

Undergraduate Assessment Regulations 2023/24

About the Assessment Regulations

Manchester Met's Undergraduate Assessment Regulations provide rules and procedures for all assessed work in order to ensure all students are fairly and objectively assessed.

General

A1. These Assessment Regulations apply to all undergraduate courses (with the exception of Accelerated Degrees, for which a bespoke set of Assessment Regulations apply), including Integrated Master's degrees, approved and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. They apply to all assessments, at whatever point in a course they are undertaken, that formally contribute to the recommendation of academic credit or an award of the University.

A2. The University's Assessment Regulations are updated annually to ensure ongoing appropriateness to institutional requirements and sector expectations. The latest version of the Assessment Regulations is applied to all current students for any given academic year, irrespective of their year of enrolment or the Assessment Regulations in place at that time.

A3. Exceptionally, the Chair of the Academic Board may approve temporary changes to these Assessment Regulations to mitigate the impact of events beyond the University's control.

A4. These Regulations will be applied so as to ensure equity of treatment of students regardless of their mode of study and the number of credits that they have studied over each contributing academic year, including students engaging with Man Met Rise.

A5. The credit specification that is contained within the Curriculum and Assessment [Framework for Taught Programmes](#) indicates the amount and level of academic credit expected to be gained by a student on a course leading to the award identified.

A6. Subject to any requirements of the validating and/or awarding body concerned, courses leading to awards other than those of the University, but which the University has been licensed or approved to deliver, must be calibrated in accordance with the Regulations for the Academic Awards of the University.

A7. All Degree Apprenticeships delivered in England are linked to an Institute for Apprenticeships Standard. Each Standard has a defined assessment plan, which sets out the approach to the compulsory End Point Assessment (EPA), including how it will be assessed. Where an EPA is integrated into the degree, it must be successfully passed in order for the degree and the apprenticeship to be awarded. In all such instances, the assessment plan for the appropriate Degree Apprenticeship takes precedence over these Assessment Regulations.

A8. Any exemption or variation from these Assessment Regulations must be approved in advance by the Education Committee and set out in the relevant Programme Specification.

A9. Students may only enrol on one course within a single standard academic period. Students may normally enrol only on units that form part of the course on which they are registered or university-wide Man Met Rise units. Where such requirements exist, students may only enrol on particular units where they have satisfied any necessary co-requisites, pre-requisites or any other course-specific requirements.

A10. Assessment results will be confirmed at an Assessment Board in accordance with the Assessment Board Procedures. The Assessment Board has the authority to confirm a student's award or their right to continue on their course or be reassessed. Subject to the provisions of Regulation A3, all Assessment Board decisions will be made in line with these regulations.

Period of Student Registration

A11. The minimum time for which a student may be registered on a course and gain the award to which it leads will be stated in the relevant Programme Specification, except where the provisions of the [Recruitment and Admissions Policy](#) or the [Policy for the Recognition of Prior Learning](#) apply.

A12. For students enrolled on a course from 20/21 onwards, the maximum period of registration for a student will be the standard duration of the course plus an additional two years. There is no guarantee about the length of time for which a course or its constituent units will be available.

A13. For students who commenced their course prior to 20/21, there is no maximum period of registration, subject to units having been completed within a period of time consistent with ensuring that the learning completed is still up-to-date and relevant. Judgements regarding this are subject-specific. There is no guarantee about the length of time for which a course or its constituent units will be available.

A14. Students are required to re-enrol for each year they are on the course. If a student does not re-enrol each year, their registration will lapse. A student whose registration on a course has lapsed may be considered for readmission to the same course, as long as the lapse was not due to failing off the course.

A15. A student may apply to the Programme Leader to [suspend their studies](#). If the Programme Leader considers that the reasons for the request are valid, they may agree to a suspension for a period of up to one year, taking account of the implications of the timing and duration of the suspension for the student's engagement with the course and with assessment and reassessment opportunities. Decisions regarding second or subsequent requests for suspension should be made by the relevant Head of Department.

