

# UNIVERSITY OF ESSEX

## UNDERGRADUATE RULES OF ASSESSMENT

### Academic Year 2021-2022

(cohort first registered in this Year)

## 8. Certificate of Continuing Education

### 8.1. ELIGIBILITY FOR AN AWARD

#### 8.1.1. To be eligible for a Certificate of Continuing Education (Cert CE) students must:

- a) Pass 60 credits at Level 4;
- and**
- b) Pass core modules and meet any relevant requirements outlined in the [Variations to the Rules of Assessment](#), including professional, statutory and regulatory body requirements.

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

#### 8.1.2. If a student does not meet the requirements for a Certificate in Continuing Education:

- a) Where the student has failed a maximum of 30 credits, they must undertake the necessary reassessment. The Module Aggregate Mark will be capped at 40.
- b) Where the student has failed more than 30 credits and has a Year Mark greater than 20, they must repeat the Year 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 a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
  - Where the Year Mark is **below 20**;

- Where a student was absent from all examinations which were due to be sat in the most recent examination period;
- Where a student cannot complete their studies within the maximum period.

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

- To repeat the Year of study full-time for uncapped Module Marks;  
**or**
- To repeat the Year of study part-time<sup>1</sup> for uncapped Module Marks<sup>2</sup>;  
**or**
- To undertake the necessary reassessment at the next available opportunity and the Module Aggregate Mark will be capped at 40;  
**or**
- Where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University;  
**or**
- Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
  - Where the Year Mark is **below 20**;
  - Where a student has undertaken none of the required reassessment;
  - Where a student cannot complete their studies within the maximum period.

Note: An Undergraduate 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. This will not apply where students are repeating an entire Year

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<sup>1</sup> Where a student has failed a maximum of 45 credits out of 60 at Level 4, a part-time repeat of the Year will be permitted for uncapped marks.

<sup>2</sup> This option is only permissible where the student's UK immigration permission allows part-time study.

for uncapped marks. In such cases the marks achieved at the end of the repeat Year will stand.

## 8.2. AWARD CLASSIFICATION

A Certificate of Continuing Education is unclassified. The student will receive a transcript of marks.

**Senate July 2018**

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