

Does this policy apply to you?	
Undergraduate students (<i>Commencing pre September 2019</i>)	Yes
Undergraduate students (<i>Commencing post September 2019</i>)	No
Post Graduate Students	Yes

Cambridge Ruskin International College CPR QS9: Assessment Regulations Version 1.17

1. Introduction

This document sets out the regulations that govern assessment which will apply in all Navitas UK Colleges. Where the terms of a particular College/University partnership require the application of different regulations for specific aspects of the assessment, these will be confirmed to the Navitas UPE Academic Registry (UPE AR) and identified in the College Appendix of the Quality Manual.

2. Assessment Principles and General Assessment Regulations

2.1 The purpose of assessment is to enable students to demonstrate that they have met the learning outcomes (LOs) of a given module and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met. To achieve this purpose, Navitas UK supports and promotes the following principles for assessment in each of its colleges:

- a) assessment will be valid in relation to its form, quantity, level/stage, content and learning outcomes assessed;
- b) assessment will be facilitative in its support and promotion of student learning by the provision of appropriate feedback on student performance both quantitatively and qualitatively;
- c) all parts of the assessment process will be made clear to all stakeholders;
- d) assessment decisions will be fair, reliable and consistent;
- e) assessment processes will be robust and all appropriate College staff and invigilators will be trained accordingly;
- f) assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability;
- g) the management of assessment will be just, with associated clearly documented procedures; and
- h) the policy and procedures of assessment will be subject to monitoring by Navitas UPE Academic Registry.

2.2 Colleges operate a two-tier system of formal processes to agree assessment outcomes as follows:

- a) College Module Panel – confirms marks at module level for all students in a stage of study (see section 8).
- b) College Progression Board – makes decisions with regard to the progression of students to the next stage of study within the College and to the Partner University (see section 9).

2.3 External moderation is normally carried out by the Partner University (see section. 6.5).

2.4 A student may only be assessed on modules for which he/she is enrolled and may not be considered for progression to the next stage of study unless he/she is enrolled on the College's Navigate system

2.5 Approved assessment regulations apply equally to all forms of assessment.

2.6 Guidelines for appointment and conduct of approved invigilators are given in appendix A.

2.7 Responsibilities

- 2.7.1 It is the responsibility of College Learning and Teaching Boards (CLTBs) to ensure that:
- students are assessed fairly;
 - the regulations concerning scheduled examinations are published in a timely manner and are consistent with UPE AR requirements;
 - proper invigilation arrangements are made for scheduled examinations;
 - results of student assessments are published;
 - marks and grades are issued as scheduled to individual students;
 - where necessary reports of allegations concerning assessment malpractice are sent to UPE AR for further instruction and/or investigation;
 - student appeals are considered within policy guidelines; and
 - it is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines.

Please refer to CPR QS11 for definition of examination malpractice.

- 2.7.2 It is the responsibility of each student to ensure that he/she:
- undertakes the learning activities specified for each module in which he/she is enrolled;
 - attends examinations and submits work for assessment as required – note that where a student fails to attend an examination and/or to submit work punctually for assessment, without mitigating circumstances, the College Progression Board will determine that the student has failed the assessment concerned;
 - notifies the College of any changes to his/her contact details;
 - notifies the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment of a module to be or being undertaken;
 - provides, in a timely manner, evidence and/or supporting documentation with regard to personal circumstances that may have affected performance and which may be presented to the Mitigation Circumstances Panel as grounds for mitigating circumstances (see section 9).
 - undertakes assessments honestly and in a manner that does not attempt to gain unfair advantage;
 - follows all policy guidelines and associated procedures set out in the Student Handbook and/or NPR 10 relating to appeals, grievance, deferral, withdrawal, suspension and exclusion from studies.

2.8 Assessment Information

- 2.8.1 At the commencement of each module CLTBs will ensure that the information identified in Table 1 is posted on Student Portal.

Table 1. Student Assessment Information.

The learning outcomes of the module
The learning activities that a student is expected to undertake to achieve the LOs of the module
Details of each item of assessment for the module.
The weighting of each assessment component
The grading criteria for each assessment
Submission dates for assessed coursework
Dates and times of scheduled examinations and tests
Details of any fieldwork activity
Details of any supervision arrangements
A timetable including any scheduled tutorial and appraisal points
Timeframes for feedback and the dates of final results release

- 2.8.2 CLTBs must ensure that all information to students uses percentages where numerical marking schemes are in place, or percentage mark equivalents where grading schemes are in place. Pass percentages must be clearly designated in all such information.
- 2.8.3 Any information required by these policies and regulations to be delivered to a student shall be deemed to have been received by the student where one or more of the following has taken place:
- the instructor of a module identifies where the information can be found in either the Definitive Module Document (DMD) or handouts as posted on Student Portal; or
 - the information is delivered by hand to the student in person, or to the latest local address notified to the College; or

- c) the information is posted for at least five working days on a notice board and on Student Portal to which an enrolled and current student will have access; or
- d) the information is posted for at least five working days on Student Portal and notice sent to the student's email address notified to the College; or
- e) the information is sent by 1st class mail to the student's local address and is couriered to their home country address notified to the College – it is assumed that receipt is made within ten working days.

