. For example, if you fail 30 non-core credits in Year One, you cannot fail any more credits in your degree. Carrying forward failed credits to following years is called condonement. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark. Table 4.1 below sets out the possibilities for condonement across a Four-Year Honours Degree.

**Table 4.1: Condonement of non-core credits across a Four-Year Honours Degree**

| Year  | Possibilities for condonement   |
|---|---|
| One   | Following compulsory reassessment failure may be condoned in up to 30 non-core credits.   |
| Two   | a) If you have failed 30 credits in Year One you must pass 120 credits in Year Two.<br>b) If you have failed 15 credits in Year One, following reassessment, failure may be condoned in up to 15 non-core credits in Year Two.<br>c) If you passed 120 credits in Year One (ie you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Year Two.  |
| Three<br>(where all four Years are spent at Essex)    | a) If you have failed 30 credits across Year One and Year Two you must pass 120 credits in Year Three.<br>b) If you have failed 15 credits across Year One and Year Two, following reassessment, failure may be condoned in up to 15 non-core credits in Year Three.<br>c) If you passed 240 credits in your previous years (ie you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Year Three. |
| Three<br>(which is a Placement Year or a Year Abroad) | Condonement during a Year Abroad or in a Placement Year is not available  |

|       |   |
|-------|---|
| Final | <ul style="list-style-type: none"><li>a) If you have failed a total of 30 credits in your previous years, you must pass 120 credits in your Final Year.</li><li>b) If you have failed a total of 15 credits in your previous years, failure may be condoned in up to 15 non-core credits in your Final Year.</li><li>c) If you passed all the credits in your previous years (ie you had no failures), failure may be condoned in up to 30 non-core credits in your Final Year.</li></ul> |
|-------|---|

**4.6** As an alternative to condonement, up to 30 non-core credits of reassessment can be carried forward to the next Year of your course. Carrying forward the reassessment in failed credits the following Year is called trailing. Where credits are trailed, the mark for the reassessment will be recorded as part of the previous Year's marks. Trailing is only offered where the failed credits are eligible for condonement (see Table 4.1 above). You are only able to trail credits from one Year into the next Year, i.e., Year One credits can be trailed into Year Two but cannot be subsequently trailed into the Year Three. They will either need to be passed or condoned prior to progression to Year Three. Where credits are trailed from the Year Two, reassessment in these modules will usually be undertaken alongside the Final Year. Table 4.2 sets out the possibilities for trailing across a Four-Year Honours Degree.

**Table 4.2: Trailing of non-core credits across a Four-Year Honours Degree**

| Year   | Possibilities for trailing   |
|--|--|
| One  | Following compulsory reassessment trailed reassessment may be permitted in up to 30 non-core credits.  |
| Two  | <p>a) If you are carrying 30 failed credits from Year One you must pass 120 credits in Year Two, no trailing will be permitted.</p> <p>b) If you are carrying 15 failed credits from Year One, following compulsory reassessment, trailing may be permitted in up to 15 failed non-core credits in Year Two.</p> <p>c) If you passed 120 credits in Year One, following compulsory reassessment, trailing may be permitted in up to 30 non-core credits in Year Two.</p> <p>For courses where Year Three is a Placement Year or a Year Abroad, any trailed credits from Year Two will be taken in the Final Year</p> |
| Three (where all four years are spent at Essex)    | <p>a) If you are carrying 30 failed credits across Year One and Year Two you must pass 120 credits in Year Three, no trailing will be permitted.</p> <p>b) If you are carrying 15 failed credits across Year One and Year Two, following compulsory reassessment, trailing may be permitted in up to 15 non-core credits in Year Three.</p> <p>If you passed 240 credits in your previous years, following compulsory reassessment, trailing may be permitted in up to 30 non-core credits in Year Three.</p>  |
| Three (which is a Placement Year or a Year Abroad) | There is no option to trail credits from a Placement Year or a Year Abroad.  |

### **Pass With Distinction**

- 4.7** To achieve a Distinction in Year One, you must have the following at the first attempt, either:
- a) A Year Mark of 70 or above; or
  - b) 60 Credits at 70 or above with a Year Mark of 68 or 69.

