

Assessment Regulations for all Higher Education Courses

These regulations apply to

- (i) all undergraduate students entering Levels 3 or 4 in 2021-22 (including students entering Level 4 from Gateway and student transferring between University College courses into Level 4 or Gateway),
- (ii) all postgraduate (MSc) students entering year 1/stage 1 in 2021-22.
- (iii) Any student repeating Levels 3 or 4

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.

Contents

1. Introduction	1
2. Explanatory text and definitions	2
3. Circumstances beyond the University College's control	3
4. Responsibilities of Students	3
5. Period of registration	4
6. Pass mark	5
7. Compensation	5
8. Progression	5
9. Submission of coursework and attendance at examinations	5
10. Awards	6
11. Classification	8
12. Provision for failed candidates	9
13. Non- Completion of placement/work experience	10
14. Provision for failed candidates with exceptional personal circumstances	11
15. Viva voce (oral) examination of students	11
16. Academic offences	11
17. Disciplinary or fitness to practice procedures	12
18. Research Misconduct	12
19. Academic Appeals	12
20. Specific regulations for Master of Chiropractic (MChiro) (Hons)	12
21. Specific regulations for MSc Advanced Professional Practice Framework	13
22. Specific regulations for MSc Medical Ultrasound	14
23. Specific regulations for Postgraduate Certificate Professional Development (Chiropractic)	14
24. Specific regulations for Sport, Exercise and Health Science Courses	14
25. Specific regulations for MSc Chiropractic (Course code MSCHF)	15
26. Specific regulations for MSc Physiotherapy (pre-registration)	15
27. Specific regulations for MSc Sport and Exercise Psychology	16
28. Specific regulations for MSc Sport and Exercise Rehabilitation	16
29. Specific regulations for MSc Sport Rehabilitation and Therapy	16
30. Specific regulations for MSc Chiropractic (Graduate Entry)	17
31. Specific regulations for Gateway Entry	17
32. Specific regulations for BSc (Hons) Radiography (Diagnostic Imaging) and BSc (Hons) Radiography (Radiotherapy and Oncology)	17

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. Individual units approved as credit-bearing continuing professional development courses are also governed by these regulations. Where courses are offered in partnership with another institution, in accordance with the Policy for the Consideration and Approval of Educational Partnerships these regulations will apply unless otherwise specified in the contract governing the partnership activity. Where specific assessment requirements are

set by a Professional Statutory and Regulatory Body variant regulations may be agreed by Academic Board and included as specific regulations within this document.

- 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 procedures – taught courses*.
- 1.4 The University College may confer honorary awards on individuals as an exceptional acknowledgement of an individual's contribution to their chosen field, public or voluntary service. Such awards are not covered by these assessment regulations but are governed by a separate Honorary Awards process.
- 1.5 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) and are published on the latest policies webpage. All students are notified of any changes made to the assessment regulations during their studies.
- 1.6 Reasonable adjustments may be made to these regulations as required under the Equalities Act 2010, but competence standards or academic judgements on them should not be compromised by such adjustments. The way in which competency standards are assessed may be differentiated in order to make appropriate reasonable adjustments.
- 1.7 All information regarding student assessment will be considered personal data and as such will be subject to both freedom of information and General Data Protection Regulation (GDPR).

2. Explanatory text and definitions

- 2.1 The formal assessment requirement for each unit is set out in the "Summative Assessment" section of the unit specification.
- 2.2 Where there is more than one assessment component (for example formal examination and coursework) this section of the unit specification also sets out how the components are weighted (for example examination 60% coursework 40%). If the assessment of a unit consists of more than one component the overall unit mark is calculated as a weighted average of the marks for all the components. If any components are marked on a pass/fail basis (see para 2.4) the unit mark will be calculated from the weighted average of the marks for components which carry a numerical mark or grade.
- 2.3 Assessment components may have sub-components (i.e. a number of smaller assessment tasks which contribute to the overall component mark). Sub-components may be weighted (e.g. the 40% coursework component consists of two sub-components, each an essay worth 20%). Marks for each sub-component are combined to produce one overall mark for the component (out of 100%). Provided that the overall mark for the component is a pass, not all sub-components need to be passed. Where sub-components are used the details may be found in the relevant assessment brief. Sub-components are not recorded individually in the 'summative assessment' section of the unit specification nor on the Board Report.
- 2.4 Some assessments are marked on a pass/fail (P/F) basis. Details are provided in the relevant unit specifications and assessment briefs. Students must pass all pass/fail assessments.
- 2.5 Information on pass marks and requirements for passing a unit are set out in section 4 below.
- 2.6 Compensation: Compensation refers to the process of balancing a limited amount of underachievement in one aspect of a student's overall performance in a Level of a course

against the otherwise positive performance in the Level. Limits to compensation are specified in these regulations. Compensation does not apply in the case of units assessed on a pass/fail basis. Separate components of assessment within a unit are not compensatory and “compensation” should not be used to describe a student passing a unit under paras 2.2/2.3 of the Assessment Regulations.

