

COMMON MASTERS FRAMEWORK

Higher Degrees, Taught Programmes

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Common Masters Framework Regulations

(Adapted for Royal Marsden School ‘the School’)

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the awards of degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MClinEd), Master of Laws (LLM), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), Master in Teaching and Learning (MTL), the Postgraduate Diploma (PgDip), Postgraduate Diploma in Clinical Education (PgDipClinEd), the Postgraduate Certificate (PgCert) (including the Postgraduate Certificate in Education) and the Postgraduate Certificate in Clinical Education (PgCertClinEd).
- 1.2 These Regulations apply to full-time and part-time postgraduate students. Where appropriate these regulations also apply to Visiting and Credit-Only students at postgraduate level.
- 1.3 Once published, alterations to these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate.
- 1.4 All reference to Instructions in these Regulations shall refer to the Common Masters Framework Instructions to Examiners.

2 DEFINITIONS

Within these Regulations the following terminology shall apply:

Course	a grouping of modules leading to an award
Programme Specification	an outline of a course which specifies its content and requirements
Taught Component	the modules delivered through formal teaching and assessed by examination, coursework or project
Dissertation Component	the module(s) representing independent research or investigation and assessed by a dissertation, research project or their equivalent.

Module	a discrete block of study for which a student enrolls. Each module is classified by its level and credit value. All Masters level modules will be multiples of 10 credits.
Level	all taught and dissertation modules shall be classified at Masters level, with the exception of specified practice-based modules in the School of Nursing Sciences Within the MSc in Physiotherapy and the MSc in Occupational Therapy placements shall be classified at one of the following levels: (a) Introductory level (level 1) (b) Honours degree level (levels 2 and 3) Within the MA in Social Work, Postgraduate Certificate in Education and MA in Education with Qualified Teacher Status placements shall be classified at Honours degree level (level 3).
Credit	an indicator of the volume of study associate with a module
Core Module	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
Compulsory Module	a module designated as one which students must take in their chosen course
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies. (All modules within a course profile must be defined as core, compulsory or optional.)
Mark	marks are expressed as a percentage, except for some specified modules or components of modules, where marks may be expressed as Fail/Pass with the approval of the Learning and Teaching Committee of the Senate
Delayed Assessment/ Reassessments (DA/RDA)	A deferred assessment or reassessment opportunity normally in an assessment event (examinations, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's own control affected the student's attendance or performance at an assessment event.

3 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study in accordance with these regulations and any specific criteria set out in the relevant programme specification.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and completion;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module.

4.2 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the School's policy:

4.3 Courses shall consist of:

- (a) 60 Masters level credits for a Postgraduate Certificate
- (b) 120 Masters level credits for a Postgraduate Diploma
- (c) 180 Masters level credits for a Masters Degree

4.4 Dissertation

A dissertation or its equivalent submitted for a Masters degree (where required within the programme of study) may not incorporate, whether in the same or different form, work which has been submitted to this or any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated.

5 DURATION OF STUDY

5.1 Students must enrol for and complete the course in accordance with the Programme Specification published by the University, within:

- (a) one year in the case of full-time students;
- (b) up to two years full-time in the case of specified courses leading to professional registration and incorporating a substantial practice placement element;
- (c) a period of no more than five years from the date of initial registration for part-time students.

- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension (for example by intercalation, repetition or, extension to the time allowed) of a student's period of study for a degree to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.
- 5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the School.
- 6.2 Where the course profile permits students to select modules from an options range, a student seeking a late module enrolment, or a change to enrolment, after week 2 of the semester in which it is taught must obtain the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of their School and may be subject to late fee.
- 6.3 No student may enrol on modules totalling more than 180 credits (60 credits for a Postgraduate Certificate or 120 credits for a Postgraduate Diploma, where this is the award for which the student initially registered) except via a concession from the Learning and Teaching Committee of Senate.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.
- 6.6 Within the modules taken in a Masters Degree, Postgraduate Diploma or Postgraduate Certificate course students are not permitted to take undergraduate level modules.
- 6.7 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take optional modules which are not included in the specified range of modules for a Masters Degree or Postgraduate Diploma. There may be no substitution of modules for a Postgraduate Certificate.

Such variation shall not apply to core or compulsory modules nor to the substitution of a Masters level module by a module of a lower level, either

of which would require a concession from the Learning and Teaching Committee of Senate.

- 6.8 Only in exceptional circumstances will a student be permitted to repeat a module (i.e. re-enrol for a module in which the student has attempted and failed assessment and reassessment). Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.
- 6.9 Only in exceptional circumstances will a student be permitted to substitute a spring semester module for an autumn semester or year-long module after week 2 of the autumn semester. Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.
- 6.10 A student may be suspended from a module including a practice placement or from the practice placement element of a module, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 STUDY AWAY FROM THE UNIVERSITY

A student may seek approval from the Head of School to spend not more than three months of the dissertation element of the period of study at some other approved place of study or research.

8 STUDENT PROGRESS MEETING

Schools may opt to hold a Student Progress Meeting after the Autumn Semester or block of teaching. The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice.

9 PLACEMENT PROGRESS MEETING

- 9.1 For specified courses including a placement component, there shall be a Placement Progress Meeting at which the appropriate Board of Examiners or sub-group of Examiners shall review each student's progress to date in the placement component, in accordance with Instruction 5.
- 9.2 The Placement Progress Meeting shall consider:
- (a) the provisional marks and reports for students in respect of placements, and confirm whether students should be referred to reassessment, progress to the next placement or be required to withdraw as appropriate;

- (b) receive any recommendations made by the Extenuating Circumstances Panel.

9.3 For the MSc in Physiotherapy and the MSc in Occupational Therapy

It shall be an associated condition of modules including a practical placement that, in order to successfully complete the module, students must pass:

- (a) one level 1 placement component, **and**
- (b) one level 2 placement component, **and**
- (c) two level 3 placement components (at least one of which must be at the first attempt).

9.4 In the event that a student has not completed a placement satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5) offer the option of reassessment in the failed placement(s). In such circumstances the student may:

- (a) either undertake reassessment; or
- (b) withdraw from the course and receive an award where appropriate (in accordance with Instruction 7).