3 Conduct – Examinations

- 3.1 An examination is defined as any assessment undertaken over a controlled timeframe in a set location and where the candidate follows a specified rubric of instruction. Examination for academic purposes may include the following styles – closed book, open book, in-class test. They may take place mid-semester (in-class tests), or at the end of a semester. Presentations and laboratory reports are not referred to as examinations. Where normal examination styles do not apply, enrolled students must be notified at least five working days prior to the commencement of the examination.
- 3.2 Candidates must observe all instructions given by an invigilator.
- 3.3 A candidate alleged to have committed any examination offence will be subject to the disciplinary procedures of the CLTB (See CPR QS11).
- 3.4 Candidate conduct
- 3.4.1 Each candidate must have his/her Student ID card on show at all times during the examination. Where a candidate is unable to satisfy an invigilator of his/her identity, then the candidate will be excluded from the examination and asked to report to the College immediately.
- 3.4.2 A register will be taken prior to the commencement of an examination to ensure that each candidate is eligible for entry to and sitting an examination.
- 3.4.3 Candidates may be admitted to the examination room no more than 15 minutes prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by the CLTB, then the CLTB will arrange for the student(s) to sit the examination separately to the main cohort but on the same day and time.
- 3.4.4 A candidate may not enter the examination room after the examination has commenced.
- 3.4.5 A candidate wishing to attract the attention of an invigilator must remain seated in silence and raise his/her hand.
- 3.4.6 A candidate may leave an examination room for illness or other acceptable reason after the commencement of the examination. Permission to leave the room must be granted by an invigilator. Where a candidate leaves without permission, he/she will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.
- 3.4.7 A candidate may not leave an examination room within the last 30 minutes of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an invigilator.
- 3.4.8 At the end of an examination, all examination papers, scripts and associated materials must be collected from all candidates by an invigilator prior to any candidate exiting the room. All candidates remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a candidate from the room.
- 3.4.9 All candidates must collect their personal items, including any litter, as requested by an invigilator, on exit from an examination room.
- 3.4.10 Where a candidate is taken ill during an examination, an invigilator should be notified. The invigilator will then draw a *line underneath* the latest record of assessment (where the candidate has got to in answering an examination paper). Along the line the invigilator will state the time at which the illness occurred, date, state their name in full and sign. The candidate may then be granted permission to leave the room temporarily.
- 3.4.11 Where a candidate has been granted permission to leave an examination temporarily, either an invigilator or a member of College staff must accompany the candidate.
- 3.4.12 A candidate may not commence writing (or typing) until directed to do so by an invigilator.
- 3.4.13 A candidate may not continue writing (or typing) or working after directed to stop by an invigilator.
- 3.4.14 All candidates must complete the examination in silence and remain seated until given permission to leave.
- 3.4.15 All scripts and associated workings (inclusive of rough work) must be written in the booklets or on the relevant associated materials provided. All booklets and associated materials must be clearly marked by the candidate giving their Student ID number (MAZE) and date.
- 3.4.16 Where approved calculators are allowed in an examination, the type is specified on Student Portal five working days prior to the examination and also on the examination paper. A candidate who does not comply with the stated type of calculator is deemed to have committed an assessment offence, see section 11.

- 3.4.17 The use of translation dictionaries, in any form, is prohibited in all examinations.
- 3.4.18 Invigilators have the right to inspect any and all materials and items in the examination room or in a candidate's possession at any time during the examination.
- 3.4.19 A candidate must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an invigilator only. No communication with any other persons, bar an invigilator, may take place during an examination.
- 3.4.20 A candidate may not bring food or drink into the examination room.
- 3.4.21 No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room they must be placed in part of the room away from the examination seating area and only as permitted by the invigilator. All such items are and remain the responsibility of the candidate regardless of where they are to be deposited for the duration of the examination.
- 3.4.22 A candidate in possession of a mobile phone or of other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the invigilator.
- 3.4.23 Except where stated (e.g. open book examinations), no candidate may bring into the examination room any form of written notes or like materials.
- 3.4.24 Where reasonable adjustment has been granted for computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. Only permitted software can be used.
- 3.4.25 Where another person takes the identity of a candidate in an examination, this is considered an examination offence.
- 3.4.26 Any form of cheating in examinations is considered malpractice and is treated as a serious examination offence.

4. Coursework Regulations

4.1 Submission

- 4.1.1 The CLTB must ensure that submission of coursework is recorded and that receipts are provided to students. It must also ensure that coursework is held securely and that return of coursework to the relevant students is timely and secure.
- 4.1.2 Extensions to submission dates for coursework may be granted by the module tutor using the College's approved procedure for this. Cases that fall outside the approved procedure for extensions may qualify for mitigation and students should consult the procedure for claiming mitigation.
- 4.1.3 Scheduled submission dates may be subject to change by the module tutor or CLTB and all students will be notified of such via Student Portal and email.
- 4.1.4 Coursework submitted on or before the scheduled submission date will be marked promptly and returned to the relevant students with the appropriate feedback from the instructor.
- 4.1.5 Coursework submitted after the scheduled submission date without an approved extension will be marked but a mark of zero will be recorded against the student record. Limited feedback may be given by the instructor on the work submitted.