- 2.7 **Condonement:** The practice of allowing students to fail and not receive credit for one or more units within a degree course, yet still qualify for the award of the degree. Condonement of failure is not permitted within any course leading to an award of the University College.
- 2.8 **Reassessment:** Reassessment is the re-taking of the assessment for a failed unit or failed component in order to achieve a pass for the unit. 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.
- 2.9 All reassessments will take place during the next available University College assessment period. Reassessment at any other time will be arranged only if there is evidence that a demonstrable institutional error has significantly affected the student’s assessment outcome via the Appeals process or by evidence presented to the Assessment Board.
- 2.10 **Repeat:** Repeat is the re-taking of a unit and associated assessments during the academic year following the first attempt, or following unsuccessful reassessment. Students Repeating units will normally be required to do so with attendance.
- 2.11 **Working Days:** When periods of days are referred to in this document, unless otherwise stated a 'day' is normally a University College working day, which is any day except weekends, bank holidays and the period between Christmas and New Year when the University College is closed. This applies even when some areas such as the library and the Chiropractic Clinic are open during these times.

3. Circumstances beyond the University College’s control

- 3.1 The Principal, in consultation with appropriate senior colleagues shall determine an appropriate course of action if, in his/her judgement, exceptional circumstances prevail across the University College which have prevented, or are likely to prevent, due process from taking place in respect of assessment processes or for decisions about progression or for the conferment of awards. Such instances may include industrial action, impact of natural disaster or civil unrest. Actions will be in the students’ best interest but they will not compromise academic standards. If the University College, because of such exceptional circumstances, is unable to apply the Assessment Regulations and related policies and procedures as approved for an academic year, Academic Board may approve Emergency Regulations or Policies to modify the approved Regulations/Policies which modifications shall apply to such students and for such duration as Academic Board, in its absolute discretion, determines.
- 3.2 The implementation of arrangements under this regulation shall not constitute a failure to apply correctly the relevant approved Academic Regulations and therefore shall not of itself provide valid grounds for an academic appeal against a decision of an Assessment Board. In case of doubt, this regulation takes precedence over other regulations relating to student awards and progression.

4. Responsibilities of Students

- 4.1 The University College is committed to providing students with the resources, opportunities, and support required to complete their course successfully. However, effective learning requires active personal engagement with these resources and purposeful participation in the learning opportunities provided. As such, students are expected to comply with the requirements of their course, engage with scheduled learning activities, and carry out the prescribed learning

activities for the units on which they are enrolled. In addition, it is the responsibility of students to:

- a) ensure they are aware of examination dates and coursework submission dates. (Staff are not expected to remind students about forthcoming deadlines and examination dates)
- b) attend and attempt all examinations and/or summative assessments.
- c) inform the University College if they are unable to attend scheduled learning activities in accordance with the Attendance Policy
- d) make the University College aware of any exceptional personal circumstances that may have affected their performance and which they wish to be taken into account, by following the arrangements set out in the Exceptional Personal Circumstances Policy

5. Period of registration

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

	Full-time maximum (years)
CertHE	2
DipHE	4
BSc (Hons)	5
Integrated Masters (four year course)	6
CertHE	2
DipHE	4
BSc	5
Integrated Masters (with year 0)	7
CertHE with Year 0 or Foundation year	3
DipHE with Year 0 or Foundation year	4
BSc with Year 0 or Foundation year	6
MSc (full-time)	3
PGCert part-time	3
PGDip part-time	4
MSc part-time	5

5.2 The maximum period of registration is not normally extended in the event that a student interrupts (suspends) their studies.

5.3 Students on part-time MSc courses whose initial declared qualification aim is a PGCert or PGDip award are expected to complete their course within the maximum period specified above for the relevant award. For students on part-time MSc courses these maximum periods are regarded as milestones towards completion.