10 MODULE ASSESSMENT

10.1 Each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) as a dissertation (DS modules);
- (f) by a combination of two or more of the following: coursework, examination, project, assessment of practice, dissertation (WW for modules combining an examination and coursework; CP for modules combining a project and coursework, CA for modules which include coursework and assessment of practice. All modules containing a dissertation will be DS).

10.2 The pass mark of a numerically marked Masters level module shall be 50.00%.

The pass mark of a numerically marked Honours level module shall be 40.00%.

- 10.3 Individual modules or elements within modules may be assessed on a Pass or Fail basis with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 10.4 With the prior approval of the Learning and Teaching Committee of Senate candidates may additionally be required to achieve a mark at a minimum specified level in all elements within a module in order to obtain a pass in the module as a whole.
- 10.5 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.
- 10.6 There shall be a Module Assessment Board at which the Board of Examiners shall confirm the marks for modules offered by its School in accordance with Instruction 6.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners.

Where a module is taken over two semesters, the performance of students may be reviewed at the end of the first semester (at the Student Progress Meeting where applicable in accordance with Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

11 INTERMEDIATE ASSESSMENT

11.1 The Intermediate Assessment Board of Examiners, or a sub-group of that Board, shall consider the confirmed module marks and overall performance to date of students (in accordance with Instruction 7):

- (a) when full-time students have attempted all taught modules as defined in the programme specification;
- (b) when full-time students on the Master of Business Administration have completed a specified set of modules;
- (c) when full-time students on courses that extend over more than one academic year (or its equivalent) and part-time or credit-only students have attempted all prescribed taught modules in an academic year (or its equivalent).

11.2 The Intermediate Assessment Board shall:

- (a) consider the confirmed marks awarded by Module Assessment Boards, for **full-time students** registered in its

School and confirm whether full-time students have satisfactorily completed the taught components of the course or should be referred to reassessment in failed modules;

- (b) consider the confirmed marks awarded by the Module Assessment Boards, **for part-time students or full-time students who have completed the first part of a course extending over more than one academic year** registered in its School and confirm whether students have satisfactorily completed the taught modules attempted that year or should be referred to reassessment in failed modules;
- (c) consider the confirmed marks awarded by the Module Assessment Boards, **for full-time students** registered in its School **who have completed the first part of the course, where an Intermediate Board is permitted part way through the taught component**, and consider whether students should be referred to reassessment in failed modules;
- (d) consider the confirmed marks awarded by the Module Assessment Boards **for credit-only students** registered in its School and consider whether they should be referred to reassessment in failed modules;
- (e) receive any recommendations made by the Extenuating Circumstances Panel.

11.3 Where a student has attempted all the modules within the taught component of a course, the Board of Examiners shall, in accordance with Instruction 7, confirm that a student has satisfactorily completed the taught component of the course where the student has achieved the following:

For courses assessed with numerical marks

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) At least the pass mark in each taught module, except for modules totalling no more than 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate). In these remaining modules the student must have achieved a mark of at least 45.00%; **and**
- (c) The minimum specified mark in such elements within a module which is required in order to obtain a pass in the modules as a whole; **and**

- (d) At least the pass mark in all modules designated core for the course.

For courses assessed on a pass / fail basis

- (e) A pass in all taught modules; and where applicable
- (f) A pass in any component assessment of placement learning.

In considering students under this Instruction, the Board of Examiners may exercise discretion to condone failure to satisfactorily complete the taught element of the course as stipulated in Instruction 7.3.3.

- 11.4 In the event that a student has not completed the taught components of the course satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5.1.2(h)) offer the option of reassessment in all failed modules. In such circumstances, the student may:
 - (a) either undertake reassessment; **or**
 - (b) withdraw from the course and receive an award where appropriate.

12 REASSESSMENT

- 12.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

- 12.2 A student may be reassessed in a module or element of a module on one occasion only.
- 12.3 Reassessment for each module shall be completed:
 - (a) if by examination, during the designated reassessment periods as specified by the School;

- (b) where a student has been granted a delayed assessment in an examination or course test, at the next scheduled sitting of examinations or course test in that module;
- (c) if by coursework or project, the deadline for submission of the reassessment shall be agreed by the Board of Examiners and shall be no later than three months from the date of the relevant Assessment Board;
- (d) if by assessment of practice, in accordance with arrangements agreed by the Board of Examiners (which may require the Board of Examiners to seek a concession from the Learning and Teaching Committee to extend the period of registration or to intercalate the student);
- (e) where the dissertation is referred to reassessment, the deadline for resubmission shall be no later than three months from the date of the relevant Assessment Board.

12.4 Placement Reassessment

In respect of students enrolled on modules including a placement component there shall be a Placement Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall:

- (a) consider the provisional marks and reports for students, and confirm whether students should progress to the next placement or be required to withdraw;
- (b) receive any recommendations made by the Extenuating Circumstances Panel.

12.5 Module Reassessment

In respect of reassessed students there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall confirm the marks for modules offered by its School in accordance with Instruction 6.

12.6 Intermediate Reassessment

There shall be an Intermediate Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed marks achieved at reassessment of modules forming part of the taught component and:

- (a) consider whether students who have attempted all taught modules as defined in the programme specification have now satisfactorily completed the taught component of the course as set out in Regulation 11.3 and Instruction 7, or alternatively, take action as set out in Instruction 7.3.3;
- (b) consider whether students who have not yet attempted all taught modules as defined in the programme specification, or credit-only students, have now passed the modules

attempted to date, or alternatively take action as set out in Instruction 10.6;

- (c) receive any recommendations made by the Extenuating Circumstances Panel;
- (d) perform all the duties of an Intermediate Assessment Board in respect of student who has undertaken a delayed assessment and/or who had an approved extension for the submission of work and/or a delayed placement assessment.

For Specified Courses in the Faculty of Medicine and Health Sciences: There shall be an Intermediate Reassessment Board for students on courses including core modules at which the appropriate Board of Examiners or a sub-group of that Board shall review the marks achieved at reassessment and:

- (a) consider whether a student has satisfactorily completed reassessment and should continue to the next component of the course, or be required to withdraw;
- (b) receive any recommendations made by the Extenuating Circumstances Panel.