Practice Credits

A16. Where periods of assessed practical training, placement, supervised work experience, clinical or professional practice, whether taken in the UK or abroad, contribute to a Sandwich Degree, they attract practice credits based on the benchmark of 120 credits representing at least 36 weeks of student training, placement, work experience or clinical or professional practice normally undertaken within one academic year. Practice credits are not assigned to an academic level.

A17. Where a student commences, but does not successfully complete, a period of placement or other activity which contributes formally to the credit requirements of a Sandwich Degree, their enrolment will revert to the standard degree. In such instances, there is no obligation for the University to provide a reassessment opportunity or alternative placement of equivalent length except where the student is granted a deferred assessment as per Regulation B54.

A18. Where the assessment of practice is accommodated within the course credit structure, including assessed practice undertaken through Man Met Rise, it will comply with the regulations that apply to academic credits generally. Provision may be approved for practice elements to be assessed on a pass/fail basis rather than being marked out of 100. In such cases, this should be clearly communicated to students.

A19. Practice credits that are not credit-bearing and/or are assessed on a pass/fail basis will not contribute to the classification of an undergraduate award.

A20. Practice credits that are not credit-bearing are generally exempt from the Regulations relating to assessment, reassessment and continuation. Where continuation on a course is conditional upon a student having satisfactorily completed particular practice credits, students must be informed specifically of this condition.

A21. Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Students must be informed specifically of any such requirements.

A22. Practice credits may not be used in place of academic credits but, where such practice periods are a specific course requirement, they may contribute towards the student's overall eligibility for an award.

A23. Provision may be made within the approved Programme Specification for the award of a Certificate of Practice Achievement. The Certificate will provide a transcript of the elements making up the practice credits upon satisfactory completion. The award of such a Certificate will be conditional upon the student having met the requirements for the academic award to which the course leads.

Assessment

B1. Students must pass or otherwise be credited with the number and level of credits specified in the Academic Award Regulations for a given award. Awards will only be granted to students who have demonstrated achievement of the learning outcomes for the course on which they are registered.

B2. Students engaging with Man Met Rise may undertake a maximum of 150 credits within a standard academic year. All other students will undertake a maximum of 120

academic credits in a standard academic period for the course on which they are registered, except where the Programme Specification states otherwise.

B3. The assessment strategy for a unit will comprise an approved combination of summative assessments and will be determined with respect to the learning outcomes of that unit.

B4. All summative assessments within a unit will be marked out of 100. The weighted average mark for the unit is then be calculated from the unit's assessment marks. The weighted average mark for the unit will also be expressed as a mark out of 100.

B5. Unit marks are expressed as whole numbers, with standard rounding conventions applied to two decimal places. Unit marks with a weighted average of x.49 and below will be rounded down to the nearest integer. Those with a weighted average of x.5 and above will be rounded up to the nearest integer.

B6. There will be no rounding applied in the calculation of level averages for the purpose of determining a student's eligibility for compensation, continuation, reassessment, or eligibility for a particular award classification.

B7. Summative assessment marks will be subject to internal and, where appropriate, external moderation before consideration by the relevant Assessment Board, in accordance with the [Verification, Marking and Moderation Policy](#).

B8. All unit marks are subject to formal confirmation by an Assessment Board. Confirmation by an Assessment Board will rule out any further consideration of the marks or awards at a later stage, except where a material error, failure to follow due process or serious academic or other misconduct is subsequently identified, or where a student submits a successful late request for deferred assessment.

B9. The University has in place a range of mechanisms and penalties for handling plagiarism and other forms of Academic Misconduct, as set out in the [Academic Misconduct Policy](#). Where serious academic misconduct is proven after a student's completion of study, the Academic Board retains the authority to retrospectively revoke an award.

B10. When calculating level average for the purposes of compensation or continuation, if a student has received a late cap or capped reassessment, the original, uncapped mark would be used in the calculation, but this is not the case for an academic misconduct cap of 0 or 40.