### **Reassessment: General Principles**

- 4.8** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year unless you have been offered trailed reassessment (see 4.6).
- 4.9** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 4.10** The Board of Examiners will offer you all the reassessment opportunities that are available to you. If you have a Tier 4 or Student Route visa, your immigration status will not have been taken into account by the Board and some options offered may not be available to you due to the Home Office rules and guidance.
- 4.11** If you have attempted the reassessment of a module in the resit period or without attending the University and your mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 4.12** If you are on a course with a Year or Term Abroad and you have passed all modules but you have not achieved the minimum Year Mark of 50, you may undertake reassessment in one or more modules (up to a maximum of 60



credits) in order to improve your Year Mark. Although the marks achieved at the first attempt will remain on your transcript, the marks achieved after reassessment will be used to calculate whether or not you have achieved the required Year Mark. Your Year Mark and module aggregate will not change. If you have passed all modules but you have not achieved the minimum Year Mark required for a course with a Year or Term Abroad, you may be permitted to transfer to a course which does not include a Year or Term Abroad instead of undertaking reassessment.

**4.13** Following an attempt at reassessment, if you have failed up to 30 non-core credits, but have attempted the reassessment for each of the required modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study, provided you have achieved the minimum Year Mark of 50 (where applicable). You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.

- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark.
- b) Where reassessment in failed credits are trailed into the next Year of study, the mark for the reassessment will be recorded as part of the previous Year's mark.

### **Reassessment Opportunities at the End of the Year**

**4.14** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.

**4.15** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40.

**4.16** If you fail more than 60 credits you will be offered one or more of the following:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;

- c) Reassessment in the following Year for capped Module Marks without attending the University.

### **Reassessment Opportunities Following the Resit Assessment Period**

**4.17** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year for capped Module Marks without attending the University.

**4.18** Following reassessment, if you still have not passed an optional module and you are repeating the Year, either full or part-time, you can pick a different optional module.

**4.19** You will not be allowed to progress to the next Year if you have failed any core module.

**4.20** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer the following opportunities:

- a) If you have not had three attempts at the failed module(s), you can remain in Year One and take reassessment (see 4.17 above);
- b) If you have not had three attempts at the failed module(s), you can progress to Year Two and trail the reassessment in your failed module(s) (see Table 4.2);
- c) If you have not had three attempts at the failed module(s), you can progress to Year Two carrying the failed non-core credits and have no further reassessment attempts at the failed module(s);
- d) If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to Year Two carrying the failed non-core credits.

- 4.21** You can only fail 30 non-core credits across your degree (see Table 4.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.
- 4.22** Following reassessment, if you are on a course with a Year or Term Abroad and you failed to achieve a Year Mark of 50 or above, you will be considered for a transfer to a degree programme without a Year or Term Abroad.

### **Withdrawal**

- 4.23** You will be required to leave the University if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) 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 progress to the next Year; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 4.24** 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](#).