13 FINAL ASSESSMENT

13.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students at the end of their period of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Common Masters Framework Instructions to Examiners.

The examiners shall receive the results of all Assessments, and any Reassessment of the taught component modules, which count towards the award and shall:

- (a) consider the confirmed marks awarded by the Module Assessment Board for the dissertation module (where applicable) and determine whether students have satisfactorily completed the dissertation module as set out below;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as

specified in the programme specification and the standards laid out in the Instructions to Examiners;

- (d) in respect of Masters Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, recommend that students have:
 - (i) **passed**; or
 - (ii) **passed with Distinction**, in accordance with Instruction 11.6.3; or
 - (iii) **passed with Merit**, in accordance with Instruction 11.6.4.

13.2 The Board of Examiners shall, in accordance with Instruction 11.1.1, confirm that a student has satisfactorily completed the dissertation module (where applicable) where the student has achieved at least the pass mark (50.00%) in the module as a whole.

13.3 In the event that a student has not completed the dissertation module satisfactorily, but has achieved a mark of at least 40.00% in the dissertation module, the Board of Examiners shall offer the option of reassessment in the dissertation module. In such circumstances, the student may:

- (a) Either undertake reassessment; or
- (b) Withdraw from the course and receive an award where appropriate.

13.4 In the event that a student has not completed the dissertation module satisfactorily and has not achieved a mark of at least 40.00%, the Board of Examiners may exercise discretion to offer the option of reassessment in the dissertation module in accordance with Instruction 11.1.2(b) or shall require the student to withdraw from the course and receive an award where appropriate. Where a student is offered the option of reassessment, the student may:

- (a) either undertake reassessment; or
- (b) withdraw from the course and receive an award where appropriate.

14 FINAL REASSESSMENT

There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment of the dissertation and (where appropriate) reassessment of the taught component and:

- (a) determine whether students have satisfactorily completed the course as a whole following the reassessment (with reference to the academic and any placement requirements for the course as set out in the Instructions);
- (b) recommend to Senate the conferment of awards to students who have met the requirements of their course as specified in the programme specification and the standards laid out in the Instructions to Examiners;
- (c) receive any recommendations made by the Extenuating Circumstances Panel;
- (d) perform all the duties of a Final Assessment Board in respect of students who have undertaken a delayed assessment;
- (e) where applicable, recommend the award of Postgraduate Certificate or Postgraduate Diploma in accordance with Instruction 11.

15 EXTENUATING CIRCUMSTANCES

- 15.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University and School's Extenuating Circumstances Regulations:
- 15.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 15.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

16 DELAYED ASSESSMENT

- 16.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's and School's Extenuating Circumstances Regulation:
- 16.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

17 DISCLOSURE OF RESULTS

- 17.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see Regulation 17.4 below);
- 17.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number of patterns or marks does not lead necessarily to a given result;
- 17.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 17.4 As part of an informal or formal Academic Appeal or Complaint the Head of School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

Common Masters Framework

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Instructions to Examiners

1 GENERAL PROVISIONS

- 1.1 These Instructions should be read in conjunction with the Common Masters Framework (CMF) Regulations that govern the awards of the degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MClined), Master of Laws (LLM), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), Master in Teaching and Learning (MTL) and the Postgraduate Diploma (PgDip, and Postgraduate Certificate (PgCert) (including the Postgraduate Certificate in Education).
- 1.2 These Instructions apply to full-time and part-time taught postgraduate students. Where appropriate these Instructions also apply to Visiting and Credit-Only students at the postgraduate level.
- 1.3 Alterations to these Instructions may be made in line with any changes to Regulations and only with the approval of the Learning and Teaching Committee of the Senate.

2 THE BOARD OF EXAMINERS

2.1 Membership of the Board of Examiners

- 21.1 The Board of Examiners shall comprise of a Chair (who shall not be the Head of the School), external examiner(s) and at least two additional internal examiners, who are academic members of staff having major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Joint Board of Study. There shall be a Secretary to the Board of Examiners, appointed by the Director of University Services (Learning and Teaching). With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners. Reference in these instructions to the Board of Examiners shall in all cases except the Final Assessment Board be taken as including a sub-group.

- 212 There shall be an Extenuating Circumstances Panel which acts as an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 213 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless their absence has been approved in advance by the Academic Director of Partnerships. In the case of reassessment there shall be appropriate consultation with external examiner(s).
- 214 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation cannot confer rights of membership.

2.2 The Chair

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its sub-groups;
- (b) the production of all examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny;
- (d) the chairing of meetings of the Board;
- (e) ensuring that any decisions on the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise disciplined
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University and School guidelines, arrangements for consultation at Reassessment Boards and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists;
- (i) ensuring that the Board of Examiners awards prizes in accordance with the expressed wishes of the benefactors as approved by the School Board, and reports back to the School Board;
- (j) ensuring compliance with the relevant Regulations and Instructions to Examiners;
- (k) undertaking such other tasks as the Senate shall require.

2.3 The External Examiner

- 231 The role of the external examiner is to ensure that:
- (a) internal marking is consistent, fairly applied and of an appropriate standard;
 - (b) assessment has enabled learning outcomes to be achieved and demonstrated;
 - (c) academic standards are appropriate for the level of the award;
 - (d) recommendations for awards are consistent, fair, fairly applied and of an appropriate standard.
- 232 The external examiner shall undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes):_ <http://www.uea.ac.uk/learningandteaching/documents/assessment/Cod e+of+Practice+for+External+Examiners> and the UEA Partnerships Handbook, including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation;
- 233 The external examiner shall attend the Final Assessment Board meeting(s) and, where appropriate, participate in the Final Reassessment Board meeting(s) where recommendations for awards are made and sign the appropriate pass lists.
- 234 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:
- (a) where the marking standards are judged to be acceptable, that no further action is required;
 - (b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
 - (c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that final awards to students are not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

2.4 Voting

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority except. The Chair shall have the casting vote.

