



## Assessment Regulations for all Higher Education Courses

### Purpose

This document sets out the assessment regulations operating for all courses which lead to an AECC University College award, including the award of credit.

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### 1. Introduction

- 1.1 Every course which leads to an AECC University College award, including the award of credit, is governed by these assessment regulations.
- 1.2 The regulations are intended for AECC University College staff and students. The regulations must be followed by the Assessment Board which is authorised to assess students in accordance with these regulations, and to confer awards of the AECC University College on those who achieve the standards required for an award. The authority of the Assessment Board is derived from the Academic Board. The Academic Board delegates to the Assessment Board the power to award degrees, diplomas, certificates and credit of the AECC University College.
- 1.3 The functions and operation of Assessment Boards are set out in the document *Assessment Boards: Policy and operations*.
- 1.4 Students sign up at enrolment to accept the assessment regulations in force at that time and any subsequent modifications approved by Academic Board during their registration period. The assessment regulations are made available to students on the virtual learning environment (VLE). All students are notified of any changes made to the assessment regulations during their studies.

### 2. Reference Points

- [Quality Assurance Agency \(QAA\) Quality Code Part A: Setting and Maintaining Academic Standards\\*](#)

In particular:

- [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(Nov 2014\)](#);
- [The Higher education credit framework for England: guidance on academic credit arrangements in higher education in England \(2008\)](#);
- QAA Quality Code [Chapter B6: Assessment of students and the recognition of prior learning](#).\*

\*as at January 2018

### 3. Explanatory text and definitions

- 3.1 The formal assessment requirement ('formal elements' of assessment) for each unit is set out in the "Summative Assessment" section of the unit specification. Where there is more than one formal element of assessment this section of the unit specification also sets out how the elements are weighted (for example examination 60% coursework 40%).
- 3.2 Formal elements of assessment may be sub-divided into sub elements, i.e. a number of pieces of work which together make up a formal element. Sub elements may be weighted (e.g. the 40% coursework consists of two essays each worth 20%). Marks for each sub element of assessment are combined to produce one overall mark for the formal element of assessment (out of 100%) which is recorded as the formal mark for the element of assessment. Where sub elements are used the details may be found in the relevant assignment/assessment brief.
- 3.3 Some assessments are marked on a pass/fail (P/F) basis. Details are provided in the relevant unit specifications and assignment briefs.
- 3.4 Information on pass marks and requirements for passing a unit are set out in paragraphs 5.1 and 5.2 below.
- 3.5 Compensation: Compensation is the award of credit for a failed unit on the basis that performance in other units at that level is sufficient to ensure the learning outcomes of the course tested at that level have been met. Limits to compensation are specified in these regulations.
- 3.6 Reassessment: Reassessment is the re-taking of the assessment for a failed unit or failed element in order to achieve a pass for the unit. Reassessments are normally taken in August at the end of the academic year in which the unit was failed. If all reassessed work is successfully completed, the student would normally be able to proceed to the next stage/graduate with the rest of their cohort. A student may be reassessed only after the initial failed mark or marks have been confirmed by the Assessment Board.
- 3.7 Repeat: Repeat is the re-taking of a unit and associated assessments during the academic year following the first attempt, or following an unsuccessful reassessment. A Repeated unit will include tutor support and in some circumstances the Assessment Board may impose an attendance requirement on the repeat unit or parts thereof.

## Regulations

### 4. Period of registration

- 4.1 The maximum periods which a student may take to complete the course, from first registration, are set out in the course specific regulations, sections 15 – 21 below.
- 4.2 Periods of registration may be formally adjusted by the Assessment Board on reasonable grounds. Maximum periods of registration may be set for students who enter with credit.

### 5. Pass mark

- 5.1 The pass mark for each unit is 50%. Where the unit is assessed by a combination of formal elements of assessment a pass will be awarded where the total unit mark is at least 50% and the mark in each formal element of assessment is not less than 46%.
- 5.2 Where a formal element of assessment is assessed on a Pass/Fail basis, an overall unit pass

will be awarded where the total unit mark is at least 50% and a pass is achieved in the Pass/Fail element(s). Where a unit is assessed entirely on a Pass/Fail basis, a pass must be achieved in all formal elements of assessment.

- 5.3 Where a unit has been passed overall students may not seek to improve their performance by undertaking reassessment, or by repeating that unit.

## **6. Compensation**

- 6.1 When the total mark for a unit is less than 50%, but not normally less than 48%, and providing that no formal element of assessment contributing to the unit assessment has a mark of less than 46% (or a fail where assessed on a pass/fail basis), the Assessment Board may agree compensation. Limits for compensation are set out in the course specific regulations, Sections 15-21 below. If compensation has been permitted, a pass will be awarded provided that the student has obtained a pass mark of 50% (or a pass where assessed on a Pass/Fail basis) in the remaining credits in the same level as the unit or units for which compensation is considered. Any exceptions are set out in the course specific regulations, sections 15-21 below.
- 6.2 Compensation will only apply to the first attempt (including any subsequent attempt taken as a first attempt due to mitigation).
- 6.3 Compensation may not normally apply to a unit or units with a total value of more than 40 credits at any one level. Any exceptions are set out in the course specific regulations, sections 15-21 below.
- 6.4 As compensation is based on the student's performance in the level for which compensation is considered, it cannot be applied before the student has attempted a minimum of 60 credits at that level.
- 6.5 Where compensation has taken place the pre-compensation unit mark-will be recorded.

