

## **P960 - Higher Education Academic and Assessment Regulation Policy**

### **1. INTRODUCTION**

The need to ensure that learners have access to appropriate guidance on academic and assessment expectations and regulations is a requirement of higher education provision. It is linked to the assessment requirements of awarding/ validating bodies, QAA guidance and relates to existing policies as identified. The procedure outlined both complements the guidance issued by stakeholders such as Edexcel and embraces the ethos of Universities due to progression routes taken by students.

### **2. PURPOSE**

The purpose of the policy is to ensure that Peterborough Regional College (PRC) adheres to the requirements and expectations outlined by the Quality Assurance Agency for Higher Education (QAA), Institute for Apprenticeships, validating bodies. It also recognises the demands of higher education and the importance of student experience and enhancement. The approach of PRC is to ensure that Higher Education delivery is a learning partnership between staff and students. This policy will also ensure effective management of academic standards in line with awarding body requirements.

### **3. SCOPE**

All Higher Education provision offered by PRC under direct and franchise arrangements as defined by QAA (Quality Assurance Agency) is within scope of this policy. It applies to all students studying Pearson's BTEC Higher National Certificate Level 4(QCF), Higher National Diploma Level 5 (QCF) in existence prior to September 2016.

### **4. RELATED DOCUMENTS**

- **P900** HE Competition Markets Authority and Student Protection Policy
- **P981** HE Complaints Process
- **P809** Student Disciplinary Procedure
- **P982** HE Student Academic Appeals Policy
- **P921** HE Recruitment and Admissions Policy
- Awarding / Accrediting body guidance
- **P922** HE HNC HND Fee and Refund Policy
- The Quality ASSURANCE agency (QAA) Quality Code for Higher Education

### **5. RESPONSIBILITIES**

**PRC Director of Quality and UCP Academic Director-** overview of academic regulation and relevance to QAA codes and agreeing intermission beyond the 12-month period.

**PRC Academic Directors-** will aim to ensure the resources allocated and provided achieve a consistency of provision across their faculty.

**Faculty Managers** - are responsible for the allocation of tutors and the day-to-day responsibility to ensure that all learners in their teams can access the support/ guidance detailed below. To also ensure that regular training and updates are provided to staff.

**Curriculum Leads HE** - co-ordination and monitoring of short –term extensions and formative feedback and assessment. Curriculum planning and monitoring adherence to quality and moderation procedures. Liaise with external stakeholders.

**Student Advisor** – responsible for issuing long-term extensions and intermissions.

**HE Manager** – oversight of curriculum operations and maintenance of academic standards and regulation.

**Assessor** - will devise assignment briefs, deliver the programme of study and assess the evidence produced by students against the assessment criteria in the programme specification.

**Internal Verifier** – member of College staff who conducts quality checks on assessment processes and practice to ensure that they meet national standards and that all students have been judged fairly and consistently.

**External Examiner** – ensure that Centres are meeting appropriate standards by moderating the decisions made by Internal Verifiers and checking the processes and procedures in place are consistent and appropriate for qualifications at higher and professional levels.

**Students** - Ensure that they read and comply with the assessment regulations for the awarding body, course supporting policies and procedures.

## 6. RISK ANALYSIS

**This policy is required to** ensure that correct procedures are in place and followed by all involved in the assessment and guidance offered to higher education students.

### **Analyse risks of non-adherence to this policy**

Poor student satisfaction and impact on the NSS (National Student Survey). Poor external stakeholder perception and loss of rights for certification. Failure to demonstrate effective enhancement and an impact on funding available to learners. Failure to achieve a positive outcome from a Higher Education Review.

### **Staff training needed**

Induction and refresher training to be made available to staff.

**Compliance** reduces the risks described above.

## 7. EQUAL OPPORTUNITIES IMPACT ASSESSMENT

7.1 A Section one Impact Assessment has been conducted for this policy.

## 8. DATA PROTECTION

8.1 Internal Assessment data and records should be stored for 3 years in secure storage (this can be electronic) or subject to the Awarding Organisation's requirements. Following internal or external assessment and verification students' course work and feedback should be returned to them. Coursework and marking comments / grades sent to awarding bodies for moderation, second marking or standards sampling should be photo copied as they are usually not returned. Qualification and examination results should be securely stored for 7 years. Results and certificates should only be given to learners on production of formal identification.