## **Year Two (Where This is Followed by a Placement Year or a Year Abroad)**

### **Requirement to Pass Year Two**

- 4.25** To pass Year Two and proceed to the next Year, you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 5 or above;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 4.26** You may be allowed to proceed to the next Year, following an attempt at reassessment, having passed a minimum of 90 credits, provided that:
- a) You have passed all the core modules for the Year; and
  - b) You have sufficient credits from the previous Year.
- 4.27** You will need a minimum of 210 credits from Year One and Year Two to be allowed to proceed.
- 4.28** You can only fail 30 non-core credits across your degree (see Table 4.1 above). If you are carrying:
- a) 15 non-core failed credits from Year One, you can only fail an additional 15 non-core credits across both Year Two and your Final Year;
  - b) 30 non-core failed credits from Year One, you cannot fail any more credits.
- 4.29** You can only trail reassessment of failed non-core credits into your next Year of study where these credits fall within the condonable range (see Table 4.2 above). If you are carrying:
- a) No failed credits from Year One, you can trail reassessment in up to 30 failed non-core credits into your Final Year of study;
  - b) 15 failed credits from Year One, you can trail reassessment in up to 15 failed non-core credits into your next Year of study;
  - c) 30 failed credits from Year One, you cannot trail reassessment in any credits.

## **Reassessment: General Principles**

- 4.30** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year unless you have been offered trailed reassessment (see 4.6).
- 4.31** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 4.32** The Board of Examiners will offer you all the reassessment opportunities that are available to you. If you have a Tier 4 or Student Route visa, your immigration status will not have been taken into account by the Board and some options offered may not be available to you due to the Home Office rules and guidance.
- 4.33** If you have attempted the reassessment of a module in the resit period or without attending the University 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 progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 4.34** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, but have attempted the reassessment for each of the required modules, you may progress with the failed credits or trail the reassessment in these failed credits into your Final Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark.

**4.35** Further reassessment in trailed modules will only be offered without attendance and where offering this reassessment neither:

- a) Increases your total combined failed credits over the 60-credit limit permitted for reassessment over the Summer; nor
- b) Prevents you from progressing directly to your next Year of study.

**4.36** If you have failed credits on a Four-Year course with a Placement Year or Year Abroad your opportunities to undertake reassessment and progress to the Placement Year or Year Abroad will be limited (see Table 4.3 below).

**Reassessment Opportunities at the End of the Year**

**4.37** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment. The Board of Examiners will offer you the options shown in Table 4.3 below.

**Table 4.3: Options considered by the Board of Examiners if you have a Year Mark of 20 or above**

| Your results  | Course includes                 | Board of Examiners will consider these options   |
|---|---------------------------------|--|
| You have either:<br><br>a) Failed a maximum of 30 non-core credits and passed 120 credits in Year One; or<br><br>b) Failed a maximum of 15 non-core credits and passed 105 credits in Year One. | Year Abroad or a Placement Year | You must undertake reassessment and you may choose to defer it until after your Year Abroad / Placement Year. You will be required to attempt it before you can be considered for progression to your Final Year.<br><br>Your module aggregate will be capped at 40. |

|  |                           |   |
|--|---------------------------|---|
| <p>You wish to remain on the Four-Year course, and you failed either:</p> <p>a) A core module(s);<br/>or<br/>b) More than 30 credits but not exceeding 60 credits.</p> | <p>Year<br/>Abroad</p>    | <p>You must undertake the necessary reassessment prior to the next Academic Year. Your module aggregate mark will be capped at 40.</p> <p>Subject to passing the module(s) after reassessment you must apply to intermit for the next Academic Year with a view to proceeding to a period of study abroad one Year later if places are available.</p> <p>Nevertheless, you should consider that on courses involving study of a language it may not be advisable to intermit for a Year as this may affect your ability to maintain the language at the required level.</p> |
| <p>You wish to remain on the Four-Year course, and you failed either:</p> <p>a) A core module(s);<br/>or<br/>b) More than 30 credits but not exceeding 60 credits.</p> | <p>Placement<br/>Year</p> | <p>You must undertake the necessary reassessment prior to the next Academic Year.</p> <p>Your module aggregate mark will be capped at 40.</p> <p>Subject to passing the module(s) after reassessment you may either:</p> <p>a) Proceed immediately to your Placement Year; or<br/>b) Apply to intermit for the next Academic Year if the placement is no longer available.</p> <p>You must have an approved placement in place at the time that the Board of Examiners meets.</p>   |

