



leeds metropolitan university

Academic Principles and Regulations

Section C1: Assurance of Academic Standards: Assessment

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SECTION C1: ASSURANCE OF ACADEMIC STANDARDS: ASSESSMENT

REGULATIONS

C1.1 General Provisions

C1.1.1 Primacy of University Regulations

Assessment regulations for all Schemes or Courses within the University must be compliant with the Assessment Regulations of the University.

Any provisions for variation must be in accordance with Section C1.2.

C1.1.2 Programmes of Study

All programmes of study in the University must be subject to Scheme or Course regulations as appropriate.

C1.1.3 Scheme/Course Regulations

These must be compliant with:

- the University's Assessment Regulations
- the regulations of any external or professional body which accredits the programme of study in question.

C1.1.4 Scheme/Course Regulations and Assessment

(A) Assessment Requirements

The Scheme/Course regulations relate the assessment requirements of the programme of study to its objectives.

(B) Examiners' Judgements

It is within these specific assessment regulations that examiners make their judgements on student achievement towards an award.

Any provisions for variation must be in accordance with Section C1.2.

C1.2 Precedence of University Regulations and Permitted Variation

C1.2.1 General

In the case of a potential conflict between the assessment regulations of a Scheme or Course and those of the University, the following provisions apply.

C1.2.2 Potential Conflict with Scheme/Course Regulations

In the case of a potential conflict between the assessment regulations of a Scheme or Course and those of the University:

- the University's Assessment Regulations take precedence unless
- variation has been permitted in accordance with the provisions below.

C1.2.3 Potential Conflict with the Regulations of an External Body

In the case of a potential conflict between the University's Assessment Regulations and those of an external body which accredits the provision:

- the University's Assessment Regulations take precedence unless
- variation has been permitted in accordance with the provisions below.

C1.2.4 Permitted Variation

Scheme or Course regulations may be permitted to vary from the University's Assessment Regulations only if that variation is formally approved by the Registrar and Secretary's Office.

C1.2.5 Timing of Request for Variation

Such permission would normally only be considered as part of the approval or review process.

C1.2.6 Responsibility for Progressing a Proposed Variation

It is the responsibility of those seeking variation to ensure that any proposed variation is progressed appropriately and in accordance with the relevant University guidance issued by the Registrar and Secretary's Office.

C1.3 Leeds Metropolitan University Students Studying in Other Institutions

C1.3.1 Study in Other Institutions

Leeds Metropolitan University students may study in other institutions, including institutions in other countries, either as:

- a requirement of their Course
- an optional module or component of their Course.

C1.3.2 Assessment of Students Studying in Other Institutions

In the cases of such students the assessment will be specified in the Scheme or Course/Module documentation.

The assessment will be conducted either:

- according to the co-operation agreement between the universities concerned

or

- according to the regulations and procedures of the host institution.

C1.3.3 Marks of Students Studying in Other Institutions

Students of the University will normally be awarded appropriate credit for study undertaken in other institutions. In such cases their final award classifications will be based solely on the marks/grades earned for study at the University itself. By exception only, marks/grades achieved for specific study in other institutions may, on the basis of clear pre-determined formulae based on the University's assessment criteria, be converted into percentage marks and contribute to the classification of University awards. Information about any such arrangement will be detailed in the relevant scheme/course document and communicated to students before they commence any study in another institution.

C1.4 Assessment: General Provisions

C1.4.1 Programme of Study

Registered students will be enrolled on a programme of study leading towards the achievement of the award for which they are registered.

A programme of study within the University will comprise a subject/award-specific curriculum.

C1.4.2 Purpose of Assessment

The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives and learning outcomes of the programme of study, and achieved the standard required for the award for which they have registered.

C1.4.3 Individual Modules

For students studying individual modules only, the purpose of the assessment is to demonstrate that they have fulfilled the objectives and learning outcomes of the module(s) on which they are enrolled.

C1.4.4 Assessment Schemes

The assessment scheme of an individual programme of study is subject to both the University's Assessment Regulations and regulations specific to that Scheme or Course.

All Scheme or Course regulations must conform to the University's Assessment Regulations, unless variation has been specifically allowed, e.g. in respect of provisions for professional courses.