## 9. PROCEDURE

### 9.1 Good Academic Practice

Good Academic Practice is a requirement of all higher education study and identifies the required skills and approach of higher education students. It is a requirement that students demonstrate this to prevent instances of plagiarism or collusion. Turnitin will be used to ensure originality of submissions and assessments to be submitted via this software will be identified in the course handbook and on assessments. It should be noted that Turnitin is not a punitive tool but should be used as part of the formative assessment process to develop academic writing and referencing.

To demonstrate good academic practice students must:

- Develop their independent evaluation of academic issues
- Draw upon research from academics in their field of study

- Discuss and evaluate existing concepts and theories
- Demonstrate their understanding of the key literature
- Develop their arguments

To support their own good academic practice, they will need to develop:

- Study and information skills (e.g. reading, note taking, research etc.)
- Skills of critical enquiry and evaluation (e.g. taking a balanced opinion, using reasoning and argument)
- Appropriate academic writing skills (e.g. for essays, reports, dissertations etc.)
- Accurate referencing skills to prevent allegations of poor academic practice, dishonesty, plagiarism, cheating or fraud. Individual work needs to be clearly identified to prevent collusion. If students in a class are instructed or encouraged to work together in the pursuit of an assignment, such group activity is regarded as approved collaboration.
- Examination techniques (e.g. preparation, revision)

## **9.2 Assessment and grades**

The validating / accreditation body requirements for grade / unit / credit achievement will be adhered to. This detail will be available to students in Course Handbooks and updated on an annual basis. HNC / D students will have their work submitted to an Intermediate, Final and Resit Awards Board. These Board will agree final grades and advise on progression where appropriate this will be informed by the EE process. External Examination (EE) performs the same quality checks as other forms of standards verification but also ensures that the processes and procedures are consistent and appropriate for qualifications at higher and professional levels.

## **9.3 Ethics and Risk Assessment for Research and Design projects**

Prior to the development of any project / dissertation, the student is required to undertake an ethics audit and complete a risk assessment. This is to ensure the safe undertaking of work, both to protect the student and organisations (College, University Centre, Employer) from any repercussions, reputational damage and liability. This will also enhance the students learning and career progression within industry and the academic community. The ethics and risk assessment will be agreed with the course leaders and relevant supervisor.

## **9.4 Intellectual Property**

Under English Law, which covers England and Wales, intellectual property if related to an individual's employment is owned by their employer. Otherwise the originator or inventor of the Intellectual Property in question is the rightful owner.

# **10. Assessment Regulations**

## **10.1 Assessment Schedule**

Students will be given unit assessment brief, detailing assessment submission dates, within the first two weeks of study of each unit. The Academic Calendar will be available within each Course Handbook.

## **10.2 Formative Feedback**

Students can receive formative feedback before submitting their final assignment for summative assessment. At least one opportunity to receive formal formative assessment and feedback should be given. This should be scheduled and implemented with enough time for students to revisit their draft assignment, make changes or further improvements to their work before summative assessment.

### 10.3 Assessment Submission

Assignments are to be submitted at the time, date and by the methods stated on assignment briefs. Unless otherwise stated, all coursework assignment reports etc. must be submitted via the UCP Student Support Desk at no later than 4pm on the submission date. Students will be required to complete a submission sheet where they will be issued a receipt from the UCP staff showing their name, course and most importantly the date submitted. Students are strongly advised to retain all their receipts and a copy of their work. Work must not be handed or emailed directly to a tutor. Once submitted the assessment cannot be retrieved.

### 10.4 Late Submissions

It is important that students are assessed fairly and consistently and that some students are not advantaged by having additional time to complete assignments.

Work submitted by up to 7 calendar days of the deadline published on the assignment brief, and without an authorised extension may be marked. The assignment will be capped at a pass mark if the assessment criteria for merit or distinction criteria require evidence of:

- Meeting agreed timelines;
- The ability to plan/organise time effectively;
- The ability to work to industrial/commercial practices that include implicit timelines.

Work submitted after 7 days of the published deadline, and without an authorised extension, will not be marked and will be recorded as a failed Unit retake conditions will apply.

### 10.5 Attempt 1 - Summative Submission

Once an assignment has been submitted, it will be marked, the achieved criterion will be identified on the front cover sheet and there will be written feedback for improvement from the unit tutor. A grade of held, refer, pass, merit or distinction can be awarded. Where a student does not achieve at least a pass grade at summative submission, the work will be recorded as a "Refer". Work suspected of containing an Academic Offence will be marked as 'Held' until formal investigation is concluded (see P961 Higher Nationals Academic Offence Policy). It is expected that written feedback will be given to students within 20 days of the submission deadline.