5 Marking

5.1 Anonymity

- 5.1.1 The College has a policy of anonymous marking of all assessment.
- 5.1.2 Where assessment cannot to be marked anonymously, for example student presentations, then the CLTB should ensure that students are advised of this prior to the assessment taking place or submission deadline.
- 5.1.3 Examination answer booklets should only record a student's ID number.
- 5.1.4 An attempt by a candidate to invalidate anonymity where the examination has been classified as such will be considered as an assessment offence.
- 5.1.5 Re-mark applications: If a student feels that the grade s/he was awarded for a final assessment does not reflect the work submitted s/he can apply for a re-mark. The submission will be re-marked by a subject specialist. There is a charge of £150 for a re-mark, which is payable before an application is considered. The full fee is reimbursed if the grade improves as a result of the re-mark. The College does not guarantee blind re-marking.

5.2 Internal verification of marks

- 5.2.1 All assessed work is subject to verification. The CLTB must ensure that a minimum of 10% of all assessed work is checked by another member of staff to ensure that marks have been tabulated correctly and have been arrived at correctly. Where the assessment has a weighting of 40% and over, a 10% sample must be second marked by another member of academic teaching staff with appropriate subject knowledge. Where the second marker has a discrepancy with the original mark then the CLTB will ensure that the work is blind marked a third

time. The three markers shall then meet to decide the final mark. Where a final mark can still not be agreed, the case will be referred to the College Progression Board.

- 5.2.2 Where disagreement has taken place between markers, the CLTB will investigate to determine that good practice has been maintained.

6 Moderation

- 6.1 The CLTB must ensure that assessment practices are controlled and maintained at all levels. Part of the control and benchmark mechanism is through the processes of internal and external moderation and verification.

- 6.2 Colleges apply the following models as part of their ongoing quality management processes of all modules delivered under the Standard Delivery Model (SDM):

- a) Undergraduate Pathway Stage 1, University Foundation – Internal Moderation
- b) Undergraduate Pathway Stage 2, First Year Degree – External Moderation – University
- c) Postgraduate Pathway Stage 1, Pre-Masters – Internal Moderation

- 6.3 Colleges apply the following models as part of their ongoing quality management processes of all modules delivered under the Integrated Delivery Model (IDM):

- a) Undergraduate Pathway Stage 2, First Year Degree – University Assessed and Moderated

6.4 Internal Moderation

- 6.4.1 Internal moderation is carried out on major module assessments only – that is the assessment with the highest weighting. Moderation is carried out on annually or more frequently as required.

- 6.4.2 Internal moderation comprises the following:

- a) Examination Papers: set by appropriate academic teaching staff and approved by the CLTB.
- b) Scripts: 30% sample taken for moderation reporting.
- c) Report: moderation report sent by the CLTB and received by UPE AR with confirmation of assigned marks.
- d) Discrepancy: where there is an un-resolved discrepancy of marks, the regulations set down in para. 6.6 must be followed.

6.4 External Moderation

- 6.4.1 External moderation is undertaken for all stage 2 modules on each major module assessment – that is the assessment with the highest weighting.

- 6.4.2 This form of moderation is carried out on each module delivered in a given semester.

- 6.4.3 External moderation is carried out by the Partner University (by staff nominated by the appropriate School/Department of the University) and overseen by an External Examiner independent of the Partner University and the College.

- 6.4.4 External moderation comprises the following:

- a) Papers: set by Partner University staff and approved through their internal processes before being sent to the College.
- b) Scripts: 30% sample is sent to the Link Tutor for moderation reporting.
- c) Report: moderation report sent via Link Tutor to the Manager of Academic Services with confirmation of assigned marks.
- d) Discrepancy: where an un-resolved discrepancy of marks occurs, the regulations set down in para. 6.6 must be followed.

6.5 Moderator Conduct

- 6.5.1 All moderators, must:

- a) Judge each set of module results without prior influence and compare performance with other deliveries of those modules.
- b) Meet once a semester, as organised by the University Link Tutor (as appropriate), and including key members of the CLTB, to discuss any outstanding issues relating to the content and delivery of a module. Copies of any revised DMDs should be issued at this time.
- c) Have the right to attend any student *viva voce* as per re-assessment regulations, see section 12.
- d) Ensure that all students have been assessed fairly in relation to the curriculum and regulations associated with a stage of study and the stated LOs.
- e) Report to the CLTB on any matters of serious concern arising from the assessments.
- f) Approve and moderate the form and content of propose examination/assessment papers, marking criteria (model solutions and marking schedules) and where appropriate a selection of examination scripts/assessment work.

- g) Have the right to sample major in-course assessments.
- h) Have the right to recommend changes to the range of marks awarded by the module leaders, but always in the context of fairness to each candidate.