5.4 If a student does not complete the course within the registration period, they will normally be required to withdraw from the course. Periods of registration may be formally adjusted by the Assessment Board in liaison with the Academic Registrar, on reasonable grounds (for example, where exceptional personal circumstances apply) and where the currency of learning undertaken up until that point can be adequately assured. Where such an adjustment is agreed a clear timetable for completion will be agreed and communicated to the student in writing.

5.5 A student required to withdraw from the course in accordance with para 5.4 above will not normally be readmitted to the same course.

5.6 Maximum periods of registration may be set for students who enter on the basis of the Recognition of Prior Learning/Credit Transfer.

5.7 Exceptions to the above maximum periods of registration may be necessary to comply with the

requirements of Professional, Statutory and Regulatory Bodies. Any exceptions to the above maximum periods of registration are specified in the course specific regulations.

6. Pass mark

- 6.1 The pass mark for each unit is 40% for work at levels 3-6 and 50% (or grade C) for work at level 7.
- 6.2 Where a unit is assessed by a number of components of assessment a pass will be awarded where the total unit mark is at least the relevant level pass mark (see para 6.1) and the mark in each component is not less than 35%, where the pass mark is 40%, and 45% where the pass mark is 50%.
- 6.3 For components marked on a Pass/Fail basis, an overall unit pass will be awarded where the total unit mark is at least the relevant level pass mark (see para 6.1) and a pass is achieved in the Pass/Fail component(s). Where a unit is assessed entirely on a Pass/Fail basis, a pass must be achieved in all components of assessment.
- 6.4 Unit marks will be recorded as truncated marks to two decimal places (i.e all decimal places beyond two decimal places will be dropped without rounding). For example 78.149 will be recorded as 78.14.
- 6.5 Where a unit has been passed overall students may not seek to improve their performance by undertaking reassessment, or by repeating that unit. This applies also where students have Exceptional Personal Circumstances, as specified in the Exceptional Personal Circumstances Policy.

7. Compensation

- 7.1 Compensation is applicable only at levels 3 and 4, and for optional units only. A pass by compensation will be given:
- Where the overall unit mark is not less than 35%, no assessment component contributing to the unit mark has a mark less than 35% and any pass/fail components have been passed; **and**
 - the student has a mark of 40% (or a pass where assessed on a Pass/Fail basis) in at least 80 credits at that level.
- 7.2 Compensation is based on the student's performance in the level for which compensation is considered, therefore it will not be applied before the student has attempted a minimum of 60 credits at that level.
- 7.3 Compensation will apply for all attempts.
- 7.4 When a pass by compensation is given, the student will be awarded the credit for the unit but the original unit mark is not changed. The pre-compensation unit mark will be recorded.
- 7.5 Any exceptions to the regulations relating to compensation are set out in the course specific regulations (sections 20-32 below).

8. Progression

- 8.1 Students must complete the requirements of one level before proceeding to the next.
- 8.2 The requirements for progression are set out in the course specific sections of these regulations (20-32 below).
- 8.3 Some courses require satisfactory completion of a specified period of work experience/ placement in order to progress to the next level/stage of the course and/or as a requirement for the award. Such requirements are detailed in the Course/Framework Specification.

9. Submission of coursework and attendance at examinations

Submission of coursework

- 9.1 If a piece of written coursework is not submitted by the required deadline, the following will apply:
- If coursework is submitted within 72 hours after the deadline, the maximum mark that can be awarded is the pass mark/grade for the relevant level.
 - If coursework is submitted more than 72 hours after the deadline, a mark of zero (0%) or Fail (F) will be awarded.
- 9.2 This applies to the first attempt only (including any subsequent attempt taken as a first attempt due to exceptional personal circumstances). Written coursework resubmitted as a second or subsequent attempt which is submitted at any point after the deadline will incur a mark of zero or fail.
- 9.3 These provisions apply to written coursework only. 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.
- 9.4 Penalties for Late Submission, and Non-Submission and Non-Attendance will be applied to the relevant piece of assessment regardless of the unit structure – that is, to a component mark or to a sub-component mark which contributes towards a component mark.
- 9.5 Extensions, without penalty, may be allowed in cases of illness or genuine exceptional personal 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 Exceptional Personal Circumstances Policy using the form provided. As stated in the Exceptional Personal Circumstances Policy, students granted an extension may seek a further extension if they submit further evidence of continuing/new circumstances for consideration before the original extension deadline has passed. Coursework submitted after an extended deadline will incur penalties as recorded as in 9.1 above.
- 9.6 Coursework submitted which exceeds the stated word limit for the assessment will incur a penalty in line with the policy on word limits for students' written work.