## **7. Progression**

- 7.1 Students must complete the requirements of one level before proceeding to the next.
- 7.2 The requirements for progression are set out in the course specific sections of these regulations (15-21 below).

## **8. Submission of coursework and attendance at examinations**

### **Submission of coursework**

- 8.1 It is a student's responsibility to ensure that they familiarise themselves with, and comply with, all published deadlines for the submission of coursework. Staff are not expected to remind students about forthcoming deadlines.
- 8.2 If a piece of written coursework is not submitted by the required deadline, the following will apply:
- i) If coursework is submitted within 72 hours after the deadline, the maximum mark that can be awarded is 50%. If the assessment achieves a pass mark and subject to the overall performance of the unit and the student's profile for the level, it will be accepted by the Assessment Board as the reassessment piece. The unit will count towards the reassessment allowance for the level (see section 11 and separate course regulations, sections 15-21 below).
    - The above will apply to written coursework only.
    - It applies to the first attempt only (including any subsequent attempt taken as a first attempt due to mitigation).
  - ii) If coursework is submitted more than 72 hours after the deadline, a mark of zero (0%) or Fail (F) will be awarded.

iii) Failure to submit/complete/attend any other types of coursework (e.g. presentations, class tests) by the required deadline will result in a mark of zero (0%) or Fail (F) being awarded.

8.3 Extensions, without penalty, may be allowed in cases of illness or genuine mitigating circumstances provided that an application is made before the submission deadline, and there is good supporting evidence. The application must be made in accordance with the Mitigating Circumstances Policy using the form provided.

8.4 Coursework submitted after the extended deadline will incur penalties as recorded as in 8.2 above.

### **Attendance at examinations**

8.5 It is a student's responsibility to ensure that they familiarise themselves with the timetable for scheduled examinations, and attend examinations as required. Staff are not expected to remind students about forthcoming examination dates.

8.6 Failure to attend an examination will result in a mark of zero (0%) or Fail (F) being recorded.

8.7 Examination postponement requests, without penalty, may be allowed in cases of illness or genuine mitigating circumstances provided that an application is made before the start of the examination, and there is good supporting evidence. The application must be made in accordance with the Mitigating Circumstances Policy using the form provided.

8.8 Failure to attend an examination on a revised date will result in a mark of zero (0%) or Fail (F) being recorded.

### **9. Awards**

9.1 All named awards are based on credit. The credits required for each named award are defined in the course-specific regulations set out in sections 15-21 below.

9.2 Where students are admitted to a course on the basis of Recognition of Prior Learning (RPL) award classification is calculated solely on the basis of the units undertaken at the University. College Arrangements for classification under such circumstances are set out in the Policy and Procedures for the Recognition of Prior Learning (RPL).

9.3 In specific circumstances, as set out in section 12.2 an Aegrotat award may be made. Any exceptions which apply to specific courses are set out in the relevant course-specific section of these regulations. An Aegrotat award is always unclassified, and will not confer eligibility to register with the relevant professional body.

9.4 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning requirements.

9.5 In the absence of a named award, or eligibility for a named award, the award of credit is given for the successful completion of individual units.

### **10. Classification**

10.1 The arrangements for the classification of awards (where applicable) are set out in the course specific regulations set out in sections 15-21 below.

### **11. Provision for failed candidates**

11.1 Normally students will be required to make good a failure in one of the following ways.

#### **Failure and reassessment**

11.2 The Assessment Board will permit a student who fails at the first attempt to be reassessed within the limit for reassessment for the level on one occasion only.

11.3 Limits for reassessment for each course are set out in the course-specific regulations in sections 15-21 below.

- 11.4 Students may be reassessed in one of the following ways:
- resit the examination;
  - resit the examination and resubmit the coursework;
  - resubmit the coursework;
  - resubmit a piece of work of equal weight and comparable standard as directed by the Assessment Board.
- 11.5 Any late coursework submitted within 72 hours after the deadline will be included in the level reassessment entitlement, subject to the student's profile.
- 11.6 Where a student exceeds the entitlement for reassessment as detailed in the specific regulations for the course -see sections 15-21 below - the Assessment Board may exceptionally determine a lower reassessment limit on academic grounds. The Board will act in accordance with 11.10 thereafter.
- 11.7 Where a reassessment has taken place, the formal element mark will not exceed 50%.
- 11.8 Late resubmission(s) will be regarded as a fail. A mark of zero (0%) or Fail (F) will be recorded for coursework resubmitted after the specified deadline.
- 11.9 Where a student fails in a reassessment for a unit as described above, the Assessment Board will normally permit them to repeat the failed unit(s) once only, as set out under 'Repeat units' below). Alternatively, taking into account the student's profile and level of engagement with the course, the Assessment Board may require the student to withdraw from the course.