|  |   |   |
|--|---|---|
| <p>If it is possible for you to transfer to an appropriate Three-Year course and you failed either:</p> <p>a) A core module(s);<br/>             or<br/>             b) A maximum of 60 credits.</p> | <p>Year<br/>             Abroad or<br/>             Placement<br/>             Year</p> | <p>You will be offered the chance to transfer immediately and you must undertake the necessary reassessment before the next Academic Year.</p> <p>Your reassessment will then be governed by the Three-Year Rules of Assessment.</p> <p>Where reassessment takes place your module aggregate mark will be capped at 40.</p>   |
| <p>You have failed more than 60 credits and you have a Year Mark greater than 20</p>   | <p>Year<br/>             Abroad or<br/>             Placement<br/>             Year</p> | <p>You must either:</p> <p>a) Repeat the Year on a full or part-time basis for uncapped marks; or<br/>             b) Undertake the necessary reassessment the following Year without attendance with the module aggregate mark capped at 40.</p> <p>If you do not wish to remain on the Four-Year course you can apply to transfer to Year Two of an appropriate Three-Year course, if possible, so that you can undertake the repeat Year on that course.</p> |



### **Reassessment Opportunities Following the Resit Assessment Period**

- 4.38** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities on the Four-Year course or, if possible, on an appropriate Three-Year course:
- a) A full-time repeat Year for uncapped Module Marks;
  - b) A part-time repeat Year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.
- 4.39** Following reassessment, if you still have not passed an optional module and you are repeating the Year, either full or part-time, you can pick a different optional module.
- 4.40** You will not be allowed to progress to the next Year if you have failed any core module.
- 4.41** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits the Board of Examiners will consider whether you can transfer to an appropriate Three-Year course and carry or trail the reassessment in the failed credits.
- 4.42** If you have not had three attempts at the failed module(s), you can remain in Year Two and take reassessment (see 4.34 above);
- 4.43** Alternatively, if you have not had three attempts at the failed module(s), you can proceed to Year Three carrying the failed non-core credits and have no further reassessment attempts at the failed module(s) or trail the reassessment in the failed module(s) into your Final Year;
- 4.44** If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to Year Three carrying the failed non-core credits.
- 4.45** Following reassessment, where the Board of Examiners had originally allowed you to start your Year Abroad/Placement Year and:

- a) You have failed up to 30 non-core credits and you have passed 120 credits in Year One; or
- b) You have failed up to 15 non-core credits and you have passed 105 credits in Year One;

the Board of Examiners will allow you to remain on the Four-Year course, continue with your Year Abroad/Placement Year (if not already completed), either

- a) Carrying the failed credits; or
- b) Where you have not had three attempts at the failed module(s), trailing the reassessment in your failed module(s) into your Final Year.

**4.46** You can only fail 30 non-core credits across your degree (see table 4.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

### **Exit Awards**

**4.47** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.

**4.48** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.

**4.49** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more, the Board of Examiners will consider you for a Diploma of Higher Education.

### **Withdrawal**

**4.50** You will be required to leave the University if:

- a) Your Year Mark is less than 20; or
- b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
- c) 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 progress to the next Year; or