3 MARKS

Marks shall be displayed in:

- (a) two decimal places for reporting year and final aggregate results to Boards of Examiners;
- (b) two decimal places for reporting module and assessment item results to Boards of Examiners.

4. STUDENT PROGRESS MEETING

In accordance with Regulation 8 of the Common Masters Framework Regulations, there may be a Student Progress meeting following the completion of the first semester (or equivalent) of teaching.

The Board of Examiners shall receive the provisional marks for all students taking courses which fall under its jurisdiction.

The Board shall not confirm marks at the Student Progress Meeting. It shall review each student's marks achieved to date and take action as follows:

- (a) For all students who have taken only modules in which all the assessed work falls within the Semester (or equivalent) refer to the Head of School any student whose aggregate mark, expressed as a percentage and taking weighting into account is below 50.00%, for appropriate academic guidance and advice such as consideration under the Attendance, Engagement and Progress Policy;
- (b) For any student who warrants special attention in respect of their academic performance and/or attendance record: refer to the Head of School, Personal Tutor or other delegated member of academic staff for appropriate action such as a recommendation to change degree programme or some other action detailed by the Board.

5 PLACEMENT PROGRESS BOARD

5.1 There shall be a placement progress board

- (a) For the MSc in Physiotherapy and the MSc in Occupational Therapy, at the end of the level 1 placement, at the end of the level 2 placement and at the end of the level 3 placements.

An extraordinary Placement Progress Board may additionally be convened between component placements within a level where a student has been given a provisional fail.

- (b) For the MA in Social Work, at the end of each placement;

- (c) For the Postgraduate Certificate in Education and MA in Education with Qualified Teacher Status, following completion of both placements.
- 5.2 The Board of Examiners shall receive the provisional marks for each placement component, together with such additional information as may result from assessment of practice.
- 5.3 The Board shall review each student's performance in the placement component and take action as follows:
- (a) Confirm whether or not a student has satisfactorily completed (passed) the placement component(s);
 - (b) In the case of the MSc in Occupational Therapy and the MSc in Physiotherapy:
Confirm that a student who has satisfactorily completed the placement component(s) at the first attempt may progress to the next level placement;
 - (c) In the case of the MA in Social Work:
Confirm that a student who has satisfactorily completed the placement component at the first attempt may progress to the next placement;
 - (d) In the case of the MSc in Occupational Therapy and the MSc in Physiotherapy:
Offer the option of reassessment in the failed placement component where a student has failed not more than one placement element at each level;
 - (e) In the case of the MA in Social Work and the Postgraduate Certificate in Education: offer the option of reassessment in the failed placement or placement component;
 - (f) In the case of the MSc in Occupational Therapy, the MSc in Physiotherapy and the MA in Social Work require a student who has failed to satisfactorily complete (pass) more than one placement component (at any level) to withdraw from the University and recommend an award where appropriate (in accordance with Instructions 7.4 or 7.5).
 - (g) Students may attempt reassessment in each placement component on one occasion only.
 - (h) Reassessment in a placement component will not be offered to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement(s) with no significant trajectory towards competence). The Board of Examiners shall consider such instances against the approved criteria drawn up in line with the Professional Bodies' minimum standards. In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

- (i) Where a provisional fail in a placement component is recorded at the first attempt or reassessment the student shall be required to withdraw from the placement pending the decision of the Board.
- (j) If service standards or safety are compromised, or where there is sustained evidence of professional unsuitability, the student shall be required to withdraw from placement pending formal investigation of the matter in accordance with the University's published procedures. The Board shall not consider the student's performance in the placement until this process is complete.
- (k) Having considered the performance of the student in the placement component and the student's fitness to practice, the Board of Examiners shall then proceed to consider the student's academic performance.

6 MODULE ASSESSMENT BOARD

6.1 In accordance with Regulation 10.6 of the Common Masters Framework there shall be a Module Assessment Board meeting:

- (a) following the completion of taught modules and prior to the Intermediate Assessment Board;
- (b) following the completion of the dissertation module where applicable) and prior to the Final Assessment Board.

The Board of Examiners shall receive the marks presented for each module (and where appropriate, components of modules) which is being assessed and for which it is responsible.

It is the role of the Board of Examiners to confirm that internal moderation has been completed and that the marking standards for the module are appropriate.

6.2 Adjustment of marks:

In exceptional circumstances, the Board of Examiners may determine that marks for a component assessment within a module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for every assessment/module for which the Board of Examiners believes that it is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved.

Where scaling of marks for an assessment item is proposed to the Learning and Teaching Committee of Senate, the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

In some circumstances it may be appropriate for the assessment item to be remarked.

A student's examination, coursework, project or dissertation marks may not be adjusted, except where the scaling of marks for the module is permitted.

Special factors relating to an individual student's marks and performance may only be taken into account at the Intermediate and Final Assessment Board meetings.

- 6.3 After completing the above process, the Board shall confirm all marks for the taught component of the course or the dissertation component of the course. Prior to this confirmation, all marks shall be regarded as provisional, whether or not they have been published or presented on returned work to students, and may be subject to amendment by the Board of Examiners at the relevant Module Assessment Board meeting.
- 6.4 The Chair of each Module Assessment Board shall ensure that marks determined by that Board are recorded centrally. These marks shall not normally be subject to further amendment except in the following instances:
- (a) to correct an error in recording or transcription;
 - (b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date.

7 INTERMEDIATE BOARD

7.1 Timing of the Board

In accordance with Regulation 11 there shall be an Intermediate Assessment Board meeting:

- (a) at the end of the taught component of the course; or following each year of study for full-time students on courses lasting more than one year and part-time and credit-only students; or
- (b) In November, March and June in the case of specified courses in the Faculty of Medicine and Health Sciences; or
- (c) Following the completion of the Professional Practice module within the Masters level programme in Midwifery; or
- (d) At the end of the first semester of the full-time MBA.