### **Repeat units**

- 11.10 If the total amount of credits of failed units is beyond the credit limit for reassessment for the level, or the Board has determined a lower reassessment limit for the student (see under 'failure and reassessment' above), the Assessment Board will normally permit the student to repeat the remaining failed unit(s) once only. Alternatively the Assessment Board may require the student to withdraw from the course. The Assessment Board should decide how reassessment and repeat of units should be applied to the student's profile.
- 11.11 In the case of unit(s) which are no longer current or available, an acceptable alternative will be identified by the Assessment Board.
- 11.12 Where a unit has been repeated, the unit mark will not exceed 50%. Any exceptions are set out in the course specific regulations, sections 15-21 below.
- 11.13 A student who fails at the first attempt in a repeated unit may be reassessed, on one occasion only, up to the reassessment limit for the level, in one of the ways identified in 11.4. Where such reassessments take place-the unit mark will not exceed 50%. Any exceptions are set out in the course specific regulations, sections 15-21 below.

### **12. Provision for failed candidates with valid reasons for poor performance (mitigating circumstances)**

- 12.1 If it is established that there are mitigating circumstances relating to a student's poor performance (see the Mitigating Circumstances Policy) the Assessment Board will permit the student to be reassessed as if for the first time in any or all of the elements of assessment, as specified by the Assessment Board. If an assessment affected by illness was a second attempt the student will be permitted to be reassessed as if for the second time.
- 12.2 In exceptional cases, where the student's ability to complete his/her studies is affected by serious circumstances (such as terminal illness of the student), and it is established that the student is likely to be unable to complete his/her studies within a reasonable time period, the Assessment Board may act in one of the following ways:

- I. where the Assessment Board is satisfied that there is sufficient evidence of the student's achievement to determine the classification of an award, the student may be recommended for the award for which he/she is a candidate, or for an intermediate award specified in the relevant course-specific regulations set out in sections 15-21, on the basis of this evidence. The decision of the Assessment Board must be ratified by the Chair of Academic Board.
  - II. where the Assessment Board does not have enough evidence of the student's performance to recommend an award as above an Aegrotat award may be recommended. Before such a recommendation is made the student must have demonstrated achievement at the level for which an Aegrotat award is considered. The Assessment Board must be satisfied that on the balance of probabilities but for illness or other valid cause the student would have reached the standard required. The decision of the Assessment Board must be ratified by the Chair of Academic Board. Where appropriate, the student must have signified that he/she is willing to accept the award.
- 12.3 Although under regulation 12.2 the award title is conferred, the student will only be accredited with the credits achieved.
- 12.4 Any exceptions to regulation 12.2 which apply to specific courses are set out in the relevant course specific section of these regulations.

### 13. Academic offences

- 13.1 Academic Offences are considered in accordance with the Academic Offences Policy approved by Academic Board.
- 13.2 Where an assessment offence has been committed, the Academic Offences Panel/Board will stipulate the mark to be awarded for the affected unit or element of assessment and the Assessment Board will consider whether the student is eligible for reassessment under Section 11 above.
- 13.3 Where the Academic Offences Panel/Board has stipulated that no opportunity of reassessment shall be permitted, the Assessment Board will withdraw the student from the course. In such cases, the Academic Offences Panel/Board will stipulate whether the student may or may not be considered for an intermediate award in accordance with the assessment regulations.

### 14. Academic Appeals

- 14.1 Academic Appeals are considered in accordance with the Academic Appeals Policy approved by Academic Board.

## Regulations specific to particular courses

### 15. Specific regulations for Master of Chiropractic (MChiro) (Hons)

#### Periods of Registration

- 15.1 The maximum periods which a student may take to complete the course, from first registration, are normally as follows:

	Full-time maximum (years)
CertHE	3
DipHE	4
BSc (Hons) Human Sciences	5
MChiro (Hons) Master of Chiropractic	7

#### Progression

- 15.2 The progression requirements for the MChiro are as set out below:

- To proceed to **Level 4**, students must normally achieve 120 Level 3 credits and, where appropriate, successfully complete the specified work -based learning requirements.
- To proceed to **Level 5**, students must normally achieve 120 Level 4 credits and, where appropriate, successfully complete the specified work based learning requirements
- To proceed to **Level 6**, students must normally achieve 120 Level 5 credits and, where appropriate, successfully complete the specified work based learning requirements.
- To proceed to **Level 7**, students must normally achieve 120 Level 6 credits, pass the Clinic Entrance Qualifying Examination, achieve an overall aggregate mark of 50% and, where appropriate, successfully complete the specified work based learning requirements.

15.3 Students must complete the requirements of one stage before commencing to the next, as set out in the course specification.

### Practical Clinical Skills Assessments

15.4 All practical Clinical Skills are assessed on a Pass/Fail basis. Students must pass all Practical Clinical Skills assessments. Where a formal element of assessment is assessed on a Pass/Fail basis, an overall unit pass will be awarded where the total unit mark is at least 50% and a pass is achieved in the Pass/Fail element(s). Where a unit is assessed entirely on a Pass/Fail basis, a pass must be achieved in all formal elements of assessment.

### Limits to compensation (see section 6)

15.5 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 40 credits at any one level.

### Reassessment Limits

15.6 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.

