

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

Applicable to students starting in Academic Year 2019-20

3. Three-Year Honours Degree

Year One

Requirement to pass Year One

- 3.1 To pass Year One and proceed to Year Two, 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.
- 3.2 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.
- 3.3 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 3.1 sets out the possibilities for condonement across a Three-Year Honours Degree.

Table 3.1: Condonement of non-core credits across a Three-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. 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. c) If you passed 120 credits in Year One (i.e., you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Year Two.
Final	a) If you have failed a total of 30 credits in the previous years, you must pass 120 credits in the Final Year. b) If you have failed a total of 15 credits in the previous years, failure may be condoned in up to 15 non-core credits in the Final Year. c) If you passed a total of 240 credits in Years One and Two (i.e., you had no failures), failure may be condoned in up to 30 non-core credits in the Final Year.

3.4 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 3.1 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 Final Year. They will either need to be passed or condoned prior to progression to the Final Year.

Table 3.2 sets out the possibilities for trailing across a Three-Year Honours Degree.

Table 3.2: Trailing of non-core credits across a Three-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>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>

Pass with Distinction

- 3.5 To achieve a Distinction in Year One, you must have the following, 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

- 3.6 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 3.4).
- 3.7 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.

- 3.8 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 of Examiners and some options offered may not be available to you due to the Home Office rules and guidance.
- 3.9 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.
- 3.10 Following reassessment, if you have failed up to 30 non-core credits but have attempted 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.
 - 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

- 3.11 If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 3.12 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.
- 3.13 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

3.14 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.

3.15 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.

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

3.17 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 you one or more of 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 3.14 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 3.2);
- 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.

3.18 You can only fail 30 non-core credits across your degree (see Table 3.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

Withdrawal

- 3.19 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

- 3.20 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

Requirement to pass Year Two

- 3.21 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.
- 3.22 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.
- 3.23 You will need a minimum of 210 credits from Year One and Year Two to be allowed to proceed.
- 3.24 You can only fail 30 non-core credits across your degree (see Table 3.1 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.
- 3.25 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 3.2 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 next 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

- 3.26 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 3.4).
- 3.27 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.
- 3.28 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 of Examiners and some options offered may not be available to you due to the Home Office rules and guidance.
- 3.29 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.

- 3.30 Following reassessment, if you have failed up to 30 non-core credits but have attempted 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.
- 3.31 If you have failed credits while on a period of study abroad, opportunities for reassessment (including repeating a Year) may not be available.

Reassessment opportunities at the end of the Year

- 3.32 If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 3.33 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.
- 3.34 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

- 3.35 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.
- 3.36 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.
- 3.37 You will not be allowed to progress to the next Year if you have failed any core module.
- 3.38 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 Two and take reassessment (see 3.35 above);
 - b) If you have not had three attempts at the failed module(s), you can progress to the Final Year whilst trailing the reassessment in your failed module(s) (see Table 3.2);
 - c) If you have not had three attempts at the failed module(s), you can progress to the Final 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(s) but have still not achieved the pass mark, you can proceed to the Final Year carrying the failed non-core credits.
- 3.39 You can only fail a total of 30 non-core credits across your degree (see Table 3.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

Exit Awards

- 3.40 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.
- 3.41 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.
- 3.42 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

- 3.43 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

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

- 3.44 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.
- 3.45 You can only fail a total of 30 non-core credits across your degree (see Table 3.1 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

- 3.46 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 330 credits, with 90 credits at Level 6, to be awarded your degree.
- 3.47 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.
- 3.48 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.
- 3.49 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 of Examiners and some options offered may not be available to you due to the Home Office rules and guidance.
- 3.50 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.
- 3.51 If you have failed credits while on a period of study abroad, opportunities for reassessment (including repeating a Year) may not be available.

Compulsory reassessment at the end of the Year

- 3.52 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.

- 3.53 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 3.3 shows the reassessment opportunities available to you in your Final Year.

Table 3.3: 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 Note: All core modules that you have failed must be retaken
None	45	15 credits compulsory 30 credits voluntary
	60	30 credits compulsory 30 credits voluntary
	75	45 credits compulsory 15 credits voluntary
	90	60 credits compulsory; your choice from the 90 failed
15	30	15 credits compulsory 15 credits voluntary
	45	30 credits compulsory 15 credits voluntary
	60	45 credits compulsory 15 credits voluntary
	75	60 credits compulsory; your choice from the 75 failed
30	Between 15 and 60	All failed credits

- 3.54 If you need to take reassessment in more than 60 credits and cannot complete your degree you will 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.