7.2 Provision of marks and other information

The Board of Examiners shall receive the following information for all students taking courses which fall under its jurisdiction:

- (a) confirmed marks from the appropriate Module Assessment Boards;
- (b) an aggregate mark for the taught component of the course for each student, or the part of the taught component so far

completed, expressed as a percentage and taking weightings into account. Marks shall contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question. Where a course includes both numerically marked and pass/fail modules, the aggregate shall be calculated using only numerically marked modules;

- (c) (where relevant) the marks for the component elements of module assessment.
- (d) marks used for the purpose of compiling an aggregate mark may not include any mark(s) derived from Accreditation of Prior Learning (APL) unless a concession has been granted by the Learning and Teaching Committee of Senate.
- (e) receive recommendations from the Extenuating Circumstances Panel.

7.3 Review of students' marks

The Board of Examiners shall consider each student's confirmed marks including the aggregate mark (where applicable) for the taught component of the course and take action as described below.

7.3.1 The Board of Examiners shall

EITHER

- (a) confirm that the student has satisfactorily completed the taught component of the course or modules so far attempted with reference to the criteria set out in Instruction 7.3.2 or 7.3.4 below;

OR

- (b) confirm that the student has not satisfactorily completed the taught component or the modules so far attempted, and act in accordance with Instruction 7.3.3 or 7.3.4 below.

In all cases, the Board may refer to the Head of School any student whose aggregate mark for the taught component is below 50.00%, for appropriate academic guidance and advice, such as consideration under the Attendance, Engagement and Progress Policy.

7.3.2 Satisfactory completion of the Taught Component

For numerically marked courses

The Board shall confirm that a student has satisfactorily completed the taught component where the student has obtained

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) at least the pass mark in all modules designated core for the course; **and**
- (c) at least the pass mark in all taught modules, except for up to 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules, in which the

- student must have obtained a mark of at least 45.00% (which shall be designated condoned failure); **and**
- (d) the minimum specified mark in such elements within the module which is required in order to obtain a pass mark in the module as a whole.

A student who has a mark below the pass mark in more than 40 credits (20 credits for the Postgraduate Certificate) of taught modules shall be considered under Instruction 7.3.3.

For courses marked on a pass/fail basis

The Board shall confirm that a student has satisfactorily completed the taught component of the course where the student has obtained a pass in all taught modules.

7.3.3 Failure to complete the Taught Component satisfactorily

Where a student has not completed the taught component satisfactorily as specified above, the Board shall determine whether through use of its discretion the fail mark(s) should be condoned, or the student should be offered the option of reassessment in the failed modules in accordance with the Instructions below.

(a) Discretion to Condone Failure

The Board of Examiners shall receive recommendations made by the Extenuating Circumstances Panel and any information submitted to it by the Module Assessment Board(s).

On the basis of the evidence available, the Board of Examiners shall consider whether the exercise of discretion, as distinct from a reassessment opportunity, is in the best interests of the student in terms of the outcome of the course. Where it is in the best interests of the student, it may exercise discretion to condone failure in up to 40 credits of modules (Masters and Postgraduate Diploma) or up to 20 credits of modules (Postgraduate Certificate) for a student who has failed to complete the Taught Component satisfactorily but has achieved an overall aggregate of at least 50.00% for the whole of the taught component.

A fail mark cannot be condoned in more than 40 credits (Masters and Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules in total.

(b) For courses marked on a pass/fail basis

Where the modules comprising a course are marked wholly on a pass/fail basis the Intermediate Board of Examiners does not have discretion to condone failure in failed modules.

(c) Failure in a required element

Where modules include an element or elements which students must pass in order to satisfactorily complete the module, students

shall be referred to reassessment in any element where the mark for that element is below the pass mark.

(d) Reassessment

Where discretion to condone failure has not been exercised, the Board shall offer the option of reassessment in the failed module(s).

7.34 Where an Intermediate Assessment Board is considering the marks of a student who has not yet attempted all the modules comprising the taught component (for example, a part-time student or a full-time student whose course extends over more than twelve months), the Board shall:

- (a) Either offer the option of reassessment in the failed module(s) and/or required elements within a module where the mark for that element is below the pass mark; **or**
- (b) Defer a decision on reassessment until all marks for the taught component are available for any student who has obtained an aggregate of at least 50.00% for the modules so far attempted and has failed (a) module(s) by a narrow margin.

In exercising discretion to defer a decision on reassessment the Board of Examiners should pay particular attention to the profile of marks and consider whether the exercise of discretion is in the best interests of the student.

7.35 Where the Board has offered the option of reassessment in failed module(s), the student may either:

- (a) undertake reassessment as required by the Board of Examiners; **or**
- (b) request a transfer to a Postgraduate Diploma or Postgraduate Certificate course for which the requirements may still be met, subject to the agreement of the appropriate Course Director; **or**
- (c) withdraw from the course and receive an award where appropriate (in accordance with Instruction 7.4 and 7.5).

7.4 Postgraduate Certificate

7.4.1 For numerically marked courses

The Board shall recommend the award of a Postgraduate Certificate to students who have achieved:

- (a) An aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**
- (c) at least the pass mark in all modules designated as core for the Postgraduate Certificate; **and**
- (d) A mark of at least 45.00% in Masters level modules totalling a further 20 credits (which shall be designated as condoned failure)

but have then withdrawn from the University. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed.

- 7.4.2 The Board of Examiners shall receive recommendations made by the Extenuating Circumstances Panel and any information submitted to it by the Module Assessment Board(s).

On the basis of the evidence available, the Board of Examiners shall consider whether to exercise its discretion to condone failure in modules up to 20 credits (across assessment and reassessment combined) and recommend the award of a Postgraduate Certificate where a student has not met the requirements set out in 7.4.1 above, but has achieved:

- (a) an aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**
- (c) at least the pass mark in any modules designated core for the Postgraduate Certificate but have then withdrawn from the University. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed.

7.4.3 For courses assessed on a pass/fail basis

The Board of Examiners shall recommend the award of a Postgraduate Certificate to students who have achieved the pass mark in 60 credits of Masters level taught modules but have then withdrawn from the University.

In such cases at least 30 credits towards the Postgraduate Certificate must have been completed.