#### Attempt 2 - Summative Resubmission

### 10.6 RQF syllabus Students Only (new students starting 2018/8 or after):

An opportunity for reassessment will only be available if a student has failed to achieve a pass grade. A student will not be entitled to be reassessed in any component of assessment for which a pass grade or higher has already been awarded. This is not available to students who did not submit their initial assessment by the agreed deadline) or to students who achieved a pass, merit or distinction on their initial summative assessment.

When offering a student an opportunity for reassessment, the expectation is that the student would, normally, be continuing to work on the same assignment(s) and assessment evidence. However, where the reassessment is for a controlled assessment or examination, the student will need to be undertaking a new assignment/examination.

The student will be expected to provide improved evidence without further guidance.

Reassessment is only offered following the completion of the unit. Resubmission periods take place after each semesters Awards Board. The dates are published in Course Handbooks, Assignment Briefs and explained at induction.

If the approach has been a 'single unit staged' assessment, and the student has failed to achieve a pass grade in one of the early assessments, they should be given the grade and feedback, but reassessment should not be scheduled until the student has completed the other assessments. The reason for this is that undertaking reassessment work, while seeking to complete the remaining assignments, may put the student at risk of underachieving in the remaining assessments.

Should the student not achieve at least a pass grade after both formative and summative assessment, the submitted work will be recorded as failed. Retake conditions will apply.

### **10.7 Conditions for retaking a unit**

If a student has not achieved the targeted pass criteria following a summative resubmission attempt, the HN Awards Board may authorise for the students to retake the failed unit to meet the required pass criteria.

The following conditions must be met:

- the Awards Board must only authorise a student to retake failed assessment where they believe it is necessary, appropriate and fair to do so
- the student must enrol and pay the retake unit fee (£650)
- students have only one retake opportunity (Units can only be repeated once)
- the overall grade for a successfully completed repeat unit is capped at a Pass for that unit
- for course work, project or portfolio-based assessments shall normally involve the reworking of the original task
- For examinations, reassessment shall involve completion of a new task.
- A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher grade has already been awarded
- the student must have the same summative reassessment opportunities as at the first registration (see section 10.6 above).

## **11. Mitigation Circumstance**

### **11.1 Mitigating circumstances- Applies to RQF students**

PRC operates a process called 'Mitigation' after each round of assessment that takes place. You can submit a claim for mitigation with the Student Adviser if you believe that there are serious sudden and unforeseen circumstances which were beyond your control, e.g. illness, which either:

- prevented you from undertaking an assessment task, e.g. you were unable to attend an examination, give a presentation or submit a coursework assignment; or
- impaired your performance when undertaking an assessment task, e.g. you became ill during an examination.

All mitigation claims must be submitted by using the official form available from your Faculty Student Adviser, and must be supported by documentary evidence, e.g. a Doctor's Certificate. The deadline for all claims is five working days after the relevant examination date/presentation date/assignment submission date.

All claims for mitigation are considered, in confidence, by a properly constituted Faculty Mitigation Panel which makes formal recommendations on the outcome of your claim to the HN Awards Board. A successful mitigation claim means that any mark you achieve for the assessment task in question will be annulled and you will be given another opportunity to undertake the assessment task in the future, at a time determined by PRC. We do not give extra marks to 'take account' of an illness – we

simply provide you with another chance to complete the assessment task at a time when the circumstances that led to the mitigation claim have elapsed, i.e. you have recovered from an illness. If your mitigation claim is unsuccessful, your mark is not annulled. Therefore, we always advise that, where possible, students submit any work that they have been able to undertake to avoid a being awarded 0 for non-submission should their application be declined.

Please note that the mitigation process is designed to assist students who experience serious, sudden and unforeseen circumstances which impact upon the assessment process. You cannot, for example, claim mitigation if you have neglected to know the time and date of your examination or you have not prepared properly for an examination, e.g. little or no revision!

### 11.2 Short term extension:

All requests for an extension to summative assessment and reassessment deadlines require evidence to be submitted. Students submit their request to a UCP Student Adviser within working days of the deadline. A student may request a maximum of one short term extension to a submission deadline when circumstances outside the student's control have arisen which prevents submission or are likely to result in significant underperformance if the original deadline is enforced.

The purpose of a short-term extension is to allow a student, for acceptable reasons, to defer the submission of work to a later date but to ensure that the work is submitted in time to be processed and assessed by the appropriate HN Awards Board in the originally identified assessment period (e.g. semester 1 or semester 2).