C1.4.5 Internal Examiners

Assessment will be carried out by competent and impartial internal examiners:

- by methods which are explicit, valid and reliable;
- by methods which allow them to assess students fairly.

[See also Section C5: Management of Assessment; Section C6: Conduct of Assessment; and Section C8: Written Examinations]

C1.4.6 Academic Judgement

It is important for students to understand the nature of examiners' discretion and judgement when details of module marks are made available to them. The following provisions apply to the exercise of academic judgement in relation to the assessment process:

- assessment of a student's work is a matter of judgement, not simply of computation;
- marks, grades and percentages are not absolute values, but symbols used by examiners to communicate their judgement of different aspects of a student's work;
- this is done to provide information on which the final decision on a student's fulfilment of Scheme or Course objectives will be based;
- the academic judgements of examiners cannot, in themselves, be questioned or overturned.

C1.4.7 Assessment Decisions

Boards of Examiners and Examination Committees will make decisions:

- in accordance with the provisions of Sections C1.4.2 to C1.4.6;
- in accordance with the provisions for progression, re-assessment and conferment of awards. [See Section C3: Student Progression and Section C4: Conferment of Awards]

C1.4.8 External Examiners

The University requires external examiner(s) to be associated with all assessments for a conferred award above the level of Certificate of Higher Education unless the Certificate of Higher Education is the target award.

This is in order to:

- ensure that justice is done to the individual student;

- ensure that student achievement is related to a consistent national standard.

[See Section C11: External Examiners and Advisors]

C1.4.9 Information to Students

The University requires that the following information is made known to students:

- the assessment requirements of their programme of study
- the assessment requirements of each module
- the re-assessment provisions for their programme of study
- the penalties for late submission of assessed coursework
- the grounds on which they may seek appeal against a decision of an Board of Examiners or Examination Committee.

[See Sections C5: Management of Assessment; C6: Conduct of Assessment; C8: Written Examinations; C10: Disabled Students and Students with Specific Learning Difficulties; C15: Extenuating Circumstances and Mitigation; and C16: Review and Appeal]

C1.4.10 Responsibilities of Students

(A) General Responsibilities

It is the responsibility of students to comply with the Scheme, Course and module requirements for attendance and for completion of assessments.

(B) Particular Responsibilities

Students should note these responsibilities in particular:

- to ensure that they are aware of examination dates and coursework submission dates;
- to attend examinations and submit work for assessments as required;
- to inform the Scheme/Course Leader (or equivalent) in writing of their intention to submit themselves for re-assessment (where appropriate);
- to provide to examiners in advance of their meetings any relevant information on personal circumstances which may have affected their performance and which they wish to be taken into account.

(C) Potential Consequences

Students should be aware of the following:

- in the event of failure to attend examinations or submit work for assessment without good cause, examiners have the authority to deem the student to have failed the assessment(s) concerned;

- in the event of failure to provide information in advance on extenuating circumstances that they wish examiners to take into account, where there is no valid reason for this not being provided, any request for an appeal hearing on the grounds of these circumstances will normally be rejected.

[See Sections C6: Conduct of Assessment; C8: Written Examinations; C10: Disabled Students and Students with Specific Learning Difficulties; C15: Extenuating Circumstances and Mitigation; and C16: Review and Appeal]

C1.5 Assessment Regulations: General Provisions

C1.5.1 Scheme/Course Assessment Regulations

The assessment regulations for a Scheme or Course state the basis on which the students will be assessed for an award.

The assessment will be related to:

- the general educational aims of the Scheme or Course
- the Scheme or Course specific aims
- the standard of the award.

C1.5.2 Application of Assessment Regulations

The assessment regulations of a Scheme or Course cover all assessments, at whatever point in the Scheme or Course these are undertaken.

C1.5.3 External Examiner(s)

External examiner(s) are required to be associated with assessment for a conferred award above the level of Certificate of Higher Education unless the Certificate of Higher Education is the target award. [See Section C11: External Examiners and Advisors]

C1.5.4 Requirements for Assessment Regulations

Assessment regulations for an award must:

- identify all the modules that will be assessed, including any assessed supervised work experience
- specify how each of these modules shall be assessed
- specify the arrangements for progression
- specify the threshold pass for a module
- specify the modules which have to be passed in order to obtain an award
- specify the credit weighting and standard (level) carried by each module
- specify the penalties for late submission of assessed coursework

- state the criteria for the recommendation of each award or level of award, including honours classification, and criteria for distinction or merit (where applicable)
- set out the composition and terms of reference of the Board of Examiners and Examination Committees. [See Section C12: Boards of Examiners and Examination Committees]

C1.5.5 Combined Assessment

The following regulations apply to combined assessments:

- modules may be combined and examined by a single assessment;
- such arrangements must be specified in the Scheme/Course regulations.