Attendance at examinations

- 9.7 Failure to attend an examination will result in a mark of zero (0%) or Fail (F) being recorded.
- 9.8 Examination postponement requests, without penalty, may be allowed in cases of illness or genuine exceptional personal 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 Exceptional Personal Circumstances Policy using the form provided.
- 9.9 Failure to attend an examination on a revised date will result in a mark of zero (0%) or Fail (F) being recorded.

10. Awards

- 10.1 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 20-32 below. The specific requirements, in terms of units, are outlined in the relevant Course/Framework Specification.
- 10.2 Final awards are conferred following successful completion of all specified aspects of the course including any work-based learning/placement requirements. Intermediate awards appear automatically on the Assessment Board report for all students, but are only conferred where a student has formally indicated their intention to withdraw from the course or are required by the Assessment Board to withdraw.
- 10.3 If a student withdrawing from the course has completed more credits than are required for the relevant interim exit award the units contributing to the exit award will be determined as follows: (i) all core units for the exit award under consideration; (ii) the units for which the student has

obtained the highest total marks/grades, to the total number of credits required for the exit award. For all remaining units credit only will be awarded.

- 10.4 Where a Board ratifies Recognition of Prior Learning (RPL) or Credit Transfer, or a student is admitted on the basis of an internal progression arrangement from a separate AECC University College award the credits awarded contribute to the award on a pass-fail basis and no marks will contribute to the classification of the award. The 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).
- 10.5 Where a student transfers from one AECC University College course to another, in line with the Course Transfer Policy:
- (i) they will normally carry forward the marks they have obtained from units previously completed – this includes any penalty/capping applied to units on the original course. However award classification will be calculated solely on the basis of the units undertaken at the University College while enrolled on the course for which an award is being considered, unless the transfer is within a Framework/cluster, and the units involved are common units.
 - (ii) where a student transfers from one AECC University College course to another, in line with the Course Transfer Policy they will be eligible only for the award to which they have transferred, subject to successful completion of the requirements for that course (and for any associated interim exit awards, should they opt, or be required, to withdraw from the course). They will not be eligible for any interim exit awards associated with the original course.
- 10.6 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.

Exceptional awards

- 10.7 Normally, if a student is unable to complete their course due to illness or other personal circumstances, they will withdraw from the course and will be considered for the award of the relevant exit award based on the number of credits they have already achieved at the point of their withdrawal.
- 10.8 In the event of a student's terminal illness, if it is established that the student is unlikely to be unable to complete his/her studies within a reasonable time period, future use of the qualification is not considered possible, and no degree award may be made within the regulations, 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, and the Assessment Board must be satisfied that on the balance of probabilities but for the terminal illness the student would have reached the standard required.
- 10.9 The decision of the Assessment Board must be ratified by the Chair of Academic Board. Where appropriate, the student must have signified that they are willing to accept the award.
- 10.10 An Aegrotat award is unclassified.
- 10.11 For some courses with professional accreditation the award of an Aegrotat award may not be possible. Any exceptions are set out in the relevant course specific section of these regulations.
- 10.12 Aegrotat awards do not convey eligibility for registration with the relevant professional body.
- 10.13 Where the death of a student occurs before they have completed the requirements for their award, the Assessment Board may recommend a posthumous award. Any University College award may be conferred posthumously. Sufficient credits must have been passed at the level of the award for it to be clear that, on the balance of probabilities, the student would have qualified for the award. This award will be unclassified unless they have completed sufficient credits for a

classified award to be made within the standard regulations. The decision of the Assessment Board must be ratified by the Chair of Academic Board.

- 10.14 Posthumous awards do not convey eligibility for registration with the relevant professional body.
- 10.15 If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

11. Classification

- 11.1 Any variations to the classification regulations below are as specified in the course specific regulations (Sections 20-32).
- 11.2 All AECC University College units at level 5 and above will have a weighting towards final classification, except where paragraphs 10.4 or 10.5 apply.

Undergraduate awards

- 11.3 **Certificate of Higher Education and Diploma of Higher Education:** awards are unclassified.
- 11.4 **Bachelor's degree without Honours:** A Bachelors degree without Honours is unclassified.
- 11.5 **Bachelors degree with Honours:** Level 6 units will 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 admitted on the basis of recognition of prior learning/credit transfer admitted directly to Level 6.