6.6 Moderation Resolution

- 6.6.1 Where irreconcilable disagreements arise in the assignment of marks, involving academic teaching staff and moderators/external examiners, then the matter should be considered by the College Module Panel with all parties present.
- 6.6.2 Where a decision cannot be reached at the Panel, recommendation for consideration is made to the Progression Board where the External Examiner will be asked to determine an outcome. All parties must be present. Where a decision is made in the conferment of marks the situation must be reported to the Progression Board.

6.7 External Examiners

Where a college employs the use of external examiners the details are defined in the College Operations Manual.

7 Feedback

- 7.1 Feedback must be available to all students on their in-course assessed work. CLTBs should monitor the provision and operation of feedback.
- 7.2 Feedback should, as a minimum, consist of:
 - a) provisional/raw mark – before any penalties have been applied and recorded as such;
 - b) any major shortcomings; and
 - c) ways in which the mark could have been improved.
- 7.3 Feedback on assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/or DMD.
- 7.4 The form of feedback may vary depending on the discipline and type of assessment but will generally be written and/or oral.
- 7.5 The CLTB should ensure that lecturers make feedback for in-semester assessment available to students directly within 10 working days of the scheduled submission deadline. Where feedback is unexpectedly delayed, the member of academic teaching staff should inform the Manager of Academic Services and students should be notified on Student Portal immediately. For end of semester assessment, feedback should be made available by the start of teaching of the following semester at the latest.
- 7.6 The CLTB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and approval by the Module Panel.
- 7.7 Late submission of work for assessment (after 10 working days from the scheduled deadline) will forfeit the right to any associated feedback unless there are approved by the Mitigating Circumstance Panel.

8 College Module Panel

- 8.1 The CLTB shall ensure that a College Module Panel is convened once a semester, once all provisional/raw marks have been assigned. All modules that have been delivered in the semester must be listed and included for consideration. Panels may be called more frequently if that is required.
- 8.2 Panels shall oversee the assessment of modules, taking account of the module LOs, and confirm marks/grades in accordance with the regulations.
- 8.3 Where mitigating circumstance have been proved a Panel must note decisions reached in respect of valid mitigating circumstances, in as much as they impact the module metrics.
- 8.4 Panels may not decide on pass standards as pass standards are determined in accordance with curriculum development requirements and must be approved by the Partner University.

- 8.5 The Chair is responsible for ensuring that the Panel fulfil its responsibilities in accordance with these regulations.
- 8.6 The appointed Secretary to the Panel shall ensure that all stakeholders to the Panel receive minutes and notes arising within a reasonable time period.
- 8.7 Membership
- Chair – CD/P
 - Director of Academic and Support Services
 - Senior Manager of Academic and Support Services
 - Manager of Academic Services
 - Relevant teaching staff
 - Moderators
 - External Examiners (where appointed)
- ex officio*
- Link Tutor(s)
 - Director of Learning, Teaching and Academic Quality Navitas UK
 - Appropriate Heads of Department/School from the Partner University or nominees.
 - Representative of the Compliance Team of the Partner University
- Secretary
- Academic & Support Services Officer
- 8.8 The College Module Panel shall receive and consider:
- a) Minutes and actions of the previous meeting
 - b) Any issues or regulatory changes brought to the Panel’s attention by the College Learning & Teaching Board For each module:
 - i. DMD
 - ii. Sample of assessment papers
 - iii. List of candidates by name and their SID
 - iv. Number of students
 - v. Mean, range and standard deviation
 - vi. Proportion of students by grade band
 - vii. Moderator/s reports
 - viii. External examiner/s report (where applicable)
 - c) For each module:
 - i. The mark achieved for each assessment, and each overall mark
 - ii. Outcome of any successful mitigation claim and recommendation of the Mitigating Circumstances claim.
 - iii. Record of allegation of misconduct and actions taken to date relating to an assessment offence (as appropriate)
 - iv. Exemption (where applicable)
- 8.9 The College Module Panel shall:
- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
 - b) Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information) and identify any anomalies or other cause for concern.
 - c) Obtain an explanation of any anomaly or cause of concern and take action as necessary and appropriate, seeking advice from a moderator and/or external examiner.
 - d) Confirm the marks or grades of each module.
 - e) Consider the reports of each moderator and/or external examiner.
 - f) Consider the adequacy of assessment papers and make recommendations for future assignments/examinations.
 - g) Have no discretion to waive penalties imposed in accordance with any Learning and Teaching Board disciplinary procedures or where such penalties invalidate any mitigating circumstances.
 - n) Endorse the final mark sheet.
 - o) In exceptional situations and where a module management issue has arisen and a strict application of these regulations would be unjust to students, the Panel has discretion to depart from the regulations.

However, in such cases the CD/P must be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision must be recorded on the List of Candidates.

- 8.10 The CLTB must ensure that provisional/raw marks are notified to students and subsequently the marks confirmed by a Module Panel, must then be provided to students as per para. 2.8.3. The CLTB shall also ensure that student also receive an explanation of marks or grades as required.