Continuation

B11. Students' continuation through courses will be determined by their performance in the summative assessments in the units on which they are enrolled.

B12. Students at levels 3 and 4 must achieve a weighted level average of 40% and successfully pass 90 credits (including compensated passes) at the same level in order to continue to the next level, unless the course has an approved variation preventing this.

B13. Students at level 5 and above must successfully pass (including compensated passes) all units at that level before continuing to the next level.

B14. Students may undertake up to 30 academic credits from the subsequent level of study through Man Met Rise prior to their continuation being confirmed by an Assessment Board.

B15. Students on Degree Apprenticeships and other part-time courses may enrol concurrently on units at different levels of academic study.

B16. With the exception of certain Degree Apprenticeship provision (detailed in B17, below), a unit has been passed at level 3, 4, 5 and 6 when a student achieves a weighted average mark of 40% or more for the summative assessment(s) associated with the unit. At level 7 of an Integrated Master's course, a unit has been passed when a student receives a weighted average mark of 50% or more for the summative assessment(s) associated with the unit.

B17. Where a unit within a Degree Apprenticeship contains either the whole or a part of the EPA, all elements relating to the EPA must achieve the pass mark of 40% in order for the unit to be passed, regardless of the unit's weighted average.

B18. A compensated pass is a pass given for a unit mark that falls just short of the pass mark, provided that the student's overall results comply with the criteria in Regulations B19 and B20. For the purposes of determining whether a student is eligible for compensation, the level average should be calculated using uncapped marks.

B19. Students may receive compensated passes in whole units up to a total value of 30 credits at levels 3, 4, 5 and 6 where they achieve a weighted average mark in the marginal fail category (30% to 39%) for the summative assessment(s) within that unit, and have achieved an overall average of 40% or greater across the full 120 credits of the level of study.

B20. Students undertaking level 7 of an Integrated Master's degree may receive compensated passes in whole units up to a total value of 30 credits at level 7 where they achieve a weighted average mark in the marginal fail category (40% to 49%) for the summative assessment(s) within that unit, and have achieved an overall average of 50% or greater across the full 120 credits of the level of study.

B21. Where a student is only enrolled on 90 credits in a standard academic year, compensation may be applied on the basis of a weighted average across those 90 credits. However, compensation must be limited to a total of 90 credits across a Bachelor's degree and no more than 30 credits can be compensated at each of levels 5 and 6.

B22. Where a student has more credits in the marginal fail range than can be compensated, the unit selected for compensation will be the most advantageous to the student. The unit(s) with the highest average mark(s) will usually be selected, however, if, for example, the highest compensable unit mark is for a 15-credit unit and

the second highest is for a 30-credit unit, the 30-credit unit should be compensated even though it is the lower mark of the two. Where the application of compensation at Level 6 (or level 7 for Integrated Master's students) would have a detrimental impact on a student's final degree classification, the student will be entitled to undertake reassessment. Compensation is applied on the first occasion that a student becomes eligible for it, subject to the above criteria.

B23. Students on integrated Degree Apprenticeships will not be permitted a compensated pass in any unit that contains the whole, or a component of their EPA. Information on where an EPA occurs within a Degree Apprenticeship is provided within the approved Programme Specification.

B24. Although students who receive a compensated pass in a unit will be granted the credits associated with the unit, the mark that is recorded for the unit will be the actual mark achieved.

B25. A compensated pass in a unit may not be a sufficient pre-requisite for another unit within a course. Where this is the case, it will be made clear in the approved Programme Specification for the course. Where a unit must be passed and may not be compensated, this will be specified in the approved Programme Specification.

B26. Students on level 5 of an Integrated Master's degree must pass each unit at level 5 and also secure a weighted average mark of 60% across the level. This average will be calculated on the basis of students' uncapped marks. Students who pass each unit at level 5 but do not secure the necessary 60% may not continue to level 6 of an Integrated Master's degree and will be transferred to level 6 of an appropriate Bachelor's degree with Honours.

