

**UNIVERSITY OF ESSEX**  
**UNDERGRADUATE RULES OF ASSESSMENT**  
**Academic Year 2011-2012**

**7. *Certificate of Higher Education***

**7.1 ELIGIBILITY FOR AN AWARD**

**7.1.1 To be eligible for a Certificate of Higher Education (Cert HE) students must:**

- a) pass 120 credits at level 4 or above
- and**
- b) pass core modules and meet any relevant requirements outlined in the variations to the Rules of Assessment.

End of Stage Examination Boards may also be used as progression boards for part-time students, and re-submission opportunities considered

**7.1.2 If a student does not meet the requirements for a Certificate of Higher Education:**

- a) where the student has failed **a maximum of 60 credits**, he/she must undertake the necessary reassessment. The module aggregate mark will be capped at 40%.
- b) where the student has failed **more than 60 credits** and has a year mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks, **or** undertake the necessary reassessment the following year with the module aggregate mark capped at 40%.
- c) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, he/she must withdraw from the University.

**7.1.3 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**

- a) to repeat the Stage of study full-time for uncapped module marks
- or**
- b) where the student has failed **a maximum of 60 credits**, to repeat the Stage of study part-time, and the module aggregate mark will be capped at 40%<sup>1</sup>
- or**

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<sup>1</sup> This option is only permissible where the student's UK immigration permission allows part-time study.

- c) to resit the necessary examinations and/or coursework at the next available opportunity and the module aggregate mark will be capped at 40%

**or**

- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module, he/she would be required to withdraw from the University.

**or**

- e) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, to withdraw from the University.

Note: An undergraduate exam board 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. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

## **7.2 AWARD CLASSIFICATION**

- 7.2.1** A Certificate of Higher Education (Cert HE) is unclassified. The student will receive a transcript of marks.