15.7 The Assessment Board will permit a student who fails at the first attempt to be reassessed as follows:

Up to and including 60 credits at level 3, 60 credits at level 4, 40 credits at level 5, 40 credits at level 6 and up to two units with a maximum credit value of 60 credits at level 7.

### Failure and reassessment – Year 0

15.8 Where a student in Year 0 fails in a reassessment for a unit as described in section 11 above or exceeds the limit for reassessment the Assessment Board will normally require the student to withdraw from the course.

### Awards

15.9 All named awards are based on credit as set out below.

- I. A **Certificate of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, and who does not wish to progress further on the course, or who fails a subsequent level.
- II. A **Diploma of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4 and 120 credits at Level 5 and who does not wish to progress further on the course, or who fails a subsequent level.
- III. A **Bachelors Degree without Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5 and 80 credits at Level 6 and who does not wish to progress further on the course, or who fails to complete Level 6. Before such an award is made, the student must have signified that he or she is willing to accept the award.
- IV. A **Bachelors degree with Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6 and who does not wish to progress further on the course, or who fails to complete the

subsequent level.

- V. An **MChiro (Hons) Master of Chiropractic** degree will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5, 120 credits at Level 6 and 120 credits at Level 7, and who has completed the work-based learning requirements.

- 15.10 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning requirements.
- 15.11 The award of MChiro (Hons) Master of Chiropractic leads to eligibility to apply for registration with the appropriate professional body. CertHe, DipHE, BSc, BSc (Hons) and Aegrotat awards, will not confer eligibility to register and will be titled '(Human Sciences)'.
- 15.12 The Clinic Entrance Qualifying Examination is not a requirement for the awards of BSc (Hons) Human Sciences and BSc Human Sciences, but must be successfully passed in order to progress to Level 7.
- 15.13 In the absence of a named award, or eligibility for a named award, the award of credit is given for the successful completion of individual units.

### Classification

- 15.14 For a **Certificate of Higher Education and Diploma of Higher Education** classification will be based on the credit-weighted aggregate mark as follows:

Distinction	70% or more
Merit	60% to less than 70%
Pass	50% to less than 60%

Diploma of Higher Education classification will be based on Level 5 units only.

- 15.15 For a **Bachelors degree with Honours**, Level 6 units will normally have a weighting of 70% towards final degree classification, with 30% weighting for Level 5 units.

Honours classification will be based on Level 6 units only in the case of candidates with advanced standing admitted directly to Level 6.

Degree classification will be calculated in whichever of the following is more advantageous to the student:

- Credit-weighted aggregate mark related as follows:

First Class	70% or more
Second Class, Upper Division	64% to less than 70%
Second Class, Lower Division	57% to less than 64%
Third Class	50% to less than 57%
- Mark profile: where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (57, 64, 70) and has at least 80 credits at Level 6 in a higher classification than the aggregate mark, the Assessment Board will recommend that the higher classification be awarded.

- 15.16 A Bachelors degree without Honours is unclassified.

- 15.17 For an **MChiro (Hons) Master of Chiropractic** degree, Level 7 units will normally have a weighting of 50% towards final degree classification, with 35% weighting for Level 6 units and 15% weighting for Level 5 units.

In the case of candidates with advanced standing admitted directly to Level 6, degree classification will be based on Level 6 and Level 7 units only in the ratio 40% and 60%.

- 15.18 For the award of **MChiro (Hons) Master of Chiropractic** degree classification will be calculated in whichever of the following is more advantageous to the student:

- Credit weighted aggregate mark as follows:
 

First Class	70% or more
Second Class, Upper Division	60% to less than 70%
Second Class, Lower Division	50% to less than 60%
- Mark profile. Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (60 or 70) and has at least 80 credits in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.

15.19 A *viva voce* examination may be required, at the discretion of the Assessment Board, at any stage of assessment at Level 7.

### Clinic Entrance Qualifying Examination

15.20 Where a student fails in a unit reassessment at Level 6 and fails the reassessment of the Clinic Entrance Qualifying Examination, the Assessment Board will normally permit them to repeat the failed unit(s) and repeat the Clinic Entrance Qualifying Examination once only. Alternatively the Assessment Board may require the student to withdraw from the course.

15.21 Where a student fails the reassessment of the Clinic Entrance Qualifying Examination but passes all of the units at Level 6, the Assessment Board will normally permit them to repeat the failed Clinic Entrance Qualifying Examination and attend all of the units at Level 6 without having to take any summative assessments in those units once only. Alternatively the Assessment Board may require the student to withdraw from the course.

15.22 The Assessment Board may formally constitute a subsidiary examination committee for the Clinic Entrance Qualifying Examination, to include at least one approved external examiner, to advise the Board on specific areas of examination in accordance with their terms of reference, in order to assist its work in assessing the students on the course.

## 16. Specific regulations for BSc (Hons) Human Sciences

### Period of registration

16.1 The maximum period which a student may take to complete the course, from first registration, is normally as follows:

	Full-time maximum (years)
CertHE Human Sciences	2
DipHE Human Sciences	3
BSc (Hons) Human Sciences	4

### Progression

16.2 To proceed to **Level 5**, students must normally achieve 120 Level 4 credits and, where appropriate, successfully complete the specified work-based learning requirements.