For the Postgraduate Certificate in Education

The Board of Examiners shall recommend the award of the Postgraduate Certificate in Education to students who have

- (a) Achieved a pass in 90 credits of Masters level taught modules; **and**
- (b) Demonstrated achievement of the Qualified Teacher Standards.

At least 30 credits towards the Postgraduate Certificate in Education must have been completed.

Where a student has not satisfactorily demonstrated achievement of the competencies set down by the relevant Professional Body, the student shall be considered for an alternative award not conferring professional status, for which they have met the criteria.

7.5 Postgraduate Diploma

7.5.1 For numerically marked courses

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved:

- (a) an aggregate over 120 credits of Masters level taught modules of at least 50.00% **and**
- (b) at least the pass mark in 80 credits of Masters level taught modules, **and**
- (c) at least the pass mark in all modules designated core for the course, **and**
- (d) a mark of at least 45.00% in a further 40 credits of Masters level taught modules (which shall be designated as condoned failure).

but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed.

- 7.52 The Board of Examiners shall receive recommendations made by the Extenuating Circumstances Panel and any information submitted to it by the Module Assessment Board(s).

On the basis of the evidence available, the Board of Examiners shall consider whether to exercise its discretion to condone failure in modules up to 40 credits in total (assessment and reassessment combined) and recommend the award of a Postgraduate Diploma where a student has not met the requirements set out in 7.5.1 above, but has achieved:

- (a) An aggregate over 120 credits of Masters level taught modules of at least 50.00% **and**
- (b) At least the pass mark in 80 credits of Masters level taught modules **and**
- (c) At least the pass mark in all modules designated core for the Postgraduate Diploma

but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed.

7.53 For courses assessed on a pass/fail basis

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved the pass mark in 120 credits of Masters level modules but have then withdrawn from the University. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed.

8 PLACEMENT REASSESSMENT BOARD

In accordance with Regulation 9 there shall be a Placement Reassessment Board to consider the marks and other related information arising from the reassessment of a placement element.

- 8.1 The Board shall review each student's performance in the reassessment of the placement element and take action as follows:

- (a) confirm the outcome of the reassessment and whether or not the student has satisfactorily completed (passed) the placement component at reassessment;
- (b) confirm that a student who has satisfactorily completed a placement component at reassessment may progress to the next level placement (MSc in Occupational Therapy and MSc in Physiotherapy) or the next placement (MA in Social Work);
- (c) where the student has not satisfactorily completed a placement component at reassessment require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instructions 7.4 and 7.5);
- (d) having considered the performance of the student in the placement component and the student's fitness to practice, the Board of Examiners shall then proceed to consider the student's academic performance.

9 MODULE REASSESSMENT BOARD

9.1 In accordance with Regulation 12.3 a Module Reassessment Board shall be carried out:

- (a) prior to the Final Assessment Board in respect of reassessment of taught modules;
- (b) prior to the Final Reassessment Board in respect of the reassessment of dissertation modules (where applicable) or (for some courses) taught modules.

The Module Reassessment Board will act in accordance with Instruction 6 governing the conduct of Module Assessment Boards.

10 INTERMEDIATE REASSESSMENT BOARD

In accordance with Regulation 12.5 of the Common Masters Framework Regulations there shall be an Intermediate Reassessment Board to consider the marks confirmed by the Module Reassessment Board(s). The Board of Examiners shall consider the marks achieved by reassessed students in those modules or elements of modules referred to reassessment.

10.1 Provision of marks and other information

10.1.1 Confirmed marks will be presented as follows:

- (a) The original mark achieved in each module (or the mark achieved in a delayed first sit);
- (b) The actual mark achieved in the reassessment (for consideration for the purpose of determining satisfactory completion of the taught component);
- (c) Where the actual mark achieved at reassessment is above the pass mark, a mark capped at the pass mark shall be recorded (for the purposes of determining the award);

- (d) Where a student has undertaken reassessment in an **element of a module in accordance with Instruction 7.3.3(b)**, the original marks achieved in the element and the module as a whole, together with the reassessment mark for the element and a recalculated mark for the module as a whole (for the purposes of determining satisfactory completion of the taught component). Where the reassessment mark for the element is greater than the pass mark, it shall be capped at the pass mark for the purposes of determining the award.

10.1.2 The Board of Examiners shall receive recommendations made by the Extenuating Circumstances Panel and any information from the Taught Module Assessment Board and Intermediate Board.

10.2 Satisfactory Completion of the Taught Component

The Board of Examiners shall use the actual mark(s) obtained from the reassessment(s) where the mark is a pass mark, or the higher of the marks obtained for the module where the student has not achieved the pass mark, for the purposes of determining whether the student has satisfactorily completed the taught component, with reference to the conditions in Instruction 7.3.2.

Where an Intermediate Reassessment Board is reviewing the mark(s) of a student who has not yet attempted all the modules comprising the taught component (for example, part-time students and full-time students on courses lasting two years), or a credit-only student, the Board of Examiners shall confirm that a student has satisfactorily completed the module(s) so far undertaken where the student has obtained a pass mark at reassessment.

10.3 Discretion to Condone Failure

The Board shall consider the record of each reassessed student and take into account recommendations received from the Extenuating Circumstances Panel. For students who have attempted all modules comprising the taught component and have failed to complete the taught component satisfactorily after the Reassessment, the Board shall determine whether to condone failure at its discretion as set out in Instruction 7.3.3(a) or act in accordance with Instruction 10.4

The Board of Examiners may only condone failure in up to 40 credits (20 credits for the Postgraduate Certificate) of taught modules across assessment and reassessment combined.

Discretion to Condone Failure may not be exercised where a student has not completed all the modules comprising the taught component.

10.4 Failure to Complete the Taught Component Satisfactorily

Where a student has neither completed the taught component satisfactorily nor had fails condoned through the discretion of the Board of Examiners, the Board shall:

- (a) recommend the award of the Postgraduate Certificate in accordance with Instruction 7.4 where the student would pass insufficient modules from the taught component and (where applicable) the dissertation component to qualify for the award of a Postgraduate Diploma

OR

- (b) require the student to transfer to a Postgraduate Diploma where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award

OR

- (c) where neither of the above is available, require the student to withdraw from the University.