All short-term extensions are for a default period of 5 working days. A student is permitted to submit the work earlier than the expiry date of the extension period if he/she wishes.

The following are examples of **acceptable** reasons for such a request:

- Short-term illness
- A short-term illness of any person for whom the student has a responsibility for care;
- Authorised absence from Peterborough Regional College during teaching weeks;
- An enforced change in employment circumstances for which only short-term notice was given;
- Other reasons considered acceptable by the Faculty Student Adviser (or the designated staff member)

The following examples of **unacceptable** reasons for such a request;

- Academic workload;
- Misreading the instructions on submission deadlines in the course handbook;
- Computer, disc, printer or any other technical failure for which the student is responsible (students should ensure they keep a back-up copy of their work);
- Unauthorised absence from Peterborough Regional College (e.g. holiday taken during teaching weeks).

If a student's circumstances require additional time beyond the expiry date of the original short-term extension, the student can seek a long-term extension as no further short-term extensions can be granted. Consequently, the piece of work is processed and assessed by the appropriate Awards Board at a future assessment period (as determined in line with the academic calendar).

An accepted Short-Term extension **will not** impact on grade awarded.

### 11.3 Long term extension

A student may request a long-term extension to a submission deadline. Students submit their request to a UCP Student Adviser within working days of their summative, reassessment or short-term extension deadline. Long term extensions of up to 15 weeks are considered and approved if, the student is experiencing personal or professional difficulties and use of other measures would:

- Result in significant disadvantage to the student's academic performance and/or ability to complete his/her studies;
- Exacerbate an existing health problem or result in additional stress related problems;
- Fail to address the underlying problem or issue which is unpredictable in nature.

All long-term extensions are considered on a confidential basis. The appropriate documentation must be completed, and confirmation received in writing.

A long-term extension may also be considered and approved\*<sup>1</sup> where there are practice-related issues which can be resolved only through additional time for completion. Long term extensions are viewed as exceptional solutions and are used only in circumstances where officers are confident that the individual case merits such action. Evidence will be required.

An accepted Long-Term extension **will not** impact on grade awarded.

### 11.4 Intermission

Registered students may apply for a period of intermission of up to 12 calendar months during which they may suspend their studies for personal reasons (e.g. health, financial). This period may be extended in exceptional cases (e.g. to cover maternity leave) but only with the prior approval of the Academic Director.

Any period of intermission must have an approved start and an approved return date which, in the latter case, must take full account of the academic coherence and requirements of the pathway for which the student is registered. The approved start and return dates may not necessarily coincide with the published start date and end date of a semester or trimester.

Any period of intermission must be authorised in writing and in advance by the appropriate **Student Advisor**. PRC is unable to guarantee to students that the pathway for which they originally registered will still be available when they resume their studies.

During an approved period of intermission students remain registered students for their pathway at PRC and are entitled to have access to certain PRC facilities and systems. However, since intermitting students are no longer active, they are **not** entitled to certain other benefits or services related to their studies e.g. exemption from council tax. It is expected that students will liaise with SFE and / or employer to resolve any financial / funding issues.

Intermitting students who do **not** return to re-register for their pathway within 20 working days after the approved date of return from their period of intermission are discontinued from PRC. Discontinuation under these circumstances does not prevent a student from subsequently seeking re-admission to the pathway at PRC from which they have been discontinued, provided they have not previously been withdrawn or discontinued.

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<sup>1</sup> Does not result in additional taught sessions as input will have taken place.

Students who experience difficulties with their studies due to personal reasons and/or who are considering withdrawing from PRC should seek advice about the most appropriate course of action before formally completing PRC's withdrawal form.

### 11.5 Confidentiality

All submissions giving details of mitigating circumstances will be confidential to UCP Student Advisers, members of the Student Review Subcommittee who are authorised to receive and consider them. This is in exception for the provisions relating to Academic Appeal Panels and Professional Body requirements. Records of extenuating circumstances will be securely retained in accordance with Data Retention College Policy.

## 12. Marking and Moderation of assessments

12.1 Student work will be marked, and examples may be passed to the internal verifier. Where there is agreement between the tutor and internal verifier the sample of work is forwarded to the External Examiner for the programme. Where there is a disagreement between the first and second markers a third internal marker will be brought in to adjudicate the final mark of the assessments. The third marker will resolve the internal dispute. A sample of assessments will be presented to the External Examiner who will moderate the marking process to ensure that there is consistency across the marks for the units and levels of the programme.

