

REGULATIONS FOR TAUGHT PROGRAMMES

IV. Assessment Regulations For Taught Programmes

These regulations apply to all students registered on taught programmes in the academic year 2019/20.

Variations to these regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC) or Degree Programme Director (DPD) in the regulations themselves.

A. Introduction

1. These regulations shall be understood alongside the definitions of terms and in conjunction with requirements laid down in the General Regulations of the University and in the specific regulations on progression and classification of awards set out later, and shall be read together with any examination regulations specific to the relevant degree programme, as approved by the relevant Faculty Education Committee.

B. Credit Transfer and the Recognition of Prior Learning

2. The University policy on Credit Transfer and Recognition of Prior Learning (RPL) <https://www.ncl.ac.uk/ltds/governance/policies/> applies to taught modules and taught units in non-modular programmes you may have studied, including taught modules and units in postgraduate research programmes, subject to individual programme specific limitations.

3. Decisions to grant credit transfer and RPL under this policy are academic decisions, based on your application and academic judgement about whether or not the prior learning maps appropriately onto the stated learning outcomes for modules at the University.

4. If you have studied at another institution, or have studied at Newcastle University, you may be admitted directly to the second stage of an Undergraduate degree programme (the third stage in the case of a four year degree or Integrated Master's degree or the fourth year of a five year degree) in accordance with the University's policy on Credit Transfer and Recognition of Prior Learning (RPL) (<http://www.ncl.ac.uk/ltds/assets/documents/gsh-ct-rpl-pol.pdf>) and with the approval of the Degree Programme Director in consultation with the Admissions Tutor. You will need to show that the modules studied elsewhere have been passed, are at an appropriate level and of an appropriate credit value and have resulted in the achievement of equivalent learning outcomes.

Individual School credit transfer and RPL policies are made available on the University website <https://www.ncl.ac.uk/ltds/governance/policies/>

5. If you are admitted to any degree programme on the basis of credit transfer or RPL, you will not be required to relinquish any previous award from this or any other higher education institution.

6. The maximum credit for which credit transfer or RPL can be offered is one third (i.e. 120 credits) of a three year undergraduate degree or one half (i.e. 240 credits) of a four year undergraduate degree or of an Integrated Master's degree or three-fifths of a five year degree. The maximum credit transfer or RPL allowed on a postgraduate taught award (Postgraduate Certificate, Postgraduate Diploma, Master's) is one third of the taught component, unless an individual exemption is approved by the relevant Dean of Postgraduate Studies, in which case the maximum is half of the taught credits. The maximum number of credits for which credit transfer or RPL can be allowed on a taught doctorate or the taught element of an integrated PhD is 40 credits. Any exemptions from this must be approved by the relevant Dean of Postgraduate Studies. In addition, University Education Committee can grant a specific exemption which would be written into the programme regulations.

7. In all cases where credit transfer or RPL has been approved, the classification of the award shall be based on the modules you have studied at Newcastle University, including any credit transferred in from modules studied at Newcastle University. If as an undergraduate student you have been allowed to transfer in credits from another higher education institution or have had prior learning recognised for any stage beyond Stage 1, the stage weightings specified in the programme regulations shall apply, but only to those modules studied at Newcastle. This means that the average mark on the reduced number of modules studied at Newcastle University in conjunction with the relevant stage weightings shall be used in the calculation of your weighted average mark and through this your final classification.

8. If you are a postgraduate taught student, only modules studied at Newcastle University will be used to determine the classification of your award, meaning that the final programme average will be based on the reduced number of credits studied at Newcastle, including any Newcastle credits transferred in.

C. Absence from Examinations, Failure to Submit Assessed Work and Assessment Irregularities

9. Where you have been absent without formal approval from an examination, a mark of zero will be returned for that component of the assessment. Where you have failed to submit any other element of the assessment, a mark of zero shall be returned for that element. For those programmes using an alternative marking scheme the equivalent failing grade will be used. Any late submissions must be considered in line with the University's Submission of Work Policy, available at <http://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-assessedwork-policy.pdf>.

10. Where you have failed to comply with any other assessment requirement, the consequence, if any, stipulated in the degree programme handbook shall apply.

11. The University's procedure for assessment irregularities shall apply to any reported or suspected cheating or plagiarism. The procedures are available at:

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/assessment.htm>

D. Aural and Oral Examinations

12. The details of any aural or oral assessment must be published in the appropriate module handbook or relevant section of the University's Virtual Learning Environment. The chair of the appropriate Board of Examiners shall be responsible for ensuring that you are informed of the timing and form of any such assessment.