9 College Progression Board

- 9.1 The CLTB shall ensure that a College Progression Board is convened once a semester or as required once all relevant marks/grades have been assigned by the College Module Panel.

- 9.2 The primary purpose of College Progression Boards is to determine, in accordance with the regulations, whether each student has met the criteria for progression from one stage to the next, either from one College stage to the next or from a College stage to a University stage leading to a final University award. In the latter case, the Board will formally confer a Confirmation of Attainment. The approved appropriate Programme Specification defines the progression points in a pathway and the amount of credit that a student must obtain at each prescribed College stage.

- 9.3 Where mitigating circumstances have been proved, a Board must:

- a) record all decisions reached in respect of valid mitigating circumstances; and
- b) where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 45 or except where a student is seeking Progression to the University.

- 9.4 College Progression Boards may not confer awards or any award associated with the University.

- 9.5 The appointed Secretary to the Board shall ensure that all members of the Board receive minutes and notes arising within a reasonable time period.

9.6 Membership

- Chair – CD/P
- Director of Academic and Support Services
- Senior Manager of Academic and Support Services
- Manager of Academic Services

ex officio

- Link Tutor
- Appropriate Head of Department/School from the Partner University.
- Representative of the Registry of the Partner University.
- Representative of the Compliance Team of the Partner University

Secretary

- College Academic & Support Services Officer

- 9.7 The College Progression Board shall receive:

- a) Minutes and actions of the prior meeting or any intervening meeting or Learning and Teaching Board consideration.
- b) Stage Programme Specification
- c) List of Candidates, including:
 - i. student name
 - ii. SID
 - iii. Confirmed mark or grade for each module (from the College Module Panel)
 - iv. Any disabilities and details of allowances
 - v. Report from the Mitigating Circumstances Panel of decisions made with regard to Mitigating Circumstances found valid and not valid (where applicable)

- vi. Report from the Director of Academic & Support Services of decisions made with regard to allegations of misconduct and actions taken to date relating to an assessment offence (as appropriate)
- d) Moderator/s reports
- e) External examiner/s report (where applicable)

Note: All marks presented to a Board must be reported as an integer using the following conditions:

- A decimal of 0.5 or greater should be rounded up to the next integer
- A decimal of 0.4 or lower should be rounded down to the next integer

9.8 College Progression Boards shall:

- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- b) Note any actions take under delegated authority at prior meeting.
- c) Determine for each candidate whether he/she has successfully met the completion criteria within the Stage/Programme Specification regulations to progress to the next stage. Where the next stage involves articulation to a prescribed degree programme/scheme at the University, to confer a Confirmation of Attainment.
- d) Determine whether a candidate should be excluded/terminated from a stage of study on academic grounds.
- e) Consider the reports of each moderator and/or external examiner.
- f) Exercise discretion where valid mitigating circumstance has been upheld.
- g) Note all decisions made for each student with one of the following designations:
 - i. Withdrawal from candidature (MAZE W status) – confirms that a student will be withdrawn from the stage of study but able to enrol on an alternative pathway with the agreement of the CLTB;
 - ii. Termination of candidature (MAZE T status) – confirms that a student will be excluded from the College;
 - iii. Progression (MAZE H status) – confirms a student may continue to the next semester of their pathway;
 - iv. Progression – issue of Confirmation of Attainment (MAZE P status) – confirms that a student has successfully completed a stage of study at the point of articulation to the prescribed University degree programme/scheme and is eligible for onward progression to the University to take up a guaranteed place;
 - v. Deferral of decision to another meeting, procedural delay, or action of another approved assessment to determine progression (MAZE C/D status) – confirms that a student may be placed on a deferral until the following semester enrolment period or as per the duration of an academic decision.
- h) Endorse the Progression List – this endorsement indicates those students who have satisfied the standard of assessment and student profile for progression to the University.
- i) In exceptional situations and where an academic management issue has arisen and a strict application of these regulations would be unjust to a student or students, the Board has discretion to depart from the regulations. However, in such cases a member of UPE AR should be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision made must be recorded on the List of Candidates and Progression List as appropriate.

9.9 A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at first or second attempt. In recommending re-take of an entire module if the College Progression Board considers that the student requires substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance. CPR QS9 Appendix B outlines the application of tuition fee regulations to resit and retake procedures for CRIC enrolled Domestic and EU students whose main programme fees are paid by the UK Student Loans Company (SLC).

9.9.1 Students may not ordinarily elect to repeat a module in an attempt to improve their mark or grade, except where extra-ordinary progression criteria apply. See 9.11.5 below.

9.9.2 The grade achieved for a re-enrolled module will not be constrained, unless agreed otherwise by the College Progression Board.

9.9.3 Where a stage of study is delivered by the College as part of a SDM, a student may ordinarily re-enrol in a module twice, that is, two times before progression to the next stage is barred.