Voluntary reassessment at the end of the Year

- 3.55 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 the 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.
- 3.56 You can choose to either:
- a) Graduate and then attempt reassessment; or
 - b) Graduate without reassessment.

Reassessment opportunities following the resit assessment period

- 3.57 Following reassessment, if you do not meet the requirements to be awarded your degree but if you achieve a Year Mark of 20 or above, you may be offered one or more of the opportunities 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

- 3.58 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.
- 3.59 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.
- 3.60 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 (including at least 105 credits at Level 5 or above), the Board of Examiners will consider you for a Diploma of Higher Education.
- 3.61 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

- 3.62 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

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

- 3.63 To achieve an Honours Degree, you must attempt 360 credits and pass at least 330 credits across your degree with at least 90 credits at Level 6. All core modules must be passed.
- 3.64 Your marks from Year Two and the Final Year are used to calculate an overall Degree Mark. Your Year Two mark counts as 40% and your Final Year Mark counts as 60%. The Degree Mark is used to determine your degree class. This is set out in Table 3.4 below.
- 3.65 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 have at least 120 of your credits across Year Two and the Final Year in the higher class (as set out in Table 3.4 below).
- 3.66 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](#).
- 3.67 Module Marks, Year Marks and your Degree Mark are rounded to the nearest whole number, with half marks (i.e., .5) or more being rounded up.

Table 3.4: Honours Degree classifications

Classification	Requirement to achieve this classification
First Class Honours (1)	Either: a) A Degree Mark of 70 or more; or b) 120 credits (from Year Two and Final Year) at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either: a) A Degree Mark of 60 or more; or b) 120 credits (from Year Two and Final Year) at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either: a) A Degree Mark of 50 or more; or b) 120 credits (from Year Two and 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 3.63 above) but without sufficient marks to obtain a Lower Second Class Honours Degree or higher.

Direct entry to the Final Year of a University of Essex Three-Year Degree

Requirements and degree classification when progressing from a University of Essex validated Foundation Degree or Diploma of Higher Education

3.68 If you are progressing from a University of Essex validated Foundation Degree or Diploma of Higher Education, you must pass at least 105 credits in Year Two (the Final Year of your Diploma or Foundation Degree). At least 210 credits must be passed over Year Two and the Final Year. At least 90 credits must be passed at Level 6.

- 3.69 Your marks from Year Two and the Final Year are used to calculate an overall Degree Mark. Your Year Two mark counts as 40% and your Final Year Mark counts as 60%. The Degree Mark is used to determine your degree class. This is set out in Table 3.4 above. The degree classification requirements are the same as those for a Three-Year Degree.

Requirements and degree classification when progressing from Foundation Degrees or Diplomas of Higher Education at other institutions or for direct entry to the Final Year of a University of Essex Three-Year Degree

- 3.70 If you have been given direct entry to the Final Year of a University of Essex degree with a Level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, you must pass 120 credits in your Final Year. At least 90 credits must be passed at Level 6.
- 3.71 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.
- 3.72 In both of the circumstances described above, 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 3.5.

Table 3.5: Degree classification for direct entry to the Final Year of a University of Essex Three-Year Degree

Classification	Requirement to achieve this classification
First Class Honours (1)	Either: a) A Degree Mark of 70 or more; or b) 60 credits at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either: a) A Degree Mark of 60 or more; or b) 60 credits at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either: a) A Degree Mark of 50 or more; or 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 3.70-3.71 above) but without sufficient marks to obtain a Lower Second Class Honours Degree or higher.

- 3.73 All other aspects of the Three-Year Rules of Assessment apply to you when entering the Final Year, with the exception of the eligibility requirements for the exit award of an Ordinary Degree (see 3.74).
- 3.74 If you have been given direct entry to the Final Year of a University of Essex degree with a Level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, and you pass 100 credits or more in your Final Year including at least 60 credits at Level 6, the Board of Examiners will consider you for an Ordinary Degree, which is unclassified.

End of document

Senate January 2021

Document Review Information	
Document owner	Assessment Team
Document author	Assessment Team
Document last reviewed by	Chantelle Whyborn
Date last reviewed	December 2022
Review frequency	Annually