B27. Students wishing to transfer from a Bachelor's degree to an Integrated Master's degree must have met the same 60% requirement at level 5. There will be no opportunity for students on Bachelor's degrees to transfer to the Integrated Master's route after teaching at level 6 has concluded.

B28. Students who successfully complete level 6 of an Integrated Master's degree may be awarded a Bachelor's degree with Honours instead of continuing to level 7.

B29. Where students transfer between courses, the assessment status, including marks, any caps and reassessment attempts, of any units on the new course that the student has already taken as part of a previous course will not change.

Late Submissions

B30. The University operates a late submission window at all levels of study, whereby a student who has failed to submit a summative assessment by the published deadline may submit within a defined period for a capped mark. Late submissions will be accepted up to seven days after the deadline. The mark for any assessment submitted during this period will be capped at 40% (or 50% for students on Level 7 of an Integrated Master's degree). The overall unit mark will not automatically be capped, and application of a late cap at assessment level will not be considered as a

reassessment, nor will it impact upon a student's reassessment opportunities elsewhere in the unit.

B31. Where one part of an assessment with multiple submission points is submitted late, the late cap will be applied to the full assessment.

B32. The late submission window does not apply to time-constrained assessments, such as exams or tests, or reassessments. If a reassessment is submitted past the deadline, it will receive a mark of 0.

B33. Where, following a late submission, a student has an approved request for an extension that covers the original submission period, the mark for the assessment will revert to the original, uncapped, grade.

B34. Students will not be entitled to undertake reassessments with a capped mark of 40% (or 50% for students on Level 7 of an Integrated Master's degree) applied as a result of late submission.

Reassessment

B35. Where a level 3 or 4 student does not pass at least 90 credits and/or achieve a 40% level average as outlined in B12, they will be reassessed in every failed assessment of every failed unit.

B36. Students at levels 5 or 6 will always be required to undertake reassessment—or substitute a failed optional unit for an alternative as per Regulation B53—where they have not achieved a weighted average unit mark of at least 40% or a compensated pass. Level 7 Integrated Master's students will be required to undertake reassessment or substitute a failed optional unit for an alternative where they have not achieved a weighted average unit mark of 50% or a compensated pass.

B37. Where a student does not pass a unit and cannot be considered for compensation, they will be reassessed only in those assessments within the unit that they have failed, except where the approved Programme Specification specifically states otherwise. The mark for any unit in which a student is reassessed will be capped at 40% for units at level 3, 4, 5 and 6, and 50% for units at level 7.

B38. For all reassessment, the highest mark achieved for each assessment in any attempt should be used when calculating the new weighted average mark.

B39. Where students at levels 3 or 4 are eligible to continue on the course as per Regulation B12, they may not be reassessed in any part of a unit. Where students have achieved a weighted average mark of 40% or higher in a unit at level 5 or 6, or a weighted average mark of 50% or higher in a unit at level 7, they may not be reassessed in any part of the unit, except where the Programme Specification states otherwise, or where they make a successful request for deferred assessment as per Regulation B54.

B40. No reassessment will enable students to attain a unit mark above the pass level, except where they have been permitted under Regulation B54 to be reassessed as if for the first time.

B41. Subject to the provisions of Regulation B44, students have the right to one reassessment opportunity in a unit. Students unable to pass following reassessment will fail the course and be withdrawn from the University. Students will not be entitled to reassessment in Man Met Rise units.

B42. Where students fail up to and including 60 credits in a standard academic year for the course on which they are registered, they will be required to undertake reassessment in the summer reassessment period, as long as the relevant Assessment Board determines that the necessary access to facilities and/or support can be provided.

B43. Students who have failed more than 60 credits and fewer than 120 credits will repeat the failed units without attendance the following academic year. They may request to repeat with attendance instead: any such request is subject to considerations regarding course level and unit availability. Where students have deferred assessment, they may request to sit more than 60 credits in the summer reassessment period.