- 9.9.4 A candidate for re-enrolment may not demand reassessment in elements that are no longer current in the module. It is therefore the candidate's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Progression Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the initial attempts.
- 9.9.5 Where an enrolled student has been found guilty of a serious criminal offence, under the laws of the United Kingdom, they may not be permitted to continue their chosen pathway and will be excluded by the CLTB and their candidature terminated. In such cases, the Director of Academic and Support Services or nominee will issue a formal Letter of Exclusion to the student. This will be followed by a reference to the occurrence in the following College Learning & Teaching Board.
- 9.9.6 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, to continue the pathway after consultation by the CLTB, the Board may impose certain constraints in the enrolment. In these circumstances CLTB will inform UPE AR and the Partner University.
- 9.9.7 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, he/she may progress to another suitable pathway that would not warrant their direct exclusion if:
- a) the student's past conduct would not prevent them from gaining any license to practice or render them ineligible for membership of any professional body for which the new award would qualify the holder;
 - b) a place is available on the pathway; and
 - c) the student meets the entry requirements for the pathway and is deemed suitable by the CLTB.
- In such circumstances, the student may be suspended (MAZE D status) from the College until he or she enrolls in the new pathway. Following this, the Manager of Academic Services will ensure that a Reinstatement letter is sent to the student and copied to the Partner University and the UKBA, where applicable.
- 9.9.8 The College Progression Board will, by resolution, delegate authority to the Chair in relation to the confirmation of marks and grades arising from deferment decisions. The resolution shall require the Chair to consult with UPE AR prior to final documentation of any decision and report of the decision to the next Board.
- 9.9.9 The College Progression Board will delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to Appeal (see CPR10) against decisions made by the Board. The resolution will require the Chair to consult with UPE AR prior to final documentation of any decision and report of the decision to the next Board. The Progression Board shall delegate authority, by resolution, to the Chair in relation to the confirmation of progression decisions arising from deferment decisions. The resolution shall require the Chair to consult with UPE AR prior to final documentation of any decision and report of the decision to the next Board.
- 9.10 The Progression Board shall delegate authority, by resolution, to the Chair in relation to the Confirmation of Attainment in order to correct decisions based on erroneous or incomplete information. Chair decisions must ensure that they do not remove a student's right to Appeal and Review, CPR10 against decisions made by the Board. The resolution shall require the Chair to consult with UPE AR prior to final documentation of any decision and report of the decision to the next Board.
- 9.11 Progression Rules
- 9.11.1 Unless stated otherwise, the timing of points of progression from one College stage of study to the next is considered to be the first day of the following semester after the meeting of the Progression Board that confirmed completion of the prior stage.
- 9.11.2 Unless stated otherwise, the timing of points of progression from a College stage of study to the University can be considered as the first day of the prescribed academic year (semester 1) or in some circumstances the first day of semester 2, after the meeting of the College Progression Board that confirmed completion of the prior stage.
- 9.11.3 On the authority of the College Progression Board, a student may commence the study of a module/s at the next stage before the Board has met to consider the results of the assessment at the preceding stage.
- 9.11.4 A student may progress without having had assigned the requisite credit and only where such credit has been the result of a deferred assessment arising from valid mitigating circumstance. This may normally only occur where a student is being managed within College stages of study and not where it involves an articulation point.
- 9.11.5 The criteria for progression to Anglia Ruskin University Level 4 studies (Integrated or otherwise) are outlined in the relevant Programme Specifications. For specified courses, including Civil Engineering, Optometry,

Ophthalmic Dispensing, Nursing and Social Work, the academic requirements are higher, as outlined in the relevant Programme Specification. Furthermore, some course have additional requirements beyond the academic requirements. An example is Nursing, where the following are required: 1) If English is not your first language you will be expected to demonstrate, on progression, a certificated level of proficiency of at least IELTS 7.0 (Academic level), or equivalent English Language qualification, as recognised by Anglia Ruskin University. 2) To progress on to Nursing you must be successful at interview, and meet all numeracy and literacy requirements. 3) An Enhanced Disclosure and Barring Service (DBS) disclosure will also be required for progression, as will a satisfactory Occupational Health clearance.

Students who achieve an aggregated pass mark of 50% for all Level 3 modules listed and a minimum 60% in MAC100, but do not meet one or more of the additional progression criteria, will be offered articulation onto the CRIC Integrated L4 of an appropriate related degree title.

9.12 All decisions relating to progression rest with the College Progression Board.

10 Mitigating Circumstances

10.1 Mitigating circumstances are defined as sudden and unforeseen events outside a student's control such as health/or personal matters which occur during or immediately before a period of assessment or assessment submission deadline which would adversely affect the student's academic performance.

10.2 If a student has problems or difficulties which are significantly affecting his/her performance on a module (s), these should be discussed with a member of the Academic and Support Services team so that appropriate action can be taken in a timely manner. This is to ensure that the College can support the student and ensure that any impact of any adverse situations are minimised. Where the circumstances occur suddenly and are unforeseen, students should apply for mitigation.

10.3 In emergency and critical situations the CD/P must be informed immediately so that immediate action can be taken.

10.4 Students can only apply for mitigation on an individual basis and mitigation cannot be used where there has been a management failure with regards to arrangements that may have disrupted the learning and/or the assessment processes. Issues of this kind are dealt with through the complaints process.