Degree classification will be calculated as follows:

- 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%
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

Integrated Masters awards

- 11.6 **Certificate of Higher Education and Diploma of Higher Education** awards are unclassified.
- 11.7 **Bachelors degree without Honours:** A Bachelors degree without Honours is unclassified.
- 11.8 **Bachelors degree with Honours:** Level 6 units will 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 admitted directly to Level 6 on the basis of recognition of prior learning/credit transfer.

- 11.9 Degree classification will be calculated as follows:

- 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%
- For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the

Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

- 11.10 **Integrated Masters degree:** Level 7 units will have a weighting of 50% towards final degree classification, with 35% weighting for Level 6 units and 15% weighting for Level 5 units.
- 11.11 In the case of candidates admitted directly to Level 6 on the basis of recognition of prior learning/credit transfer, degree classification will be based on Level 6 and Level 7 units only in the ratio 40% and 60%.
- 11.12 For an Integrated Masters degree classification will be calculated as follows:
- 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%
Third Class	40% to less than 50%
 - For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

Postgraduate Masters awards

- 11.13 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% |
- 11.14 For a Masters degree classification will be calculated as follows:
- Credit weighted aggregate mark as calculated in para 11.13 above.
 - For the purpose of determining the final degree classification if the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification the Assessment Board will automatically award the higher classification (i.e. a decimal of .5 or greater shall round up, a decimal of .4 or less shall round down).

12. Provision for failed candidates

- 12.1 Normally students will be required to make good a failure as set out below:

Failure and reassessment

- 12.2 Any variations to the reassessment regulations below are set out in course specific regulations.
- 12.3 A student who fails at the first attempt may be reassessed in all failed units as set out below
- 12.4 Students may be reassessed in one of the following ways:
- resubmit the examination and/or resubmit the coursework;
 - resubmit a piece of work of equal weight and comparable standard as directed by the Assessment Board.
- 12.5 Reassessment will normally be by the same method and format as that undertaken for the first attempt for both assessment components and sub-components Where this is not possible, e.g. due to the assessment being a group project, the Board shall agree an alternative approach which will assess the relevant ILOs. Students may be required to submit a new assessment or an amended version of the original assessment as appropriate. Where reassessment is an amended version of their original assessment or aspects of it, and where the work has not been awarded

credit, this shall not be considered a case of recycling (see the Academic Offences Policy and Procedure).

- 12.6 Where a reassessment has taken place, the component mark will be capped at the pass mark/grade for the relevant level.
- 12.7 A student who fails units on reassessment that are not compensatable under section 7 of these regulations will be permitted a further opportunity to redeem the failed units during the second reassessment period at the end of the Summer vacation, in the following circumstances:
- The student has improved their performance (obtained a higher mark) in the resit than on first sit, and the mark obtained in the resit assessment is not less than 35% for a unit at levels 3-6 or 45% at level 7, or
 - The assessment is a pass/fail assessment.
- 12.8 There is no limit on the number of units that may be taken under the provision set out in para 12.7 above. However students with more than two failed units should be counselled and may opt not to seek to redeem the fails but instead enter Repeat mode, as set out below.
- 12.9 Component marks will be capped at the pass mark/grade for the relevant level for units taken in accordance with para 12.7
- 12.10 Where a student fails to redeem units after the third attempt, or is ineligible for a redeem attempt under para 12.7, in a reassessment for a unit as described above, the Assessment Board will permit them to repeat the failed unit(s), as set out under 'Repeat units' below.

Repeat units

- 12.11 A student who fails at the first attempt in a repeated unit may be reassessed in one of the ways identified in para 12.4, except where this will take the student outside the maximum period of registration. Where this applies the student will be required to withdraw from the course, unless an exception is approved by the Assessment Board (see para 5.4).
- 12.12 Except where Exceptional Personal Circumstances apply (see Section 14), failed units may be repeated once only; a repeated unit includes an assessment, a reassessment opportunity and, where the relevant criteria are met, a third opportunity to redeem failed units (para 12.7)
- 12.13 In the case of unit(s) which are no longer current or available, an appropriate alternative will be identified by the Assessment Board. When such arrangements involve a student repeating new units in place of the original failed units these will be treated in the same way as if they were the original units i.e. the whole unit will be capped at the pass mark and students will be given opportunity to be reassessed within that academic year as per 12.12.
- 12.14 Where a unit has been repeated, the unit mark will not exceed the relevant pass mark/grade for the level.
- 12.15 A student who fails to reach the progression requirements after reassessment will be required to withdraw from the course, except where Exceptional Personal Circumstances apply (see section 14).
- 12.16 Any exceptions to the regulations regarding repeated units are set out in the course specific regulations.