d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

**4.51** 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](#).

## **Year Two and Year Three Where all Four Years are Spent at Essex**

### **Requirement to Pass Year Two, and Year Three**

- 4.52** To pass Year Two or Year Three, in each Year you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 5 or above;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 4.53** You may be allowed to proceed to the next Year, following an attempt at reassessment, having passed a minimum of 90 credits, provided that:
- a) You have passed all the core modules for the Year; and
  - b) You have sufficient credits from the previous Year(s).
- 4.54** You will need a minimum of 210 credits from Year One and Year Two or 330 credits from Year One, Year Two and Year Three to be allowed to proceed.
- 4.55** You can only fail 30 non-core credits across your degree (see Table 4.1 above). If you are carrying:
- a) 15 non-core failed credits from Year One, you can only fail an additional 15 non-core credits across Years Two, Three and your Final Year;
  - b) 30 non-core failed credits from Year One, you cannot fail any more credits.
- 4.56** You can only trail reassessment of failed non-core credits into your next Year of study where these credits fall within the condonable range (see Table 4.2 above). If you are carrying:
- a) No failed credits from previous years of study, you can trail reassessment in up to 30 failed non-core credits into your next Year of study;
  - b) 15 failed credits from previous years of study, you can trail reassessment in up to 15 failed non-core credits into your next Year of study;
  - c) 30 failed credits from previous years of study, you cannot trail reassessment in any credits.

## **Reassessment: General Principles**

- 4.57** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year, unless you have been offered trailed reassessment (see 4.6).
- 4.58** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 4.59** The Board of Examiners will offer you all the reassessment opportunities that are available to you. If you have a Tier 4 or Student Route visa, your immigration status will not have been taken into account by the Board and some options offered may not be available to you due to the Home Office rules and guidance.
- 4.60** If you have attempted the reassessment of a module in the resit period or without attending the University and your mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 4.61** Following reassessment, if you have failed up to 30 non-core credits, but have attempted the reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark.

- b) Where reassessment in failed credits are trailed into the next Year of study, the mark for the reassessment will be recorded as part of the previous Year's mark.

**4.62** Further reassessment in trailed modules will only be offered without attendance and where offering this reassessment neither:

- a) Increases your total combined failed credits over the 60-credit limit permitted for reassessment over the Summer; nor
- b) Prevents you from progressing directly to your next Year of study.

### **Reassessment Opportunities at the End of the Year**

**4.63** If you do not pass the Year, but you have a Year Mark of 20 or above, you may be offered reassessment.

**4.64** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40.

**4.65** If you fail more than 60 credits you will be offered one or more of the following:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Reassessment Opportunities Following the Resit Assessment Period**

**4.66** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

- 4.67** Following reassessment, if you still have not passed an optional module and you are repeating the Year, either full or part-time, you can pick a different optional module.
- 4.68** You will not be allowed to progress to the next Year if you have failed any core module.
- 4.69** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer the following opportunities:
- a) If you have not had three attempts at the same module, you can remain in the Year and take reassessment (see 4.61 above);
  - b) If you have not had three attempts at the failed module(s), you can progress to your next Year of study whilst trailing the reassessment in your failed module(s) (see Table 4.2);
  - c) If you have not had three attempts at the same module, you can progress to the next Year carrying the failed non-core credits and have no further reassessment attempts at the failed module(s);
  - d) If you have had three attempts at the module but have still not achieved the pass mark, you can proceed to the next Year carrying the failed non-core credits.
- 4.70** You can only fail a total of 30 non-core credits across your degree (see Table 4.1 above). You will not be able to transfer to a course where these failed credits are listed as core.

### **Exit Awards**

- 4.71** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.
- 4.72** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 4.73** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more the Board of Examiners will consider you for a Diploma of Higher Education.

## **Withdrawal**

**4.74** You will be required to leave the University if:

- a) Your Year Mark is less than 20; or
- b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
- c) 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 progress to the next Year; or
- d) You cannot complete your studies in your maximum period.

## **Extenuating Circumstances**

**4.75** 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](#).



## **Year Three (Which is a Placement Year or a Year Abroad)**

### **Requirement to Pass Year Three Which is a Year Abroad**

- 4.76** To pass a Year Abroad and proceed to the Final Year, you must:
- a) Attempt the equivalent of 120 Essex credits as stated in the Learning Agreement. (Glossary – footnote 1). The best 75% of the marks obtained for individual modules will be used to create an average Year Mark. To pass the Year Abroad you must obtain a Year Mark which is at least a pass at the host university.’ (Glossary – footnote 2)
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.