### 12.2 Guidelines on assessing group work

Students will be informed, in detail and in advance on assessment briefs, of the basis for assessment of group projects, including the methods to be used to measure the extent of individual contributions. If there is to be peer assessment of the contribution of the students to a group project, then the process for collecting feedback should be confidential between the individual student and the Assessor.

A common group grade should not be assigned to all members of the group; individual contributions should be measured and graded against the learning outcomes, the assessment and grading criteria. The achievement of the Merit and Distinction grade descriptors should be measured against individual contributions and the method of measurement should be clear within the assignment brief.

### 12.3 Grading of assessments and Units

**RQF Syllabus Grades:** All units will be graded individually as pass, merit or distinction. The grade is dependent on the points achieved per credit.

<b>Grade</b>	<b>Points per credit</b>
<b>Pass</b>	4
<b>Merit</b>	6
<b>Distinction</b>	8

### 12.4 RQF Syllabus Compensation Unit

Students have the option to take compensation units i.e. students can take one unit as compensation at level 4 for the HNC, achieving 105 credits out of 120 credits to gain the award, or can take one unit at level 4 and one unit at level 5 as compensation units for the HND. Achieving 210 credits out of 240 credits in total to gain the award. To claim a compensation unit, students must attempt and complete ALL units.



Students can still be awarded an HND if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4 and similarly if they have attempted but not achieved one of the 15 credit units at Level 5. HNC students can also be awarded compensation if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4. However, they must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification.

Compensation is offered after a resubmission opportunity has failed, however, a student can repeat the unit. If the student fails the unit again after repeating the unit, they can be offered compensation. It cannot be awarded to a student who did not submitted by the deadline for formative and summative assessment. For compensation to be considered, the student must have done all the work required and been assessed but not have passed.

The decision to offer compensation is taken at the Awards Board but the student must confirm acceptance. If a student accepts compensation this should be evidenced in writing and confirmation kept in student records and updated on the Awards Board minutes and action log.

Compensation is shown as an unclassified unit on the Notification of Performance (transcript). Centres claim the unit with a grade of Unclassified (U grade). The unit will count towards the minimum number of unit credits required to achieve the qualification (120 credits for an HNC and 240 credits for an HND).

## 12.5 Progression

The Awards Board makes a formal annual progression decision for all students. A student progresses from one level or year of study to the next of the course for which they are registered, provided they continue to enrol for the units selected from within the prescribed set of compulsory and optional units for their course, satisfy any prerequisites or other academic requirements for unit enrolment and meet the requirements for progression set out in this section.

## 12.6 Conditions for progression:

If a student has passed all units at any given stage or level of the programme they can progress to the next stage or level. Exceptionally, at the discretion of the Awards Board a student may be allowed to progress with some failed unit(s). Students will be charged an additional fee for retaking or replacing any failed unit(s).

To progress from one level or year of study to the next, a student who has failed unit(s) must;

- be able to recover any failure
- not have failed a unit more than once (and after resubmission attempts are exhausted)
- satisfy the criteria below:

Duration of Course	Not failed more than:
(Full time) 1 Year study	30 credits
(Part Time) 2 Years of study	15 credits
(Part Time) 3 Years of study	15 credits

If the unit is no longer available, a replacement unit may be studied as directed by the College. This will be treated as a retake and will be subject to all regulations relating to retake units. If a replacement unit cannot be studied, the student will need to renegotiate their programme of study.

Decisions about taking a replacement unit or renegotiating a programme require discussion and agreement at the Awards Board.

If a student fails a core or elective unit after retake this would normally mean that they will have to withdraw from the programme.

### **12.7 Discontinuation of studies**

An Awards Board is authorised to terminate a student's studies for the following reasons;

- the student has exhausted the total number of attempts as set out in 5.3b and 5.3c
- major academic irregularities see section 4.10

A student is discontinued when it is no longer possible to continue to study towards the intended award (e.g. the student has failed re-take units or does not meet the progression criteria above).

Students undertaking an HND who fail to successfully complete the full qualification may be awarded an HNC, if their credit achievement permits.

Students concerned about their progress should discuss this with their personal tutor and use the extension process outlined above.

### **12.8 Calculation of the final HNC grade**

To achieve a Pearson BTEC Higher National Certificate qualification a student must have:

- Completed units equivalent to 120 credits at level 4;
- Achieved at least a pass in 105 credits at level 4.