E. Marking Procedures

13. All examiners should carry out assessments in accordance with the published assessment criteria available in degree programme handbooks.

14. In line with the University Policy and Guidance on Moderation and Scaling <http://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf>, the following shall constitute the procedure and, where appropriate, minimum requirements, for marking throughout the University:

- a) All marking shall be guided by the marking criteria, which shall be published in the degree programme handbook;
- b) Each Board of Examiners shall have a written Moderation and Scaling policy which should comply with the University's guidance.
- c) When coursework is submitted late but remains eligible for a capped mark, the mark that would have been awarded if the work had been submitted on time must be recorded and must be available to the Board of Examiners if required.

F. Module and Aggregated Assessment

15. There is one final mark for each module but, where module outlines so specify, you may be required to meet a prescribed threshold in specific 'essential' components of a module in order to be deemed to have passed the module overall. The module outline must indicate components for which such thresholds apply and must make clear the consequence of failing to meet the threshold: either failure in the module with a fail mark returned, or a deferred pass in which the component failure may be redeemed as part of the same attempt without any increase in the original mark. In addition, module outlines may specify 'zero weighted pass/fail assessments', i.e., assessments that do not contribute to the module mark but that must be passed in order to pass the module.

16. The modes of assessment permitted for each degree programme shall be those specified in the degree programme regulations, programme specifications and module specifications. Where the assessment does not take the form of written examinations, rules to be observed by students (for example, in relation to the size, form and submission arrangements for examinable coursework or dissertations, and including rules governing the

arrangements for the retention and recall of assessed work) shall be those specified in the degree programme handbook.

17. For non-modular programmes marks or grades are allocated for each or a combination of assessments along with a weighting where appropriate.

G. Assessments and Conduct of Examinations

18. You must follow the rules governing the conduct of University examinations published by the Academic Registrar (<https://www.ncl.ac.uk/exams/rules/>). Alternative arrangements may be made for students with permanent or temporary disabilities in accordance with the Student Health and Wellbeing Assessment and Examination Provision www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm

19. If you register for a module or other programme of study, you automatically register for the related assessment.

20. You are required to present yourself for all components of an examination for which you have entered. If you fail to attend, you will be subject to the terms of the Assessment Regulations for Taught Programmes (except where the consideration of an 'aegrotat' (see IV.P.55 & 56 for definition) degree is appropriate.

21. You are expected to retain all forms of assessed work returned to you after marking. Assessed work so retained may be recalled from students, if required by external examiners or for examination review purposes, or for quality assessment or audit purposes. Rules governing the arrangements for the retention of assessed work are specified in the Policy on Disclosure of Marks and Return of Assessed Work which is available at <http://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-assessedwork-policy.pdf>.

22. Any examination invigilator shall, on finding an irregularity in your conduct in the examination room, warn you of the nature of the suspected irregularity, confiscate any illicit material, and tell you that a report of this event will be made in writing to the Chair of the Board of Examiners and to the Academic Registrar.

23. If your examination script, or other work submitted for assessment contains the unacknowledged work of another, either verbatim or in substance, or contains fabricated research results, or is found to be a case of self-plagiarism, you will be subject to the University's Assessment Irregularity Procedure <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/assessment.htm>.

24. For the purposes of determining the number of attempts which a candidate may have for an examination, an extraordinary examination or approved deferral, counts as the same attempt as the examination for which it was granted.

H. Return of Marks

25. The final mark for a module, or for any non-modular aggregated assessment, will be the rounded nearest whole number on the marking scale.

26. The rounding of marks shall follow the regulation: decimal marks with a decimal component of 0.5 or larger shall be rounded up to the next whole number; marks with a decimal component of less than 0.5 shall be rounded down to the next whole number.

I. Principles of Discretion

27. The Board of Examiners has the discretion to override the normal regulations to pass you, in the whole (or any part) of the assessment, at any stage. Your case will be considered on its own merits, but students in similar circumstances must be treated in a consistent manner, however, discretion must not be used to your disadvantage. Where the Board of Examiners exercises discretion the reasons for the decision must be recorded in the minutes.

28. Despite your results, whilst taking account of any requirements for professional accreditation, the Board of Examiners may, in its ultimate discretion (and where applicable):

- a) Deem you to have passed specific modules – including core modules;
- b) Deem you to have passed the stage of a programme;
- c) Deem you to have progressed to the next stage of a programme, despite not meeting a specific progress regulation or examination regulation;
- d) Make you an award or a higher award, or decide on a higher degree classification, subject to any restriction specified elsewhere in the regulations (including the Rules for Boards of Examiners).