16.3 To proceed to **Level 6**, students must normally achieve 120 Level 5 credits and, where appropriate, successfully complete the specified work-based learning requirements.

16.4 Students must complete the requirements of one stage before commencing to the next, as set out in the course specification.

### Proceeding to MSc Chiropractic

16.5 To progress to the separate MSc Chiropractic course a student must attain a BSc (Hons) Human Sciences award, and pass the Clinic Entrance Qualifying Examination.

### Practical Clinical Skills Assessments

16.6 All practical Clinical Skills are assessed on a Pass/Fail basis. Students must pass all Practical Clinical Skills assessments.

### Limits to compensation (see section 6)

16.7 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 40 credits at any one level.

### Reassessment Limits

16.8 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.

16.9 The Assessment Board will permit a student who fails at the first attempt to be reassessed as follows:

up to and including 60 credits at Level 4, 40 credits at Level 5 or 40 credits at Level 6.

### Awards

16.10 The credits required for each named award are as set out below:

- I. A **Certificate of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, and who does not wish to progress further on the course, or who fails a subsequent level.
- II. A **Diploma of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4 and 120 credits at Level 5 and who does not wish to progress further on the course, or who fails a subsequent level.
- III. A **Bachelors Degree without Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 1 and 80 credits at Level 4 and who does not wish to progress further on the course, or who fails to complete Level 4. Before such an award is made, the student must have signified that he or she is willing to accept the award.
- IV. A **Bachelors Degree with Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6.

16.11 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning requirements.

16.12 In the absence of a named award, or eligibility for a named award, the award of credit is given for the successful completion of individual units.

16.13 The Clinic Entrance Qualifying Examination is not a requirement for the award of BSc (Hons) Human Sciences but must be successfully passed in order to progress to the MSc Chiropractic course.

### Classification

16.14 For a **Certificate of Higher Education** and **Diploma of Higher Education** classification will be based on the credit-weighted aggregate mark as follows:

Pass	50% to less than 60%
Merit	60% to less than 70%
Distinction	70% or more.

16.15 For a **Bachelors degree with Honours**, Level 6 units will normally have a weighting of 70% towards final degree classification, with 30% weighting for Level 5 units.

Honours classification will be based on Level 6 units only, in the case of candidates with advanced standing admitted directly to Level 6.

16.16 Degree classification will be calculated in whichever of the following is more advantageous to the student:

- Credit-weighted aggregate mark related as follows:

First Class	70% or more
Second Class Upper Division	64% to less than 70%
Second Class Lower Division	57% to less than 64%
Third Class	50% to less than 57%

- **Mark profile:** Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (57, 64 or 70) and has at least 80 credits at Level 6 in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.

16.17 A Bachelors Degree without Honours is unclassified.

### Clinic Entrance Qualifying Examination

- 16.18 Where a student fails in a unit reassessment at Level 6 and fails the reassessment of the Clinic Entrance Qualifying Examination, the Assessment Board will normally permit them to repeat the failed unit(s) and repeat the Clinic Entrance Qualifying Examination once only. Alternatively the Assessment Board may require the student to withdraw from the course.
- 16.19 Where a student fails the reassessment of the Clinic Entrance Qualifying Examination but passes all of the units at Level 6, the Assessment Board will normally permit them to repeat the failed Clinic Entrance Qualifying Examination once only and attend all of the units at Level 6 without having to take any summative assessments in those units. Alternatively the Assessment Board may require the student to withdraw from the course.
- 16.20 The Assessment Board may formally constitute a subsidiary examination committee for the Clinic Entrance Qualifying Examination, to include at least one approved external examiner, to advise the Board on specific areas of examination in accordance with their terms of reference, in order to assist its work in assessing the students on the course.

## 17. Specific regulations for MSc Chiropractic (Course code MSCF)

### Periods of Registration

- 17.1 The maximum period which a student may take to complete the course, from first registration, is normally as follows:

	Full-time maximum (years)
MSc Chiropractic	3

### Practical Clinical Skills Assessments

- 17.2 All practical Clinical Skills are assessed on a Pass/Fail basis. Students must pass all Practical Clinical Skills assessments.

### Limits to compensation (see section 6)

- 17.3 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 60 credits.

### Reassessment Limits

- 17.4 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.
- 17.5 The Assessment Board will permit a student who fails at the first attempt to be reassessed as follows:

**Level 6 units:** a student who fails a Level 6 unit at the first attempt may be reassessed on one occasion only. The reassessment at Level 6 is additional to any reassessments permitted at Level 7.

**Level 7 units:** The Assessment Board will permit a student who fails at the first attempt to be reassessed in up to 3 units with a total value of no more than 120 credits at Level 7, on one occasion only.