13. Non- Completion of placement/work experience

- 13.1 Where requirements as specified in the course specification have not been met, the Assessment Board will normally take one of the following options depending on the level of performance to date, the intended learning outcomes (ILOs), nature and value of the placement/work experience, the requirements outstanding and any exceptional personal circumstances:
- a complete requirements prior to commencing the next level as specified by the Assessment Board;
 - b where available, offer the student an alternative award in accordance with the regulations.

14. Provision for failed candidates with exceptional personal circumstances

- 14.1 If it is established that a student's poor performance is related to exceptional personal circumstances (see the Exceptional Personal Circumstances Policy) the Assessment Board will permit the student to be reassessed as if for the first time in any or all failed elements of assessment affected by the exceptional personal circumstances 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.
- 14.2 Reassessments will take place during the next available University College assessment period. For students with exceptional personal circumstances recognised by the Assessment Board to have affected performance during the resit assessment period, this includes an additional assessment period before the end of the summer vacation. Reassessment at any other time will be arranged only if there is evidence that a demonstrable institutional error has significantly affected the student's assessment outcome via the Appeals process or by evidence presented to the Assessment Board.

15. Viva voce (oral) examination of students

- 15.1 In very exceptional cases, the Assessment Board may decide to examine a student through an individual viva voce (oral) examination as a secondary form of assessment. Such assessment shall not lower a student's marks. This form of assessment may be used:
- a) as an alternative or additional assessment where satisfactory reasons for poor performance have been established;
 - b) in such other circumstances as may be proposed by the external/internal examiners in consultation with the Chair of the Assessment Board – for example as an alternative assessment for certain extenuating personal circumstances.
- 15.2 Viva voce panels should consist of a minimum of two examiners. The questions asked must be appropriate to the reason for the viva and directly related to the aims and ILOs of the course or unit. Details of the questions and answers given should be kept on the student file as a record of the discussion. The findings of the examination must be reported to the Assessment Board. Such examinations should not be used as an opportunity for an external examiner to meet students or as a means to provide evidence for a possible disciplinary procedure.
- 15.3 Students must be briefed in advance by the Chair of the Assessment Board, or member of staff nominated by the Chair, on the reason, format and possible outcomes of the examination.

16. Academic offences

- 16.1 The University College views academic misconduct very seriously. Penalties may include the termination of students' registration and expulsion from the University. Suspected academic offences are considered in accordance with the Academic Offences Policy approved by Academic Board. Suspected cases of breaches of research ethics and other areas of research misconduct are dealt with under the appropriate student academic policy and procedure (e.g. 'Academic Offences: Procedure', 'Student Disciplinary Procedure' or 'Fitness to Practise Regulations'). Where an academic offence / research misconduct is suspected, the Assessment Board will not come to a decision on the student's results until the relevant Policy and Procedure has been followed and the outcome of the investigation under that policy/procedure has been reported.
- 16.2 Where an assessment offence has been committed, the Academic Offences Panel/Board will stipulate the mark to be awarded for the affected unit or assessment component and the Assessment Board will consider whether the student is eligible for reassessment under Section 12 above.
- 16.3 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.

16.4 Decisions of the Academic Offences Panel are final and will be honoured by the Assessment Board.

17. Disciplinary or fitness to practice procedures

17.1 Where a suspected misconduct is being investigated the Assessment Board will not come to a decision on the student's results until the Student Disciplinary or Fitness to Practice Policy and Procedures have been followed and the outcome of the investigation has been reported from the Panel. The decisions from the Disciplinary Panel are final and must be honoured by the Assessment Board.

18. Research Misconduct

18.1 The University College views research misconduct very seriously. Penalties may include the termination of students' registration and expulsion from the University College. Suspected cases of breaches of research ethics and other areas of research misconduct are dealt with under the appropriate student academic policy and procedure (e.g. 'Academic Offences: Procedure, 'Student Disciplinary Procedure' or 'Fitness to Practise Regulations'). Where research misconduct is suspected, the Assessment Board will not come to a decision on the student's results until the relevant Policy and Procedure has been followed and the outcome of the investigation under that policy/procedure has been reported.