10.5 A student who wants to apply for mitigation should apply using the mitigation circumstances form as soon as possible and supply all supplementary evidence in support of their claim. This could include medical certificates (which should indicate the time, nature and probable effects of the illness/accident etc.) and/or testimony from independent third parties.

10.6 A written statement may be submitted without a completed mitigation form on behalf of a student but this must be accompanied with the student's full and written consent.

10.7 All completed and submitted Mitigating Circumstance Forms and supporting written/visual evidence must be placed on the student file and the file kept in a secure location for a period of seven years as per normal disposition regulations of Navitas UK data.

10.8 If the event is serious in nature, highly confidential or sensitive, a student may want to contact the CD/P directly. If a student would feel more comfortable approaching another member of College staff then they are able to do so on the basis that the matter will be brought to the attention of the CD/P. The CD/P will decide what, if any, intervention on the student's behalf can be made. When the Mitigating Circumstances Panel meets only the student's name and the fact that a serious or highly confidential event has occurred will be noted and mitigation will be applied. The CDP will note for the record only the student's name, the fact that serious and confidential procedure has been applied and which assessments the extenuation refers to. The student shall then be informed of the decision.

10.9 Mitigating Circumstances Panel

Mitigating circumstance decisions are made by the Mitigating Circumstance Panel. Membership of the panel is as follows:

- Chair – CD/P

- A person who is not immediately associated with the module/s or student in question– e.g. College Academic and Student Support Officer
- College Director of Academic & Support Services
- Additional members as appropriate appointed by the CD/P.

- 10.10 Panels shall meet at the end of each semester and prior to the relevant College Module Panel and Progression Boards. They can be called more frequently if required.
- 10.11 Students will be informed of a Panel decision within 5 working days from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.
- 10.12 Assessment penalties imposed for late submission if the Panel accepts mitigation will be lifted by the Chair at a meeting of the Panel.
- 10.13 A student may qualify for the right to be assessed again where the Panel decides that his/her performance in a specific assessment has been affected by valid mitigating circumstance – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College Module Panel may vary the assessment to be re-taken in order to assess the student performance across a module.
- 10.14 The Mitigating Circumstances Panel will inform the College Module Panel where valid mitigating circumstances apply to named students in specific module assessments. Information will be provided in documented minutes.
- 10.15 College Progression Boards may:
- waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
 - record all decisions reached in respect of valid mitigating circumstances.
- 10.16 College Progression Boards may:
- permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates;
 - permit the relevant assessment of the module in a different approved mode which must be defined and made know to the student along with the specified date/s; or
 - where valid mitigating circumstances have prevented the student from completing an assessment task but sufficient evidence can be shown that the Specific LOs of the module have been met from at least two other completed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module.
- 10.17 College Progression Boards must:
- record all decisions reached in respect of valid mitigating circumstances; and
 - where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 45 or except where a student is seeking progression to the University.
- 10.18 When a College Progression Board offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of his/her intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again it cannot be to his/her detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.
- 10.19 Mitigating circumstances may not form the basis of a subsequent academic appeal.
- 10.20 For guidelines relating to mitigating circumstance, application, management of procedures, criteria for determining mitigating circumstance and the appropriate acceptable evidence, see College supporting documents.

11 Adjustments for Students with Disability

- 11.1 A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon his/her ability to carry out 'day-to-day' activities. Within the environment of a College, 'day-to-day' activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.
- 11.2 The CLTB in consultation with the University's Student Services and UPE AR is responsible for ensuring that reasonable adjustments are made for such students, by way of a Student Management Plan. This plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment task as all other students in the cohort.
- 11.3 The nature of any reasonable adjustment must be determined by the specific needs of an individual student and may include the provision of:
- extra time
 - a rest break
 - assessment in a separate room or in an approved off-campus site
 - alternative formats
 - a reader, scribe or amanuensis
 - word processing packages and/or assistive technology
- 11.4 When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by UPE AR and the University's Student Services.
- 11.5 It is the responsibility of the student to notify the College of his/her condition when applying for admission or as soon as possible of the condition occurs after an offer has been accepted or after enrolment. This is to allow any reasonable adjustments to be considered and, where approved, made prior to any assessment event. All such notifications must be supported by professionally documented medical or other evidence.
- 11.6 The exact nature of approved reasonable adjustments should be communicated and confirmed with the student through the agreement of a student management plan and, if required, a personal emergency egress plan (PEEP). The plans will be kept on the student's file with copies provided to the student and relevant academic staff.
- 11.7 Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File (Navigate note and hardcopy in full), the minutes of the CLTB, and where appropriate to the University Student Services.
- 11.8 If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then where possible the student shall undertake the assessment in the same way as the other students and use the mitigating circumstances procedures to bring the matter to the College Progression Board.
- 11.9 Where the CLTB is satisfied that any delay in production of evidence is due to justifiable circumstances, then the adjustments may be made to the assessment as if the evidence was made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 11.10 Reasonable adjustments do not include extensions to submission dates for coursework. Where there is an unforeseen worsening of a student's condition, and he/she is unable to meet a submission date for coursework, then the student may apply for either an extension or mitigating circumstances procedures whichever is the most appropriate.
- 11.11 Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 11.12 The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.