## Awards

- 17.6 All named awards are based on credit as set out below.
- I. A **Postgraduate Certificate (Human Sciences)** will normally be awarded to a student who has been credited with at least 60 credits at Level 7 and who does not wish to progress further on the course or who fails a subsequent stage.
  - II. A **Postgraduate Diploma (Human Sciences)** will normally be awarded to a student who has been credited with at least 120 credits at Level 7 and who does not wish to progress further on the course or who fails a subsequent stage.
  - III. A **Masters Degree (MSc Chiropractic)** will normally be awarded to a student who has been credited with 200 credits at Level 7 and 40 credits at Level 6 and who has completed the required work-based learning requirements.
- 17.7 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning experience.
- 17.8 The award of MSc Chiropractic leads to eligibility to apply for registration with the appropriate professional body. Aegrotat awards and the award of PG Cert and PG Dip will not confer eligibility to register and will be titled 'Human Sciences'.

## Classification

- 17.9 For the Postgraduate Certificate and Postgraduate Diploma classification will be based on the credit-weighted aggregate mark (Level 7 units only) as follows:
- |             |                      |
|-------------|----------------------|
| Pass        | 50% to less than 60% |
| Merit       | 60% to less than 70% |
| Distinction | 70% or more          |
- 17.10 For the Masters Degree, classification will be based on Level 7 units only and calculated in whichever of the following is more advantageous to the student:
- Credit weighted aggregate mark as calculated in 17.9.
  - Mark profile. Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (60 or 70) and has at least 140 credits in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.
- 17.11 A viva voce examination may be required, at the discretion of the Assessment Board at any stage of assessment.

## 18. Specific regulations for MSc Advanced Professional Practice Framework

### Period of Registration

- 18.1 For part-time courses at level 7 the maximum period of study from first registration is five years.

### Progression

- 18.2 Progression requirements are defined in the Course Specification for the course concerned and include, where appropriate, successful completion of the specified work-based learning requirements.

### Awards

- 18.3 All named awards are based on credit as set out below:
- I. A **Postgraduate Certificate** will normally be awarded to a student who has been credited with at least 60 credits at Level 7, and who does not wish to progress further on the course or who fails a subsequent stage.

- II. A **Postgraduate Diploma** will normally be awarded to a student who has been credited with at least 120 credits at Level 7, and who does not wish to progress further on the course or who fails a subsequent stage.
- III. A **Masters degree** will normally be awarded to a student who has been credited with at least 180 credits at Level 7.

18.4 Where defined as a requirement for the award, the student must have successfully completed the additional work-based learning requirements.

#### Limits to compensation (see section 6)

18.5 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 40 credits at any one level.

#### Reassessment Limits

18.6 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.

18.7 The Assessment Board will permit a student who fails at the first attempt to be reassessed in up to 3 units with a total value of no more than 100 credits on one occasion only.

18.8 Where a student fails a 120-credit dissertation or project at the first attempt, the Assessment Board will permit the student to be reassessed in this unit only.

#### Classification

18.9 All units will normally have a weighting towards final classification.

18.10 For a **Postgraduate Certificate** and **Postgraduate Diploma** classification will be based on the credit-weighted aggregate mark as follows:

Distinction	70% or more
Merit	60% to less than 70%
Pass	50% to less than 60%

18.11 For a Masters degree classification will be calculated in whichever of the following is more advantageous to the student:

- Credit weighted aggregate mark as calculated in 18.10.
- Mark profile. Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (60 or 70) and has at least 120 credits in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.

18.12 A viva voce examination may be required, at the discretion of the Assessment Board, at any stage of assessment at Level 7.

### 19. Specific regulations for MSc Medical Ultrasound

#### Periods of Registration

19.1 For part-time courses at level 7 the maximum period of study from first registration is five years.

#### Progression

19.2 Progression requirements are defined in the Course Specification for the course concerned.

#### Practical Clinical Skills Assessments

19.3 All practical Clinical Skills are assessed on a Pass/Fail basis. Students must pass all Practical Clinical Skills assessments.

#### Limits to compensation (see section 6)

19.4 Compensation may be applied in accordance with the provisions of section 6 of these

regulations. The Assessment Board may compensate for up to 40 credits at any one level.

### Reassessment Limits

- 19.5 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.
- 19.6 The Assessment Board will permit a student who fails at the first attempt to be reassessed in up to 3 units with a total value of no more than 100 credits on one occasion only.
- 19.7 Where a student fails a 120-credit dissertation or project at the first attempt, the Assessment Board will permit the student to be reassessed in this unit only.

### Awards

- 19.8 All named awards are based on credit as set out below:
- I. A **Postgraduate Certificate** will normally be awarded to a student who has been credited with at least 60 credits at Level 7, and who does not wish to progress further on the course or who fails a subsequent stage.
  - II. A **Postgraduate Diploma** will normally be awarded to a student who has been credited with at least 120 credits at Level 7, and who does not wish to progress further on the course or who fails a subsequent stage.
  - III. A **Masters degree** will normally be awarded to a student who has been credited with at least 180 credits at Level 7.
- 19.9 Where defined as a requirement for the award, the student must have successfully completed the additional work-based learning requirements.