### **Requirement to Pass Year Three Which is a Placement Year**

- 4.77** To pass a Placement Year and proceed to the Final Year, you must:
- a) Achieve a pass in your Placement Year;
  - b) Pass all core modules;
  - c) Meet any [variations to the Rules of Assessment](#) which may apply to your course.

### **Pass a Placement Year With Distinction**

- 4.78** On some courses it may be possible to gain a Distinction for your Placement Year. Where this is offered, you must fulfil the course requirements as outlined in the [Variations to the Rules of Assessment](#).

### **Reassessment Opportunities at the End of the Year**

- 4.79** Reassessment or repeat study is not normally available for a period of study abroad.
- 4.80** Limited reassessment opportunities, if any, exist for a Placement Year and repeat study is not normally available.
- 4.81** If you have failed your Placement Year or Year Abroad you will be offered the chance to transfer to the Final Year of an appropriate Three-Year course if this is possible.

- 4.82** If you have failed your Placement Year or Year Abroad and the opportunity to undertake reassessment is available, you must take the necessary reassessment. Your module aggregate mark will be capped at 40. If you fail the reassessment no further reassessment opportunity will be offered and you will be offered the chance to transfer to the Final Year of an appropriate Three-Year course if this is possible.

### **Exit Awards**

- 4.83** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.
- 4.84** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 4.85** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more, the Board of Examiners will consider you for a Diploma of Higher Education.

### **Extenuating Circumstances**

- 4.86** 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](#).

## Final Year

### Requirement to Pass the Final Year

- 4.87** To pass the Final Year, you must:
- a) Pass all modules and achieve 120 credits in the Year, with at least 90 credits at Level 6;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 4.88** You can only fail a total of 30 non-core credits across your degree (see Table 4.1 above). Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark. If you are carrying:
- a) 15 non-core failed credits from the previous years, you can only fail an additional 15 non-core credits in your Final Year.
  - b) 30 non-core failed credits from the previous years, you cannot fail any more credits.

### Reassessment: General Principles

- 4.89** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you may need to take reassessment. All failed modules which are core must be reassessed. You must pass a minimum of 450 credits, with 90 credits at Level 6, to be awarded your degree.
- 4.90** 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.
- 4.91** If you do not need to take reassessment in order to be awarded your degree, you may choose voluntary reassessment of one or more modules so as to retrieve these fails. In this circumstance you will be permitted only one further attempt at each module. Your mark(s) will be capped at 40 for each module.
- 4.92** The Board of Examiners will offer you all the reassessment opportunities that are available to you. If you have a Tier 4 or Student Route visa, your

immigration status will not have been taken into account by the Board and some options offered may not be available to you due to the Home Office rules and guidance.

**4.93** If you have attempted the reassessment of a module in the resit period or without attending the University and your mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.

**4.94** Further reassessment in trailed modules will only be offered without attendance and where offering this reassessment neither:

- a) Increases your total combined failed credits over the 60-credit limit permitted for reassessment over the Summer; nor
- b) Prevents you from progressing directly to your next Year of study.

### **Compulsory Reassessment at the End of the Year**

**4.95** If you do not meet the requirements to pass and complete your degree, but you achieve a Year Mark of 20 or above, you may be offered reassessment. The reassessment offered to you will depend on how many credits you have failed in your Final Year and whether you have any failed credits from previous years. You can fail a maximum of 30 non-core credits across the whole of your degree.

**4.96** In the Final Year you will be offered compulsory reassessment in the minimum number of credits you need to obtain your degree, up to a maximum of 60 credits, before the new Academic Year begins. Where appropriate, a combination of compulsory and voluntary reassessment will be offered up to a total of 60 credits. Your Module Mark(s) will be capped at 40. If you fail this reassessment and you cannot complete your degree, you can then be offered further reassessment for more than 60 credits. Table 4.4 below shows the reassessment opportunities available to you in your Final Year.