C1.5.6 Attendance

Where the objectives of a Scheme or Course are such that attendance is compulsory for certain modules, the assessment regulations of the Scheme or Course must specify the attendance requirements to be met by the students for both the level and the module as appropriate.

C1.5.7 Penalties for Late Submission of Coursework

Students who fail to submit assessments by the prescribed date without good cause shall be penalised as given below. *Any work not submitted within these limits may not be submitted at that opportunity.*

“Days” include weekdays and include vacations, but exclude weekends, bank holidays and other days when the University or designated collaborative institution is closed.

Full-time Students

- 1 day late: 5% of the possible total mark will be deducted from the mark achieved by the student.
- 2 to 9 days late: 5% of the possible total mark will be deducted from the mark achieved by the student for every day on which the work remains unsubmitted.
- 10 days late or more: a mark of zero will be recorded.

Part-time Students

- 1 to 2 days late: 5% of the possible total mark will be deducted from the mark achieved by the student.
- 3 to 10 days late: 5% of the possible total mark will be deducted from the mark achieved by the student for each *two* days on which the work remains unsubmitted (ie 5% for days 3-4; 5-6; 7-8; 9-10).
- 11 days late or more: a mark of zero will be recorded.

Cases of persistent late submission shall be brought to the attention of the Board of Examiners or Examination Committee.

C1.6 Assessment: Marking Conventions and Degree Classification

C1.6.1 Marking Conventions

The University adopts the following conventions for

- the marking of assessed work for an award of the University and
- to assist Boards of Examiners in determining honours degree classification.

A	70%+	Excellent Outcome	First Class
B	60-69%	Above Average Outcome	Upper Second Class
C	50-59%	Average Outcome	Lower Second Class
D	40-49%	Satisfactory Outcome	Third Class
F1	30-39%	Unsatisfactory Outcome	Fail
F2	15-29%	Unsatisfactory: Very Poor Outcome	Fail
F3	below 15%	Unsatisfactory: Extremely Poor Outcome	Fail

These marking conventions will be supported by the prevailing University taxonomy as detailed in Guidance issued by the Registrar and Secretary's Office.

C1.6.2 Honours Degree Classification

In determining the class of Bachelor Degree with Honours to be recommended, a Board of Examiners should take account of whichever is the better of:

- a profile of achievement producing the relevant classification;
- the average performance in relation to the numerical conventions at Section C1.6.1.

Provisions in respect of the operation of this will be specified in the Scheme or Course documentation.

C1.6.3 Threshold Pass for an Award

The threshold pass for an award is 40%.

C1.7 Assessment for an Award

C1.7.1 Awards of the University

Students must fulfil the specified requirements for

- progression;
- and
- conferment of an award.

[See Section C4: Conferment of Awards]

C1.7.2 Bachelor Degree with Honours and Postgraduate Awards

For a Bachelor Degree with Honours and postgraduate awards, students are required to:

- meet the progression requirements for that award;
- and either:
- meet other assessment requirements
- or
- be compensated in accordance with the appropriate regulations.

C1.7.3 Awards Accredited by Professional, Statutory or Regulatory Bodies

For awards accredited by professional, statutory or regulatory bodies, students must:

- fulfil the requirements of Section C1.7.1;
- fulfil any further requirements for accreditation specified by the professional or statutory body.

[For fuller details on awards, see Section C4: Conferment of Awards]

C1.7.4 Information on Specific Requirements of Professional, Statutory or Regulatory Bodies

For awards accredited by professional, statutory or regulatory bodies, both staff and students must be made aware of the specific assessment and progression requirements to be fulfilled in order to obtain the accredited award.

C1.7.5 Alternative Programme of Study

Students failing to achieve the specific assessment requirements for awards accredited by professional, statutory or regulatory bodies will be advised of alternative programmes of study available within the University.