19. Academic Appeals

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

Regulations specific to particular courses

Specific regulations are listed by exception. The provisions stated in sections 5-19 above apply unless qualified below

20. Specific regulations for Master of Chiropractic (MChiro) (Hons)

Progression

20.1 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 and, where appropriate, successfully complete the specified work based learning requirements.

Practical Clinical Skills Assessments

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

Awards

20.3 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 they are 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.

20.4 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)'.

20.5 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.

Clinic Entrance Qualifying Examination

Students failing reassessment at level 6

20.6 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 permit them to repeat the failed unit(s) and repeat the Clinic Entrance Qualifying Examination.

20.7 Where a student passes all the units reassessed at level 6 but fails the reassessment of the Clinic Entrance Qualifying Examination, the Assessment Board will permit them to repeat the failed Clinic Entrance Qualifying Examination, in accordance with paragraphs 12.7-8 and 12.12-13. As the Clinic Entrance Qualifying Examination is a standalone examination, this may take place outside the normal University College reassessment period. Students repeating the Clinic Entrance Qualifying Examination may attend all of the units at Level 6 without having to take any summative assessments in those units; during this period their registration status is recorded as 'Dormant'.

20.8 Where a student passes the Clinic Entrance Qualifying Examination but fails in a reassessment at Level 6 and is required to repeat level 6 units, the student will be given the opportunity to undertake the stand-alone Clinic Entrance Qualifying Examination on a formative basis before proceeding to Level 7, to support continuing clinical competence to undertake supervised practice.

20.9 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.

21. Specific regulations for MSc Advanced Professional Practice Framework

Progression

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

Awards

21.2 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.

22. Specific regulations for MSc Medical Ultrasound

Progression

22.1 Progression requirements are defined in the Course Specification.

Practical Clinical Skills Assessments

22.2 All practical Clinical Skills are assessed on a Pass/Fail basis.

22.3 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.

Classification

22.4 An Aegrotat award, as set out in paragraph 10.7 – 10.12 is not available for the MSc Medical Ultrasound course.

23. Specific regulations for Postgraduate Certificate Professional Development (Chiropractic)

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

24. Specific regulations for Sport, Exercise and Health Science Courses

BSc (Hons) Clinical Exercise and Rehabilitation Science
BSc (Hons) Sport, Exercise and Health Science

Progression

- 24.1 To proceed to **Level 5**, students must normally achieve 120 Level 4 credits and, where appropriate, successfully complete the specified work-based learning requirements.
- 24.2 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

- 24.3 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 they are 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.

25. Specific regulations for MSc Chiropractic (Course code MSCHF)

Practical Clinical Skills Assessments

25.1 All practical Clinical Skills are assessed on a Pass/Fail basis.

Awards

- 25.2 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 240 credits at Level 7 and who has completed the required work-based learning requirements.
- 25.3 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'.

26. Specific regulations for MSc Physiotherapy (pre-registration)

Pass Mark

26.1 Where a practice unit is assessed by more than one component of assessment, the mark for each component of assessment must not be less than 50. For units to which this applies, this is stipulated in the relevant unit specification and Course Summary.

Progression

26.2 Progression requirements are defined in the Course Specification.

Awards

- 26.3 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. The **Masters degree of MSc Health Studies** will normally be awarded to a student who has been credited with at least 180 credits at Level 7.
 - IV. The **Masters degree of MSc Physiotherapy (pre-registration)** will be awarded to a student who has been credited with at least 180 credits at Level 7, and has successfully passed the 100 credits of placements units at Level 6.

26.4 The award of MSc Physiotherapy (pre-registration) leads to eligibility to apply for registration with the appropriate professional bodies. Aegrotat awards and the award of PG Cert and PG Dip and MSc in Health Studies will not confer eligibility for registration with the HCPC and membership of the Chartered Society of Physiotherapy.

Compensation

26.5 Compensation cannot take place in practice-based learning elements of the course.

27. Specific regulations for MSc Sport and Exercise Psychology

27.1 Progression requirements are as set out in the course specification

27.2 All named awards are based on credit as set out below:

- (i) A **Postgraduate Certificate** (Sport and Exercise Psychology) 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** (Sport and Exercise Psychology) 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 Sport and Exercise Psychology) will normally be awarded to a student who has been credited with at least 180 credits at Level 7.