A student may be reassessed in a module or a component of a module on one occasion only.

Where the Intermediate Reassessment Board is considering the mark(s) of a student who has not yet attempted all modules comprising the taught component and who has not achieved the pass mark in (a) module(s) following reassessment, the Intermediate Reassessment Board shall:

- (a) Require the student to transfer to the Postgraduate Diploma, where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award; **or**
- (b) Require the student to transfer to the Postgraduate Certificate where the student could not pass sufficient modules from the taught and (where applicable) dissertation components to qualify for a Postgraduate Diploma, but could pass sufficient modules from the taught component to qualify for a Postgraduate Certificate; **or**
- (c) In the case of courses leading to professional registration and which comprise core modules, either require the student to transfer to a Postgraduate Certificate or Postgraduate Diploma course where one exists, or require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instruction 7.4 or 7.5).

11 FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board to determine, in the first instance, whether students have satisfactorily completed the Dissertation component of the course (where the dissertation is a requirement of the course) or any remaining taught modules. Secondly, the Final Assessment Board shall consider recommendations for awards as described below.

11.1 Consideration of the dissertation component

The Board shall consider each student's confirmed dissertation mark and take action as follows:

11.1.1 The Board of Examiners shall confirm:

- (a) Either that the student has satisfactorily completed the Dissertation component where the student has achieved at least the pass mark (50.00% or Pass); **or**
- (b) that the student has not satisfactorily completed the Dissertation component, and act in accordance with Instruction 11.1.2 below.

11.1.2 **Failure to Complete the Dissertation component satisfactorily**

Where a student has not completed the Dissertation component satisfactorily as specified above the Board shall act as follows:

- (a) The Board of Examiners shall offer the option of reassessment in the dissertation module (by a method determined by the Board and consistent with the learning outcomes of the module) where the student has achieved a mark of between 40.00% and 49.99%. In such circumstances the student may **either**:
 - (ii) undertake reassessment; **or**
 - (iii) withdraw from the course and receive an award where appropriate (in accordance with instructions 11.4 and 11.5 below).
- (b) Where the student has achieved a mark of less than 40.00% the Board of Examiners shall decide:

EITHER

- (i) to exercise discretion to refer the student to reassessment in the dissertation module (by a method determined by the Board and consistent with the learning outcomes of the module). In reaching a decision the Board shall take into account recommendations from the Extenuating Circumstances Panel. On the basis of the evidence available the Board shall consider whether the exercise of discretion to offer reassessment rather than require withdrawal is in the best interests of the student. The Board may take into consideration evidence of the student's potential to achieve the requirements of the award were a reassessment opportunity to be offered.

OR

- (ii) not to exercise discretion to offer reassessment in the dissertation module and consider the student for the award of a Postgraduate Certificate or Postgraduate Diploma in accordance with Instructions 11.4 and 11.5 below.

Where the Board has offered a reassessment opportunity the student may either:

- (i) undertake reassessment in accordance with Regulation 12.3(d); **or**
- (ii) withdraw from the course and receive an award where appropriate in accordance with Instructions 11.4 and 11.5 below.

11.2 Consideration of the Taught Component

(Where applicable) The Board shall act in accordance with Instruction 7 governing Intermediate Assessment Boards in respect of any remaining taught modules.

11.3 Consideration of the Award

The Board shall consider the award of degrees, diplomas and certificates and the award of a Masters degree with distinction and with merit. In doing so it shall take into account information available to it under preceding Instructions and shall be guided by the procedures outlined below. It shall also take into account the recommendations from the Extenuating Circumstances Panel at the point of determining a student's degree result.

11.3.1 The Board of Examiners shall be presented with a set of final aggregate marks, expressed as a percentage and taking weightings into account, determined for each student on the basis of marks relating to the requirements of the course in question. These marks shall be compiled as follows:

- (a) the original marks (or marks achieved in a delayed first sit) obtained in Module Assessments together with any marks, capped at the pass mark where appropriate, obtained in Reassessment.
- (b) marks shall contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question.
- (c) marks used for the purpose of compiling an aggregate mark may not include any mark(s) derived from Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) credit unless a concession had been granted by the Learning and Teaching Committee of Senate.

11.4 Postgraduate Certificate

11.4.1 For numerically marked courses

The Board shall recommend the award of a Postgraduate Certificate to students who have achieved:

- (a) an aggregate over 60 credits of Masters level taught modules of at least 50.00%; **and**
- (b) at least the pass mark in 40 credits of Masters level taught modules; **and**

- (c) at least the pass mark in all modules designated as core for the course; **and**
- (d) a mark of at least 45.00% in modules totalling a further 20 credits (designated as condoned failure if below the pass mark) or for whom the Intermediate Assessment Board or Intermediate Reassessment Board exercised discretion to condone failure in accordance with Instruction 7.3.3(a) or Instruction 10.3 in modules totalling 20 credits but who have not met the criteria for the award of a Postgraduate Diploma. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed. Marks and credit from a dissertation module may not be counted towards a Postgraduate Certificate.

11.4.2 For courses assessed on a pass/fail basis

The Board of Examiners shall recommend the award of a Postgraduate Certificate to students who have achieved the pass mark in 60 credits of Masters level taught modules but have not met the criteria for the award of a Postgraduate Diploma. In such cases at least 30 credits towards the Postgraduate Certificate must have been completed at UEA.

Credit from a dissertation module may not be counted towards the Postgraduate Certificate.

11.5 Postgraduate Diploma

11.5.1 For numerically marked courses

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved:

- (a) an aggregate over 120 credits of Masters level modules of at least 50.00%; **and**
- (b) at least the pass mark in 80 credits of Masters level modules (which may be taught modules and a dissertation module); **and**
- (c) at least the pass mark in all modules designated core for the course; **and**
- (d) a mark of at least 45.00% in a further 40 credits of Masters level taught modules (designated as condoned failure if below the pass mark) or for whom the Intermediate Assessment Board or Intermediate Reassessment Board exercised discretion to condone failure in accordance with Instruction 7.3.3(a) or Instruction 10.3 in modules totalling 40 credits but have not met the criteria for the award of a Masters degree. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed.