### Classification

- 19.10 All units will normally have a weighting towards final classification.
- 19.11 For a **Postgraduate Certificate** and **Postgraduate Diploma** classification will be based on the credit-weighted aggregate mark as follows:
- |             |                      |
|-------------|----------------------|
| Distinction | 70% or more          |
| Merit       | 60% to less than 70% |
| Pass        | 50% to less than 60% |
- 19.12 For a Masters degree classification will be calculated in whichever of the following is more advantageous to the student:
- Credit weighted aggregate mark as calculated in 19.11.
  - Mark profile. Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (60 or 70) and has at least 120 credits in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.
- 19.13 A viva voce examination may be required, at the discretion of the Assessment Board, at any stage of assessment at Level 7.
- 19.14 An Aegrotat award, as set out in paragraph 12.2(ii) and 12.4 is not available for the MSc Medical Ultrasound course.

## 20. Specific regulations for Postgraduate Certificate Professional Development (Chiropractic)

- 20.1 A Postgraduate Certificate will be awarded to a student who has been credited with 60 credits at Level 7.

### Periods of Registration

- 20.2 The maximum period of study from first registration is normally two years.

### Limits to compensation (see section 6)

- 20.3 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 20 credits at any one level.
- 20.4 A student who fails a taught unit or units to a total value of no more than 20 credits, at the first attempt, may be asked to resubmit coursework and/or resit an examination on one occasion only.
- 20.5 Where a student fails a taught unit or units carrying a total of more than 20 credits, at the first attempt, the Assessment Board will normally permit them to be reassessed in up to 20 credits before repeating the remaining failed unit(s) (including any failed through reassessment).

## 21. Specific regulations for Sport, Exercise and Health Science Courses

### **BSc (Hons) Clinical Exercise and Rehabilitation Science**

### **BSc (Hons) Sport, Exercise and Health Science**

#### Periods of Registration

- 21.1 The maximum periods which a student may take to complete the course, from first registration, are normally as follows:

	<b>Full-time maximum (years)</b>
CertHE	2
DipHE	3
BSc (Hons)	4

#### Pass mark

- 21.2 The pass mark for each unit is 40%. Where the unit is assessed by a combination of formal elements of assessment a pass will be awarded where the total unit mark is at least 40% and the mark in each formal element of assessment is not less than 36%.
- 21.3 Where a formal element of assessment is assessed on a Pass/Fail basis, an overall unit pass will be awarded where the total unit mark is at least 40% and a pass is achieved in the Pass/Fail element(s). Where a unit is assessed entirely on a Pass/Fail basis, a pass must be achieved in all formal elements of assessment.
- 21.4 Where a unit has been passed overall students may not seek to improve their performance by undertaking reassessment, or by repeating that unit.

#### Compensation

- 21.5 When the total mark for a unit is less than 40%, but not normally less than 38%, and providing that no formal element of assessment contributing to the unit assessment has a mark of less than 36% (or a fail where assessed on a pass/fail basis), the Assessment Board may agree compensation. If compensation has been permitted, a pass will be awarded provided that the student has obtained a pass mark of 40% (or a pass where assessed on a Pass/Fail basis) in the remaining credits in the same level as the unit or units for which compensation is considered.

#### Limits to compensation

- 21.6 Compensation may be applied in accordance with the provisions of paragraphs 6.2- 6.5 of these regulations.

#### Progression

- 21.7 To proceed to **Level 5**, students must normally achieve 120 Level 4 credits and, where appropriate, successfully complete the specified work-based learning requirements.
- 21.8 To proceed to **Level 6**, students must normally achieve 120 Level 5 credits and, where appropriate, successfully complete the specified work-based learning requirements.

#### Awards

- 21.9 All named awards are based on credit as set out below.

- VI. A **Certificate of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, and who does not wish to progress further on the course, or who fails a subsequent level.
- VII. A **Diploma of Higher Education** will normally be awarded to a student who has been credited with at least 120 credits at Level 4 and 120 credits at Level 5 and who does not wish to progress further on the course, or who fails a subsequent level.
- VIII. A **Bachelors Degree without Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5 and 80 credits at Level 6 and who does not wish to progress further on the course, or who fails to complete Level 6. Before such an award is made, the student must have signified that he or she is willing to accept the award.
- IX. A **Bachelors degree with Honours** will normally be awarded to a student who has been credited with at least 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6 and who does not wish to progress further on the course, or who fails to complete the subsequent level.

21.10 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning requirements.

### Classification

21.11 For a **Certificate of Higher Education and Diploma of Higher Education** classification will be based on the credit-weighted aggregate mark as follows:

Distinction	70% or more
Merit	60% to less than 70%
Pass	40% to less than 60%

Diploma of Higher Education classification will be based on Level 5 units only.

21.12 For a **Bachelors degree with Honours**, Level 6 units will normally have a weighting of 70% towards final degree classification, with 30% weighting for Level 5 units. Honours classification will be based on Level 6 units only in the case of candidates with advanced standing admitted directly to Level 6.

Degree classification will be calculated in whichever of the following is more advantageous to the student:

- Credit-weighted aggregate mark related as follows:

First Class	70% or more
Second Class, Upper Division	60% to less than 70%
Second Class, Lower Division	50% to less than 60%
Third Class	40% to less than 50%

- Mark profile: where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (50, 60, 70) and has at least 80 credits at Level 6 in a higher classification than the aggregate mark, the Assessment Board will recommend that the higher classification be awarded.