- 4.97** If you need to take reassessment in more than 60 credits and cannot complete your degree you will be offered either;
- a) A full-time repeat year for uncapped Module Marks; or
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;  
or
  - c) Reassessment in the following Year without attending the University for capped Module Marks.

**Table 4.4: Reassessment in the Final Year; number of credits that will be offered before the next Academic Year**

| Number of failed non-core credits from previous years | Number of credits failed in the Final Year | Reassessment you may be offered<br><b>Note: All core modules that you have failed must be retaken</b> |
|---|--|---|
| None  | 45   | 15 credits compulsory;<br>30 credits voluntary.   |
|   | 60   | 30 credits compulsory<br>30 credits voluntary   |
|   | 75   | 45 credits compulsory<br>15 credits voluntary   |
|   | 90   | 60 credits compulsory; your choice from the 90 failed   |
| 15  | 30   | 15 credits compulsory<br>15 credits voluntary   |
|   | 45   | 30 credits compulsory<br>15 credits voluntary   |
|   | 60   | 45 credits compulsory<br>15 credits voluntary   |
|   | 75   | 60 credits compulsory; your choice from the 75 failed   |
| 30  | Between 15 and 60                          | All failed credits - compulsory   |

### **Voluntary Reassessment at the End of the Year**

**4.98** If you have achieved the credits required to be awarded your degree but have failed up to a total of 30 non-core credits in your Final Year, you will be offered voluntary reassessment in these credits for capped Module Marks. Voluntary reassessment must be attempted before the start of the next Year. The highest mark you achieve for the failed module(s) will be used for your final Degree Classification up to a maximum mark of 40. This will be the only opportunity you will have to retrieve these fails.

**4.99** You can choose to either:

- a) Graduate and then attempt reassessment; or
- b) Graduate without reassessment.

### **Reassessment Opportunities Following the Resit Assessment Period**

**4.100** Following reassessment, if you do not meet the requirements to be awarded your degree but you achieve a Year Mark of 20 or above, you may be offered one or more of the below. The Board of Examiners will only offer you compulsory reassessment for the minimum number of credits needed to pass your degree but will allow you to undertake additional reassessment. For example, if you have failed 60 non-core credits in your Final Year (having failed no other modules in earlier years) you will only be required to take reassessment in 30 credits, but you may choose up to 60 credits.

- a) A full-time repeat year for uncapped Module Marks; or
- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;  
or
- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Exit Awards**

**4.101** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.

**4.102** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.

- 4.103** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more, you will be considered for a Diploma of Higher Education.
- 4.104** If you have been awarded 300 credits or more, with 60 credits at Level 6, the Board of Examiners will consider you for an Ordinary Degree, which is unclassified. This includes any credits achieved during a Term Abroad; however, credits from a Foundation Year, Year Abroad or Placement Year cannot be included.

### **Withdrawal**

- 4.105** You will be required to leave the University if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) 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
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 4.106** 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](#).



## Degree Eligibility and Classification

- 4.107** To achieve a Four-Year Honours Degree, you must attempt 480 credits and pass at least 450 credits across your degree with at least 90 credits at Level 6. All core modules must be passed.
- 4.108** Year 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 Year Mark.
- 4.109** There are four different types (Models) of Four-Year degree course, each with its own requirements:
- a) For courses involving a full-year work placement or Year Abroad as Year Three (Model 1 below), the work placement or Year Abroad has a credit value of 120 credits. You must pass the Year to be eligible for the degree, but any marks awarded for the Year will not count towards the Class of degree.
  - b) For courses where all four Years are studied at Essex (Model 2 below), your Degree Class is based upon your Year Two, Year Three and Final Year Marks.
- 4.110** Your marks from Year Two and the Final Year are used to calculate an overall Degree Mark under Model 1 below. Your marks from Year Two, Year Three and the Final Year are used to calculate an overall Degree Mark under Models 2 below. Your Year Marks are given different percentage weightings depending upon the Model. The Degree Mark is used to determine your Degree Class. These are set out in Tables 4.5 to 4.8 below.
- 4.111** 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 meet the credit requirements across your Final and earlier Years for the relevant Model as set out in Tables 4.5 to 4.8 below.
- 4.112** There are a limited number of courses that have a variation to this weighting. Full details of these can be found in the [Variations to the Rules of Assessment](#).