B44. Where students have not achieved a level average of 20% and do not have deferred assessments, they will fail the course without any opportunity for reassessment. Where students meet the requirement to be reassessed but have not passed any credits at that level, they will always be required to resit with attendance in the next academic year, irrespective of whether they have deferred assessment(s).

B45. The provisions of Regulations B42, B43, and B44 will apply, where appropriate, in the same way to students undertaking more than 120 credits in a 12-month period.

B46. Where a level 3, 4 or 5 student has not passed the year and is either granted deferred assessment or has an academic appeal covering the summer reassessment period, they will be allowed to carry no more than 30 failed credits into the new academic year. The reassessment(s) must take place close to the start of term. Where students have either applied for a deferred assessment or submitted an appeal late, this option will not be made available.

B47. Where a student has to repeat the year with attendance as per Regulation B44 and a unit is no longer running, that student will take the new equivalent unit or substitute it for another optional unit (which will be capped as appropriate).

B48. Where a student is repeating the year without attendance, they will be attached to the old units and curriculum, and will join the new version of the course upon continuing to the next level.

B49. Where a student has failed 120 credits and is due to repeat a level of a course that has been taught out, the student can be transferred to a closely-related course where one exists. Any units on the new course will be capped as appropriate. Where

no closely-related course exists, the Assessment Board has the authority to approve exceptional reassessment arrangements.

B50. All reassessed units will count towards the maximum number of credits identified in regulation B2 regardless of whether that reassessment involves attendance.

B51. A student may only repeat units with attendance on one occasion. If, due to being granted deferred assessment, a student is permitted to repeat a unit again, it must be without attendance. This regulation takes precedence over Regulation B44.

B52. Where a student is capped at 0 as a penalty for academic misconduct, entitlement to reassessment will be based on whether they have used the single permitted reassessment opportunity. Should misconduct have been proven on a student's reassessment attempt, no further assessment opportunity will be offered unless it is subsequently established through the [Assessment Mitigation Procedure](#) that the student is entitled to deferred assessment.

B53. Where students fail an optional unit within the course on which they are registered, they may substitute the failed unit for another optional unit or for a Man Met Rise unit. Students substituting a failed optional unit for a Man Met Rise unit will undertake assessment in that unit as if for the first time. Students are entitled to substitute for an alternative optional unit once only within their course.

Deferred Assessment

B54. If it is established through the [Assessment Mitigation Procedure](#) that a student's absence, failure to submit work, or poor performance in all or part of an assessment was due to illness or other factors beyond their control is found valid on production of acceptable evidence, the student will have the right to be reassessed as if for the first time in any or all of the relevant assessments. If the assessment affected was itself a reassessment, the student will be permitted to be reassessed again but the reassessment will be capped.

B55. Where a student at Level 3 or 4 has passed the level, they will not be permitted to undertake further assessment at that level, even if they have a deferred assessment.

B56. Where a student has failed a unit and has both capped and uncapped reassessments within that unit, the unit mark will not be capped if the marks from the uncapped reassessments combined with the marks from the original attempts gives a weighted average greater than 40% at levels 3-6 and 50% at level 7.

B57. Deferred assessment will entitle a student to additional reassessment attempts but will not remove any cap applied as a penalty for academic misconduct.

B58. Where a student at level 6 (or level 7 if the student is enrolled on an Integrated Master's degree) has not completed one assessment of a 15 or 30-credit unit because of exceptional circumstances beyond their control, the Assessment Board may allow the mark for the other assessment in the unit that the student has completed to stand as the mark for the unit as a whole, provided that, in the academic judgement of the

Board, the student has met the learning outcomes for the course. In such cases, the student will not have a further assessment opportunity in the unit. The decision of the Board to apply this regulation should not affect the classification.

B59. In cases where it is not possible for a student to be reassessed in the same assessments and/or by the same methods as the first or any subsequent attempt, the relevant Assessment Board will make appropriate alternative arrangements. Any alternative reassessments must be approved by the External Examiner to ensure that they permit the unit learning outcomes to be achieved.