J. Reassessment

Note: The rules in this section also apply to non-modular programmes, however reference to module should be substituted with assessment.

29. If you pass a module (including by compensation or discretion), at any stage of the degree programme, you cannot be reassessed for any component of that module.

Honours Degrees and Foundation Degrees

30. If you fail the final stage of an Honours degree, Foundation Degree or Integrated Master's programme, you are entitled, under the conditions laid down in Regulations V.B.17.b. (Foundation Degree), V.C.35.d (Honours Degree), and V.D.63 (Integrated Master's Degree), to one reassessment of some or all failed modules.

31. If you fail a module at any other stage of an Honours degree, Foundation Degree or Integrated Master's programme, or you fail a module in a Foundation Certificate programme, you have the right to one reassessment of each failed module.

Postgraduate Taught Programmes

32. If you fail modules on a taught postgraduate programme you are entitled to one reassessment for each taught module failed at the first attempt provided that:

- a) No more than 40 credits of the taught element is failed at the first attempt on a 180 credit master's programme or a postgraduate diploma programme;
- b) No more than 20 credits of a postgraduate certificate is failed at the first attempt.

33. On a postgraduate taught programme the deeming of a first attempt failure on a module as a 'condoned fail' in line with convention V F. 89 does not remove the right to reassessment. If you have one or more modules deemed to be condoned fails, you may still undertake reassessment in those modules either for the purpose of improving your transcript or for the purpose of improving your overall average.

34. A Master's programme with more than 180 credits may set a higher number of credits that may be resat in its programme regulations, but the proportion of credits available for resit should be in proportion to those on a 180 credit programme.

35. If you are a Master's or Postgraduate Diploma student who fails more than 40 credits, or a Postgraduate Certificate student who fails more than 20 credits, at the first attempt of the taught element of the programme, you will not be permitted to continue without explicit consent of the Board of Examiners (see also Regulation V F 88 (d)).

36. If you are a Postgraduate Diploma student taking further credit to 'top-up' a previously awarded Postgraduate Certificate (entry award), you can only be reassessed in 20 credits of the additional 60 credits taken to gain the higher award.

General rules

37. The form of the reassessment at any stage may vary from the original, at the discretion of the Board of Studies. The Board of Studies may delegate this authority to the Board of Examiners, but if you are to be reassessed you must be informed of the style of reassessment to be adopted, including identification of the various assessment components and weightings. Changes to the format of assessment must apply to the whole cohort.

38. If you are entitled to a second attempt, you will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt) or at an alternative occasion designated by the Board of Examiners. The timing of any reassessment will be such that your progression is not unduly delayed. The Board of Examiners may stipulate a period for reassessment which is outside the University's normal assessment and resit periods.

39. Your final module mark is calculated by using the most recent component marks. In some cases, this may be a combination of second and first attempt component marks, depending on the resit arrangements for the module. It is not the case, however, that the best component marks automatically carry forward to the final module mark.

40. Exceptionally, you may be permitted to resit a module that has been passed at University standard, but not to external accreditation requirements. Such resits are for accreditation purposes only and stand outside of the University Assessment Regulations. Final module marks and award calculations are not affected. Programme-specific arrangements for accreditation resits are included in the degree programme regulations <http://www.ncl.ac.uk/regulations/programme/>.

41. If the Board of Examiners meets before you have completed a first attempt at the final stage, either because you are studying part-time or because your personal circumstances have delayed progress, and if you have failed a module for which you might require a second attempt, then the Chair of the Board of Examiners may permit you to take second attempt at the module before the completion of the first attempt at the stage, provided that it is clearly understood that a second attempt might prove unnecessary

K. Resubmission of Dissertation – Postgraduate Taught

42. As a Master's student, you are entitled to one resubmission of your dissertation provided you have failed no more than 40 credits of the taught element of the programme at the first attempt. If you fail more than 40 credits of the taught element of the programme at the first attempt, you will not normally be permitted to resubmit your dissertation without explicit agreement of the Board of Examiners. Resubmission should be within a defined period agreed by the Board of Examiners, normally within three months of the Board of Examiners' decision.

L. Timing of Reassessment at any Stage Other Than the Final Stage – Undergraduate Programmes

43. *Second Attempt*

- a) If you have the right to a second attempt, you will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt);
- b) If you are required, under degree programme regulations, to spend a period outside the United Kingdom, or take up a placement within the United Kingdom, during the reassessment period in August/September you may, subject to the approval of the Degree Programme Director, elect to be reassessed in the following August/September.