21.13 A Bachelors degree without Honours is unclassified.

### Provision for failed candidates

21.14 Where a unit has been repeated, the unit mark will not exceed 40%.

21.15 A student who fails at the first attempt in a repeated unit may be reassessed, on one occasion only, up to the reassessment limit for the level, in one of the ways identified in 11.4. Where such reassessments take place-the unit mark will not exceed 40%.

### Reassessment Limits

21.16 Reassessment will be applied in accordance with the provisions of section 11 of these

regulations.

21.17 The Assessment Board will permit a student who fails at the first attempt to be reassessed as follows:

up to and including 60 credits at Level 4, 40 credits at Level 5 or 40 credits at Level 6.

## 22. Specific regulations for MSc Chiropractic (Course code MSCHF)

### Periods of Registration

22.1 The maximum period which a student may take to complete the course, from first registration, is normally as follows:

	Full-time maximum (years)
MSc Chiropractic	3

### Practical Clinical Skills Assessments

22.2 All practical Clinical Skills are assessed on a Pass/Fail basis. Students must pass all Practical Clinical Skills assessments.

### Limits to compensation (see section 6)

22.3 Compensation may be applied in accordance with the provisions of section 6 of these regulations. The Assessment Board may compensate for up to 40 credits.

### Reassessment Limits

22.4 Reassessment will be applied in accordance with the provisions of section 11 of these regulations.

22.5 The Assessment Board will permit a student who fails at the first attempt to be reassessed as follows:

**Level 6 units:** a student who fails a Level 6 unit at the first attempt may be reassessed on one occasion only. The reassessment at Level 6 is additional to any reassessments permitted at Level 7.

**Level 7 units:** The Assessment Board will permit a student who fails at the first attempt to be reassessed in up to 3 units with a total value of no more than 120 credits at Level 7, on one occasion only.

### Awards

22.6 All named awards are based on credit as set out below.

- IV. A **Postgraduate Certificate (Human Sciences)** will normally be awarded to a student who has been credited with at least 60 credits at Level 7 and who does not wish to progress further on the course or who fails a subsequent stage.
- V. A **Postgraduate Diploma (Human Sciences)** will normally be awarded to a student who has been credited with at least 120 credits at Level 7 and who does not wish to progress further on the course or who fails a subsequent stage.
- VI. A **Masters Degree (MSc Chiropractic)** will normally be awarded to a student who has been credited with 200 credits at Level 7 and 40 credits at Level 6 and who has completed the required work-based learning requirements.

22.7 Where defined as a requirement for the award, the student must have successfully completed the specified work-based learning experience.

22.8 The award of MSc Chiropractic leads to eligibility to apply for registration with the appropriate professional body. Aegrotat awards and the award of PG Cert and PG Dip will not confer eligibility to register and will be titled 'Human Sciences'.

## Classification

22.9 For the Postgraduate Certificate and Postgraduate Diploma classification will be based on the credit-weighted aggregate mark (Level 7 units only) as follows:

Pass	50% to less than 60%
Merit	60% to less than 70%
Distinction	70% or more

22.10 For the Masters Degree, classification will be based on Level 7 units only and calculated in whichever of the following is more advantageous to the student:

- Credit weighted aggregate mark as calculated in 17.9.
- Mark profile. Where a student achieves an aggregate mark which is not more than 3 marks below a classification boundary (60 or 70) and has at least 140 credits in a higher classification than the aggregate mark, the Assessment Board will award the higher classification.

22.11 A viva voce examination may be required, at the discretion of the Assessment Board at any stage of assessment.

## 23. Associated forms and documentation

- Academic Appeals Policy for all students enrolled on Higher Education courses leading to AECC University College awards
- Academic Offences Policy and Procedure for all students enrolled on courses leading to AECC University College awards
- Policy for the consideration of Mitigating Circumstances affecting assessments (including Extensions) for all students enrolled on courses leading to AECC University College awards
- Recognition of Prior Learning policy
- Assessment Board procedures and operations

Version:	1.3-rev June 2019. (Amended to add reference to BSc (Hons) Sport, Exercise and Health Science; Para 21.7 added – reassessment limits for Sport, Exercise and Health Science Courses
Ratified by:	Academic Audit Committee/Academic Board
Originator/Author	Quality and Enhancement Manager
Owner	Academic Registrar
Reference source	The QAA's <a href="#">Part A: Setting and maintaining academic standards</a> : (incorporating the Framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ) and the <a href="#">Higher education credit framework for England: guidance on academic credit arrangements in higher education in England</a> ) QAA Quality Code <a href="#">Chapter B6: Assessment of students and the recognition of prior learning</a> . Assessment Regulations of Bournemouth University
Date approved	04-09-19 (Academic Board Chair's action)
Effective from	<b>1 September 2019</b>
Review date	Spring 2019
Target	Programmes Offices, Registry, All members of Assessment Boards, all students, External Examiners
Policy location	SIP, VLE for students, Latest policies webpage
Equality analysis	The impact of the regulations will be monitored through regular equal opportunities analysis to consider whether there are any correlations between student profiles and subsequent progression/awards, and thus whether there is differential impact on particular groups of students.