- 11.13 The CLTB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases the Board shall consult with UPE AR and University Student Services.
- 11.14 Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction then the CLTB will ensure that reasonable adjustments in timed assessments are made as guided by the University's Student Services.
- 11.15 Where the approved reasonable adjustment includes the appointment of a scribe or amanuensis, the following procedures should apply:
- a) Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student.
 - b) The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly.
 - c) The scribe/amanuensis may not be a member of College staff including academic staff or another student of the College/
 - d) Arrangements for any approved rest periods relating to the use of a scribe/amanuensis must be scheduled and approved prior to the assessment and the total time allowance recorded and adjusted accordingly; and
 - e) Separate rooms must be provided for students where approval has been granted for the use of a scribe/amanuensis or word processor and where there will be potential disruption to other students.

12 Assessment Offences

12.1 The Student Handbook must include a section on cheating, plagiarism and other academic misconduct/offence.

12.2 Plagiarism

12.2.1 College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- a) Importing phrases from another person's work without using quotation marks and identifying the source.
- b) Making a copy of all or part of another person's work and presenting it as one's own.
- c) Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
- d) The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
- e) Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.

12.2.2 Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures.

12.2.3 For reasons of parity, each College will consider the directives of its Partner University's policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students must consent to copies of their work being submitted to any plagiarism detection service employed by a College, or Partner University. Where a student is not the rights holder of his or her work, it is the student's responsibility to notify the College.

12.3 Collusion

12.3.1 Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:

- a) the representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
- b) taking credit for individual merit of a work when all or part thereof was constructed by another person.

12.3.2 It is important that, unless the assessment is group work and the mark awarded is to the group as a whole, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and strategies do not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.

12.3.3 Students should be made aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.

- 12.3.4 Any student/s found conferring, in any form, in a closed book examination will be disqualified and be assigned 0% for the examination.
- 12.4 Examination Malpractice
- 12.4.1 An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line the invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.
- 12.4.2 The candidate will then be supplied with new materials and permitted to continue the examination. The candidate is not expected to start the examination again.
- 12.4.3 On completion of the examination the invigilator will complete and submit a written report, (see Alleged Malpractice Form), to Director of Academic and Support Services (DASS) along with the record of assessment removed and signed.
- 12.4.4 The DASS will then make a report to the College Module Panel and Progression Board and the candidate may continue through the examination period in the normal way pending further inquiry.
- 12.5 Procedure
- 12.5.1 All cases of alleged assessment offence must be reported to the DASS or Manager of Academic Services who in turn will inform the College Progression Board and the College Module Panel.
- 12.5.2 The Director of Academic & Support Services (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.
- 12.5.3 The DASS will:
- a) notify the student in writing of the alleged offence;
 - b) investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people;
 - c) inform the candidate in writing of the outcome of the investigation
- 12.5.4 Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the in writing to the DASS (or nominee) within five working days of the date of the Letter of Resolution.
- 12.5.5 In a proven case of plagiarism and/or collusion, where the offence is a first offence, a note will be made by the DASS (or nominee) on the student's Academic Record (hard copy and on MAZE) and a written warning issued.
- 12.5.6 In all other cases the DASS (or nominee) will make a report of an investigation and/or record of presentation of a student to the Chair of the College Module Panel and College Progression Board.
- 12.5.7 The College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion:
- a) The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student.tfc
 - b) The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.
 - c) The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade.
 - d) Award 0% for the assessment in which the plagiarism/collusion occurred.
- 12.5.8 The Panel may, at its sole discretion, impose any of the following penalties in a proven case of other academic misconduct (excluding plagiarism and collusion):
- a) Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade.
 - b) Reduce the mark/grade to the relevant pass mark/grade.
 - c) Award 0% for the assessment in which the academic misconduct occurred.
- 12.5.9 In determining the appropriate penalty to be imposed (paras. 11.4.7 and 11.4.8), the Panel will interview the student formally at which time the latter has the right to be accompanied by a nominated person.
- 12.5.10 The Chair of the College Module Panel will:
- a) Notify the student in writing of the action taken by the Panel, and of his/her right to Appeal, see NPR10.
 - b) Make a full report of the action taken by the Panel to the College Progression Board and to the CLTB.

13 **Viva Voce Examinations**

- 13.1 Viva Voce examinations may be used in exceptional circumstances, including to aid decisions on the re-assessment of candidates with valid mitigating circumstance or in cases of suspected plagiarism.
- 13.2 In the rare instance that a viva voce examination is used, the DASS or nominee must be present along with a nominated examiner (normally a subject specialist or nominated moderator where an issue of unfair practice is under review; or the appropriate member of academic teaching staff for all other situations). All outcomes and marking rationales must be reported to the following College Module Panel and the Learning and Teaching Board.

Appendix A – Resit Policy

Appendix B – Retake and Resit Policy for Domestic/EU students

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