### **12.9 Calculation of the final HND grade**

To achieve a Pearson BTEC Higher National Diploma qualification a student must have:

- Completed units equivalent to 120 credits at level 5;
- Achieved at least a pass in 105 credits at level 5;
- Completed units equivalent to 120 credits at level 4;
- Achieved at least a pass in 105 credits at level 4;
- The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

If a learner moves from HNC to HND, credits at Level 5 or above from both the HNC and HND can contribute to the best 75 credits of the overall HND grade. Note that for HND learners, level 4 units do not count towards the qualification grade.

### **12.10 Calculation of the Overall Qualification grade**

The calculation of the overall qualification grade is based on the student's performance in all units. Students are awarded a Pass, Merit or Distinction qualification grade, using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement. The overall qualification grade is calculated in the same way for the HNC and for the HND.

All units in valid combination must have been attempted for each qualification. The conditions of award and the compensation provisions will apply as outlined above. All 120 credits count in calculating the grade (at each level, as applicable).

The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only. Units that have been attempted but not achieved, and subsequently granted

compensation, will appear as 'Unclassified', i.e. a 'U' grade, on the student's Notification of Performance, that is issued with the student certificate.

Units that have been attempted but not achieved, and subsequently granted compensation, will appear as 'Unclassified' (i.e. a 'U' grade, on the student's Notification of Performance, that is issued with the student certificate).

**Points per credit:**

Grade	Points per credit
Pass	4
Merit	6
Distinction	8

**Points boundaries:**

Overall Qualification Points boundaries – RQF syllabus
420 - 599
600 - 839
840+

### 12.11 Student Appeals

A student appeal is a request to review decisions made by a centre on their progression, assessment and awards. The appeal process cannot be used to challenge academic judgement or appeal if a student disagrees with the mark they have been given.

Circumstances to submit an appeal may include the following:

- an appeal against a mark awarded for a unit assessment
- overall outcome of a programme of study
- Failure at any stage of a programme of study
- Withdrawal from study due to unsatisfactory progress or failure to meet academic or professional requirements i.e. unsatisfactory work and attendance.

The student has a right to appeal if he or she can provide new evidence which the Awards Board was not aware of or believes that the procedures have not been followed properly.

To lodge an academic appeal, a student must do so within 7 days of receiving assessment results. Details about the Appeals Process can be found in P982 Higher Education Student Academic Appeals Policy available on the UCP website [www.ucp.ac.uk/policies/](http://www.ucp.ac.uk/policies/).

Students have a final right of appeal to Pearson, but only if the procedures in place at the College have been fully utilised or if the student is dissatisfied with the outcome. Further details are given in the Enquiries and appeals about Pearson vocational qualifications policy. [Pearson's Website - Appeals](#)

If students are not satisfied with the result of their appeal after following their centre's processes, they can request the Office of the Independent Adjudicator (OIA) review their complaint. The OIA will not deal with complaints about academic judgment but will look at academic appeals.

### **12.12 Student Review**

The Student Review Subcommittee meet at appropriate progression points, e.g. after semester one assessment, after completion of semester two and after resits.

Meetings take place before an Awards Board as recommendations are referred to the Awards Board if appropriate.

The Subcommittee discuss and record, where appropriate, of the principles or criteria upon which individual decisions were made to include;

- a. the grades achieved by students on the individual units
- b. extenuating circumstances
- c. cases of cheating and plagiarism
- d. progression of students on to the next stage of the programme
- e. the awards to be made to students
- f. referrals and deferrals

### **12.13 Awards Boards**

Awards Boards meet at appropriate progression points, e.g. after semester one assessment (Interim Board), after completion of semester two (Final Board) and after resits (Resits Board). Minutes from the Student Review Subcommittee are received and recommendations discussed.

The responsibilities of the Award Board are as follows:-

- i. Consider any Chair's Actions taken since last meeting
- ii. Consider any Academic Appeals submitted and their outcome
- iii. Confirmation that students have taken units that lead to the qualifications under the jurisdiction of the Awards Board
- iv. Presentation of marks and recommendations for consideration from the Student Review Subcommittee
- v. A record, where appropriate, of the principles or criteria upon which individual decisions were made to include;
  - a. Performance and grade profiles achieved on individual units
  - b. extenuating circumstances
- vi. External Examiner's Report
  - i. Consideration of any proposed moderation of marks for individual assessment tasks (not individual candidates), based on advice from the relevant external examiner
  - ii. Confirmation from the External Examiners that the standard of any awards to be made is comparable with that of similar awards elsewhere