B60. Where appropriate, and subject to an approved Personal Learning Plan (PLP), reasonable adjustments to assessments will be made for students with a disability. Wherever possible, such reasonable adjustments will enable the student to undertake the standard assessment task. Where the nature of a student's disability makes it impossible for a certain form of assessment to be used, the relevant Head of Department must ensure that any alternative assessment is of the same standard and presents a comparable level of challenge.

Award & Classification of Bachelor's Degrees with Honours and Integrated Master's Degrees

C1. The approved Programme Specification for each course leading to the award of a Bachelor's degree with Honours or an Integrated Master's degree will state explicitly the learning outcomes to be met by students in order to achieve the award.

C2. To qualify for the award of a Bachelor's degree with Honours, students must complete each of levels 4, 5 and 6. To qualify for the award of an Integrated Master's degree, students must complete each of levels 4, 5 and 6.

C3. The classification that is awarded to a student will be determined by applying whichever of the two classification methods set out in Regulations C4 and C7 is more beneficial to the student. Rounding is never used to determine classification of an award.

C4. Method One: Weighted Average Classification

The classification will be determined according to an overall weighted average mark (M), which is calculated for each student based on a contribution of 25% of the weighted average from units at level 5 (or level 6 for an Integrated Master's degree) plus 75% of the weighted average from units at level 6 (or level 7 for an Integrated Master's degree). The weighted averages are formed by combining the marks for each unit at that level according to the credit values of the units. The resulting overall weighted average, expressed as a mark out of 100, will then be applied to the following classification table to determine the class of degree to be awarded:

Overall Weighted Average Mark (M)	Honours classification to be awarded
M = 70 - 100%	First Class

M = 60 - 69%	Class Two, Division One (Upper Second)
M = 50 - 59%	Class Two, Division Two (Lower Second)
M = 40 - 49%	Third Class

C5. Where students have undertaken units at level 5 or at level 6 with a total value of more than 120 credits, including through Man Met Rise, the weighted average will be calculated using the marks from all core units and the highest scoring optional unit up to a total value of 120 credits.

C6. Under no circumstances will marks awarded for learning by other institutions be included within Manchester Met award classifications. Where candidates for a Bachelor's degree with Honours, including outgoing exchange students or students who have been exempted from credits through the [Policy for the Recognition of Prior Learning](#), have not passed 120 credits (including compensated passes) at level 5 of the same course, a modified form of the Method One classification will be used, in which 120 credits at level 6 contribute 100% of the Overall Weighted Average Mark (M). The Method Two classification will apply as in Regulation C7.

C7. Method Two: Profiling Classification

i) Bachelor's degree with Honours

The classification will be determined with reference only to the marks in level 6 units, according to the following classification table:

Credit Profile (from 120 credits at Level 6)	Together with minimum mean mark in Level 6 units	Honours Classification
At least 60 credits with marks $\geq 70\%$	68%	First Class
At least 60 credits with marks $\geq 60\%$	58%	Class Two, Division One (Upper Second)
At least 60 credits with mark $\geq 50\%$	48%	Class Two, Division Two (Lower Second)
At least 120 credits with marks of at least 40%	40%	Third Class

ii) Integrated Master's (with Honours)

The classification will be determined with reference only to the marks in level 7 units according to the following classification:

Credit Profile (from 120 credits at Level 7)	Together with minimum mean mark in Level 7 units	Honours Classification
At least 60 credits with marks $\geq 70\%$	68%	First Class
At least 60 credits with marks $\geq 60\%$	58%	Class Two, Division One (Upper Second)
120 credits with marks between 50% and $< 60\%$	50%	Class Two, Division Two (Lower Second)

C8. All non-Manchester Met credits undertaken by outgoing exchange students will be benchmarked against the equivalent Manchester Met provision to ensure they are of an appropriate size and standard, and enable the Manchester Met learning outcomes to be achieved.