Where a numerically marked course also includes modules assessed on a pass/fail basis, the aggregate shall be calculated with reference to numerically marked modules only.

11.5.2 For courses assessed on a pass/fail basis

The Board shall recommend the award of a Postgraduate Diploma to students who have achieved the pass mark in 120 credits of Masters level modules but have not met the criteria for the award of a Masters degree. In such cases, at least 60 Masters level credits towards the Postgraduate Diploma must have been completed.

11.6 Masters Degree

11.6.1 For numerically marked courses

The Board shall recommend the award of a Masters degree to students who have achieved:

- (a) at least the pass mark in 140 credits of Masters level modules; **and**
- (b) (where applicable) at least the pass mark in the Dissertation component; **and**
- (c) at least the pass mark in modules designated core for the course; **and**
- (d) an overall aggregate of at least 50.00% for the whole of the course; **and**
- (e) a mark of at least 45.00% in a further 40 credits of taught modules (designated condoned failure if below the pass mark) or for whom the Intermediate Assessment Board or Intermediate Reassessment Board condoned failure in accordance with Instruction 7.3.3(a) or Instruction 10.3; and
- (f) (where relevant) competencies specified by the relevant Professional Body

At least 90 credits, including any dissertation, must have been completed.

11.6.2 For courses marked on a pass/fail basis

The Board shall recommend the award of a Masters degree to students who have achieved:

- (a) a pass mark in 180 credits of Masters level modules; and
- (b) (where relevant) competencies specified by the relevant Professional Body.

At least 90 credits, including any dissertation, must have been completed.

11.6.3 Distinction

The Board of Examiners shall also consider the performance of all students who have achieved the criteria for the award of a Masters degree and shall recommend the award with distinction for those students who have achieved:

- (a) an aggregate over 180 credits of at least 70.00%; **and**
- (b) at least the pass mark at the first attempt in 140 credits; **and**
either:
 - (i) a mark of at least 45.00% in a further 40 credits of taught modules at the first attempt (designated condoned failure if below the pass mark); **or**
 - (ii) a mark of at least 50.00% in a further 40 credits of taught modules at reassessment; **or**

- (iii) a combination of (i) and (ii) above totalling no more than 40 credits.

The Board of Examiners shall then be free to use its discretion to give special consideration to any student, including those students with extenuating circumstances. In this process the Board shall take into account any comments from an external examiner(s) on a candidate's confirmed mark(s) for a particular module(s). The Board of Examiners shall also take account of its past practice in the exercising of discretion for the award of degrees with distinction.

11.6.4 Merit

The Board of Examiners shall also consider the performance of all students who have achieved the criteria for the award of a Masters degree and shall recommend the award with merit for those students who have achieved:

- (a) an aggregate over 180 credits of between 60.00% to 69.99%; **and**
- (b) at least the pass mark at the first attempt in 140 credits; **and** **either:**
 - (i) a mark of at least 45.00% in a further 40 credits of taught modules at the first attempt (designated condoned failure if below the pass mark); **or**
 - (ii) a mark of at least 50.00% in a further 40 credits of taught modules at reassessment; **or**
 - (iii) a combination of (i) and (ii) above totalling no more than 40 credits.

The Board of Examiners shall then be free to use its discretion to give special consideration to any student, including those students with extenuating circumstances. In this process the Board shall take into account any comments from an external examiner(s) on a candidate's confirmed mark(s) for a particular module(s).

11.6.4 Notwithstanding the fact that a student may have been granted a Delayed Assessment in accordance with Regulation 16 of the Common Masters Framework, the Board of Examiners may exercise its discretion to recommend the award of a degree, diploma or certificate on the basis of marks already achieved, as follows:

- (a) to a student who has not completed Final assessment and for whom a delayed assessment in an examination or course test has been approved and has therefore not satisfied the Final Stage requirements for their course;

and

- (b) providing the contribution of the examination(s) or course test(s) would not materially affect the recommendation for the degree, diploma or certificate.

11.7 Viva Voce Examinations

In resolving the award of a degree, diploma or certificate to a student under Instruction 11.4, 11.5, or 11.6, or a degree with distinction or merit, the Board of Examiners may seek to assist its deliberations by inviting a student to a *viva-voce* examination. Students may decline to attend. No student undertaking a *viva-voce* examination shall be recommended for an award lower than that which would have been awarded had there been no such examination. At least one external examiner and one internal examiner shall be present at every *viva-voce* examination.

11.8 Award of an Aegrotat Degree

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete final assessment under the following circumstances and conditions. The Board must:

- (a) be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment; **and**
- (b) be informed of the circumstances which must be such that:
 - (i) the student is not in a position to complete the assessment within a reasonable period of time; **and**
 - (ii) the Examiners could not recommend the degree based on the range of marks available.

12 FINAL REASSESSMENT

12.1 A Module Reassessment meeting shall be carried out immediately prior to the Final Reassessment meeting to confirm reassessment marks for the dissertation module or taught modules not previously considered by the Board, in accordance with Instruction 6 governing the conduct of Module Assessment Boards.

12.2 The Final Reassessment Board may also act as the Intermediate and/or the Final Assessment Board for students with a delayed assessment or approved extensions to the submission deadline for coursework, projects and/or the dissertation.

12.3 There shall be a Final Reassessment Board to determine, in the first instance, whether students have satisfactorily completed the Dissertation module and/or taught component of the course. Secondly, the Final Reassessment Board shall consider the award of degrees as described below.

12.4 The Board of Examiners shall consider the marks achieved by students in the Reassessment together with any other evidence presented as outlined above. The Board of Examiners shall recommend the award of:

- (a) a Masters degree to a student who has meet the requirements for the award as set out in Instruction 11.6;

OR

- (b) The Postgraduate Certificate or Postgraduate Diploma to a student who has met the requirements for these awards as set out in Instructions 11.4 or 11.5.

13 DISCLOSURE OF RESULTS

- (a) the deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see instruction 13 (d) below;
- (b) examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- (c) students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- (d) as part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can also be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.