Timing of reassessment at the final stage of a degree programme

44. Second Attempt

If you elect to be reassessed in some or all failed assessments in the final stage of a degree programme, the reassessment will normally be at the next normal occasion or at an alternative occasion designated by the Board of Examiners. The timing of reassessment may vary for non-modular programmes and in some circumstances students may be required to complete a further period of study prior to reassessment.

M. Mid-year Student Withdrawals

45. If you withdraw from the University during the academic year you will be considered for the appropriate exit award at the next scheduled meeting of the Board of Examiners.

N. Awarding of Qualifications

46. A University qualification shall be deemed to be awarded on publication of the relevant pass list, authorised by the Academic Registrar. However, the University reserves the right to correct any errors that are subsequently identified on such lists.

47. If you wish to attend your graduation ceremony you should apply to do so in the form prescribed, and must pay such fees as may be prescribed. If you fail to apply you may be excluded from the ceremonies. Only students on whom an award has been conferred shall be eligible to attend graduation.

48. Graduation ceremonies shall be held at such times and places, and in such manner as Senate may prescribe.

49. If your programme title changes during the course of your degree, you may graduate with the programme title under which you first registered. Otherwise you will by default graduate with the new programme title.

O. Assessment of Incoming Study Abroad, Exchange and Occasional Students

50. Modules taken by Study Abroad, Exchange and Occasional students shall have marks returned in the normal way. Compensation will **not** apply to such students and the module decision will be either pass or fail. However, the Board of Examiners may still exercise discretion, particularly where a Personal Extenuating Circumstance Committee has assessed personal extenuating circumstances as having an impact on the student's performance.

51. You are entitled to one resit attempt for every module studied under the CATS scheme, or as a Standalone or Extra Credit module, whatever its level, unless the module is exempted.

52. There is no requirement for Standalone and CATS students to pass one module before commencing the study of another, except where passing the earlier module is a requirement for studying the later module.

53. Non-EU exchange or Study Abroad students studying at Newcastle only for Semester 1 will normally be able to take only modules that are made available to Study Abroad students and indicated as such on the module outline form. Where assessment normally takes place before the University closure in December, the module will be assessed in the normal manner. Where assessment normally takes place in January, these students will be provided with an alternative assessment (either at an alternative time, which might be straight after the end of term in December, or in the form an alternative format assessment). EU exchange students are not entitled to an alternative assessment for these modules, nor are students spending the whole academic year at Newcastle. The most appropriate format of assessment will be determined by Boards of Studies on a module-by-module basis. Where the introduction of an alternative form of assessment changes the learning outcomes for a module, a new module will need to be created and approved.

54. EU exchange students and (in some circumstances) Study Abroad students might wish to take modules that are not indicated as available to Study Abroad students on the module description, but are marked as 'Contact School'. In such cases students may contact the School or unit owning a module, but should note that an alternative assessment (by time or format) might not be available.

P. Aegrotat

Undergraduate Programmes

55. The Board of Examiners may award an aegrotat degree to a candidate who has registered for the final stage of the programme, but presents sufficient evidence of ill health or any other extenuating circumstance that, in the judgement of the Board, there is no reasonable possibility that the candidate can complete the programme.

Postgraduate Taught Programmes

56. The Board of Examiners may award an aegrotat degree to a student who has demonstrated postgraduate ability typically over at least 50% of the programme on which they are registered, but who presents sufficient evidence of ill health or other extenuating circumstances such that, in the judgement of the Board, there is no reasonable possibility that then student can complete the programme.

57. When considering the option of making this award, Boards of Examiners should be mindful of the possibility of enabling the student to sit the assessments at a later date, and so be eligible for a classified degree. In addition, the Board should consider the appropriateness of awarding an appropriate exit award.

58. It is not open to the Board to grant an aegrotat to students registered on certain professionally accredited programmes. A student to whom an aegrotat is awarded shall be deemed to have obtained honours but without classification.

59. The Board of Examiners shall have the power to award a degree posthumously.

Q. Exemptions to these Regulations

60. Certain programmes are exempt from the requirements of these *Assessment Regulations* which relate to assessment, reassessment and the use of the University Common Scale.

Note that referral to each individual set of degree programme regulations for full information on programme exemptions is required. A complete register of exemptions can be found at:
<http://www.ncl.ac.uk/ltds/governance/modules/regulations>