C9. Where students falling under Regulation C8 have undertaken 120 credits at level 5 whilst registered on another course in the University and transferred with full specific credit without being granted another academic award, the Method One and Method Two classifications will be applied as specified in Regulations C4 and C7 respectively, unless the approved Programme Specification specifies otherwise.

Bachelor's degree at Pass level ('Pass Degree')

C10. Students who do not qualify for the award of Bachelor's degree with Honours may, having exhausted all attempts, be awarded a Pass without Honours, provided they have passed whole units to the value of 60 credits at level 6.

Awards other than the Bachelor's Degree with Honours and the Integrated Master's Degree

C11. The approved Programme Specification for each course leading to, or incorporating, awards other than the Bachelor's degree with Honours and the Integrated Master's degree will state explicitly the criteria to be met by students in order to achieve each award. (NB: The award of Pass Degree is covered under Regulation C10.)

C12. To qualify for an award other than the Bachelor's degree with Honours and the Integrated Master's degree, students must receive passes, including compensated passes, in whole units to the required credit value at each academic level and achieve the required learning outcomes for the award.

C13. Awards other than the Bachelor's degree with Honours and the Integrated Master's degree may be made at Pass level, with Merit or with Distinction. Pass degrees are excluded from this provision.

C14. For an award to be made at Pass level, a student must pass or otherwise be credited with all of the units that make up the specified number and level of credits for the award.

C15. For an award to be made with Merit, a student must achieve a weighted average of at least 60% in those units studied at the highest level for the specified award.

C16. For an award to be made with Distinction, a student must achieve a weighted average of at least 70% in those units studied at the highest level for the specified award.

C17. Except where the relevant Programme Specification confirms otherwise, academic credit can only be counted once. A student who has been given an interim exit award and is successfully readmitted, whether to the same course or to a different course for which the credit already completed will count towards the final award, the previous award will be revoked prior to enrolment.

C18. Where an Assessment Board does not have enough evidence of the student's performance to decide upon the award for which the student was a candidate (or a lower award where one is available), but is satisfied that, if not for illness or other exceptional circumstances, the student would have reached the standard required, it may make an Aegrotat award. Where such an Aegrotat award is made, a student would be permitted to complete the work, within a period of one year, for the original classified award.

C19. Exceptionally, in cases where a student who has begun the final level of study for their course is unable to be reassessed for a classified award, an Assessment Board will have the discretion to make a classified award.

C20. Any decision to revoke an award will be made by the University Registrar on behalf of the Academic Board.

Appendix A

Programme / Award	Credit Specification
University Certificate	60 credits at Level 4 or above
Certificate in Education	120 credits at Level 4 or above
Certificate of Higher Education	Passed level 4
Diploma of Higher Education	Passed levels 4 and 5
Certificate in Professional Studies	60 credits at Level 5 or Level 6
University Diploma	60 credits at Level 5 or Level 6
Diploma in Professional Studies	120 credits at Level 5 or Level 6
Foundation Degree	Passed Level 4 120 credits at Level 5
Unclassified Bachelor's Degree (Pass Degree)	Passed Level 4 Passed Level 5

	60 credits at Level 6
Bachelor's Degree with Honours	Passed Level 4 Passed Level 5 120 credits at Level 6
Bachelor's Degree in the Sandwich Mode	Passed Level 4 Passed Level 5 120 credits at Level 6 120 practice credits
Four Year Initial Teacher Training Bachelor's Degree with Honours	120 credits at Level 4 140 credits at Level 5 160 credits at Level 6 60 practice credits
Bachelor of Laws in Legal Practice	240 credits at Level 6
Integrated Master's Degree	Passed Level 4 Passed Level 5 120 credits at Level 6 120 credits at Level 7
Graduate Certificate	60 credits at Level 6
Certificate in Management	60 credits at Level 6
Graduate Diploma	120 credits at Level 6
Diploma in Management Studies	120 credits at Level 6
Graduate Diploma in Law (CPE)	240 credits at Level 6

Appendix B

Exam Regulations

A1 Details of an exam, including the date, location and time, will be made available to students at least 10 working days before the exam is due to take place, other than in exceptional circumstances (including the late acceptance of an academic appeal or request for deferred assessment, or an earlier exam being rescheduled due to an evacuation).