28. Specific regulations for MSc Sport and Exercise Rehabilitation

28.1 Progression requirements are as set out in the course specification

28.2 All named awards are based on credit as set out below:

- (i) A **Postgraduate Certificate** (Rehabilitation Science) 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** (Rehabilitation Science) 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 Sport and Exercise Rehabilitation) will normally be awarded to a student who has been credited with at least 180 credits at Level 7

29. Specific regulations for MSc Sport Rehabilitation and Therapy

Pass Mark

29.1 Where a unit is assessed by more than one component of assessment, the mark for each component of assessment must not be less than 50.

Progression

29.2 Progression requirements are as set out in the course specification

Awards

29.3 All named awards are based on credit as set out below:

- (i) A **Postgraduate Certificate (Rehabilitation Studies)** 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 (Rehabilitation Studies)** 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 Rehabilitation Studies)** will normally be awarded to a student who has been credited with 180 credits at Level 7)
- (iv) A **Masters Degree (MSc Sport Rehabilitation and Therapy)** will normally be awarded to a student who has been credited with at least 180 credits at Level 7 and 40 credits at level 6 (compulsory placement) and has completed the necessary work-related requirements.

29.4 Aegrotat awards and the award of MSc Rehabilitation Studies,, PG Cert and PG Dip will not confer eligibility to apply for registration with the relevant professional body.

30. MSc Chiropractic (Graduate Entry)

Practical Clinical Skills Assessments

30.1 All practical clinical skills are assessed on a Pass/Fail basis.

Progression

30.2 Progression requirements are as set out in the course specification.

Awards

30.3 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 Human Sciences) will normally be awarded to a student who has been credited with 180 credits at Level 7 (excluding Directed Clinical Encounters and/or Clinical Placement units)
- (iv) A **Masters Degree** (MSc Chiropractic(Graduate Entry). will normally be awarded to a student who has been credited with at least 180 credits at Level 7 and has successfully completed the 0 credit rated Directed Clinical Encounters and Clinical Placement units and has completed the necessary work-related requirements.)

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

31. Gateway Entry

31.1 To successfully complete the Gateway entry and progress to the relevant AECC University College degree course at level 4 students will normally be required to successfully complete all units and be awarded 120 Level 3 credits.

Compensation

31.2 Compensation is not permitted in the specialist units.

32. Specific regulations for BSc (Hons) Radiography (Diagnostic Imaging) and BSc (Hons) Radiography (Radiotherapy and Oncology)

Progression

- 32.1 To proceed to **Level 5**, students must normally achieve 120 Level 4 credits and, where appropriate, successfully complete the specified placement requirements.
- 32.2 To proceed to **Level 6**, students must normally achieve 120 Level 5 credits and, where appropriate, successfully complete the specified placement requirements.

Awards

- 32.3 All named awards are based on credit as set out below.
- I. A Certificate of Higher Education (Radiographic Sciences) 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 (Radiographic Sciences) 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 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.
- 32.4 An Aegrotat award, as set out in paragraph 10.7 – 10.12 is not available for the BSc (Hons) Radiography (Diagnostic Imaging) and BSc (Hons) Radiography (Radiotherapy and Oncology) courses.
- 32.5 The awards of BSc (Hons) Radiography (Diagnostic Imaging) and BSc (Hons) Radiography (Radiotherapy and Oncology) lead to eligibility to apply for registration with the appropriate professional bodies. The award of CertHE and DipHE will not confer eligibility for registration with the HCPC and membership of the Society of Radiographers.

Compensation

- 32.6 Compensation cannot take place in practice-based learning elements of the course.

Version:	2.3 Changes to classification algorithm (removal of zone of consideration, except in cases where the final credit-weighted aggregate mark is less than or equal to 0.5% below the higher classification.) and arrangements for rounding.
Approved by:	Academic Board
Originator/ Author	Assistant Registrar (Quality Assurance)
Owner	Academic Registrar
Reference source	National Reference points: <ul style="list-style-type: none"> • 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); • The UK Quality Code for Higher Education (published 3 May 2018) • The UK Quality Code – Advice and Guidance - including Assessment, and External Expertise (November 2018) • UKSCQA documentation relating to degree algorithms • Assessment Regulations from a range of other institutions, for benchmarking
Date approved	17 March 2021
Effective from	Academic Year 2021-2022 for (i) all undergraduate students entering Levels 3 or 4 in 2021-22 (including students entering Level 4 from Gateway and student transferring between University College courses into Level 4 or Gateway), and all postgraduate (MSc) students entering year 1/stage 1 in 2021-22. (ii) Any student repeating Levels 3 or 4
Review date	Spring 2023
Target	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.