**4.113** Module Aggregate 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 4.5: Honours Degree Classification Model 1: Work Placement Year and Year Abroad as Year Three.**

| <b>Classification</b>            | <b>Requirement to achieve this Classification</b>  |
|----------------------------------|--|
| First Class Honours (1)          | Either:<br>a) A Degree Mark of 70 or more; or<br>b) 120 credits (from Year Two and your Final Year) at 70 or above with a Degree Mark of 68 or 69.           |
| Upper Second Class Honours (2.1) | Either:<br>a) A Degree Mark of 60 or more; or<br>b) 120 credits (from Year Two and your Final Year) at 60 or above with a Degree Mark of 58 or 59.           |
| Lower Second Class Honours (2.2) | Either:<br>a) A Degree Mark of 50 or more; or<br>b) 120 credits (from Year Two and your Final Year) 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 4.101 above) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher. |
| Weighting                        | Year Two: 40<br>Year Three: 0<br>Final Year: 60  |

**Table 4.8: Honours Degree Classification Model 2: Four-Years studied at Essex**

| Classification                   | Requirement to achieve this Classification   |
|----------------------------------|--|
| First Class Honours (1)          | Either:<br>a) A Degree Mark of 70 or more; or<br>b) 180 credits (from Year Two, Year Three and your Final Year) at 70 or above with a Degree Mark of 68 or 69. |
| Upper Second Class Honours (2.1) | Either:<br>a) A Degree Mark of 60 or more; or<br>b) 180 credits (from Year Two, Year Three and your Final Year) at 60 or above with a Degree Mark of 58 or 59. |
| Lower Second Class Honours (2.2) | Either:<br>a) A Degree Mark of 50 or more; or<br>b) 180 credits (from Year Two, Year Three and your Final Year) 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 4.101 above) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher.   |
| Weighting                        | Year Two: 30<br>Year Three: 30<br>Final Year: 40   |

## **Direct Entry to the Final Year of a University of Essex Four-Year Degree**

### **Requirements and Degree Classification for Direct Entry to the Final Year of a University of Essex Four-Year Degree (Where All Four Years are Normally Studied at Essex and There is No Placement Year or a Year Abroad)**

- 4.114** If you have been given direct entry to the Final Year of a University of Essex degree, you must pass 120 credits in your Final Year with at least 90 credits at Level 6.
- 4.115** Only Module Marks awarded in your Final Year will be used to calculate your final Degree Mark and Classification. This is set out in Table 4.8 below.
- 4.116** All other aspects of the Four-Year rules apply to you when entering the Final Year.
- 4.117** For the purpose of considering whether or not you will be permitted to repeat the Final Year, the Board of Examiners will regard the Year as a new award.

**Table 4.6: Honours Degree Classification for direct entry to the Final Year of a University of Essex Four-Year Degree**

| <b>Classification</b>            | <b>Requirement to achieve this Classification</b>  |
|----------------------------------|--|
| First Class Honours (1)          | Either:<br>a) A Degree Mark of 70 or more; or<br>b) 60 credits at 70 or above with a Degree Mark of 68 or 69.  |
| Upper Second Class Honours (2.1) | Either:<br>a) A Degree Mark of 60 or more; or<br>b) 60 credits at 60 or above with a Degree Mark of 58 or 59.  |
| Lower Second Class Honours (2.2) | Either:<br>a) A Degree Mark of 50 or more; or<br>b) 60 credits 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 4.109 above) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher. |

**End of document**

**Senate April 2021**

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