A2 Students are responsible for ensuring they are aware of the assessment requirements for the course on which they are registered, including the timing, location and venue of any invigilated exams.

A3 Candidates for invigilated exams:

- Should be present at the exam venue at least ten minutes before the exam is due to start.
- Will be admitted to the exam venue upon instruction by the invigilator(s) and may enter at any time during the first 30 minutes of the exam.

- Will not be permitted to enter the examination room after the first 30 minutes of the exam.
- Unless stated otherwise, students must not leave the exam room during the first 30 minutes or the final 15 minutes of the exam except in an emergency. (For certain exams, the University will require students to remain present for the duration; this requirement will always be communicated in advance).
- Must present photographic identification (usually a student card).
- Must comply with any instructions issued prior to, at the start of, or during an exam by an invigilator or authorised member of staff.
- Must not remove any item of exam stationery from the exam venue, except for the question paper. Where it is not permitted to remove the question paper this will be explicitly stated on the front page.
- Must not use any stationery other than that issued specifically for the purpose of the exam, or which they have been instructed to bring with them (which can only be stored in a transparent pencil case).
- Must not use any form of calculator, computer, tablet, smartphone, smartwatch or other smart device, except where specifically permitted for the exam.
- Must not use any unauthorised book, dictionary, manuscript or other aid, or access any unauthorised digital materials.
- Must not communicate with other students during the exam.
- Must not access any cases, bags, books or personal belongings which are not permitted for the exam (these must be placed in an area specified for this purpose).
- Must not take any food or drink except for bottled water into exams, except where permitted through a Personal Learning Plan or as an ad hoc adjustment approved in advance of the exam.
- Must ensure all phones or other communication devices are switched off, not on the student's person and not accessed during the exam.

A4 The University must be able to verify that the person sitting the exam is the student in question. Students wearing a face covering for religious, cultural or health reasons will be asked to show their face to an appropriate invigilator in a private setting.

A5 There will be a minimum of two invigilators present for the duration of an invigilated exam at which multiple students are sitting. In addition, at the start of the exam there may be additional staff present for the purpose of verifying the accuracy of the question paper and issuing, verbally or otherwise, any instruction with regard to paper errors.

A6 Where a student is not on the attendance list but believes they should be sitting the exam, they will be permitted to sit the exam. However, admittance to the exam does not guarantee that the work will be marked or the mark given to the student, if it turns out they were not permitted to sit the exam under the Assessment Regulations.

A7 Invigilated exams will be timed by a clock visible to the students and the invigilator(s). Alternative arrangements will be made where required due to a student's disability.

A8 If it is necessary to evacuate the exam venue for any reason, students will do so on the instruction of the invigilator(s) and must leave all papers, scripts, answer

books, equipment and other material related to the exam on their desks or work areas. They must also leave any personal belongings unless instructed otherwise by the invigilators. Students will be required to assemble in such place and in such manner as the invigilators instruct and must not communicate with each other in any way on the subject of the exam.

A9 For an on-campus PC exam, students must not submit any work after leaving the exam venue. To do so will be classed as cheating under the [Academic Misconduct Policy](#). For an online exam, any work submitted after the specified end time will be recorded as a non-submission.

A10 All suspected academic misconduct will be investigated in line with the [Academic Misconduct Policy](#). The student will be permitted to remain in the exam and will have the opportunity to complete an Exam Incident Report form and make a statement.

A11 Invigilators have the authority and discretion to instruct exam candidates in such a way as they may deem appropriate having regard for the safety of the candidates under the circumstances prevailing at the time.

A12 The University has the authority to exclude a student whose conduct warrants it from the exam and refer the matter for consideration under the Student Code of Conduct.