

Taught Postgraduate Assessment Regulations

2023/24



Contents

General	3
Period of student registration	4
Practice credits	4
Assessment	5
Continuation	6
Late Submissions	6
Reassessment	7
Deferred Assessment	7
Awards	8
Appendix A	
Credit Specification for Taught Postgraduate Awards	9
Appendix B	
Exam Regulations	9

Version	2023-2024 V.1.0
Owner	Assessment Management
Author	Assessment Management
Approved date	3 May 2023
Approved by	Academic Board
Last reviewed	May 2023
Date for review	May 2024
Changes in last review	<ul style="list-style-type: none">• Exam regulations added as an appendix.• A17 – new regulation to define the Writing Up Year and outline its limitations.• Information on Man Met Rise added.

About the Assessment Regulations

Manchester Met's Taught Postgraduate 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 taught postgraduate provision approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. The Assessment Regulations 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 the 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 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 will take 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 approved 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. Students registered on a course leading to the award of a Master's Degree who do not obtain the required credits for the Master's award will be granted a Postgraduate Certificate or a Postgraduate Diploma as appropriate, provided that they have gained the required credits and demonstrated achievement of the learning outcomes specified for that interim award in the Programme Specification.

A11. 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

A12. 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 **Policy for the Recognition of Prior Learning** apply.

A13. 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.

A14. 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.

A15. 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.

A16. 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.



A17. Prior to the due date of their final project, dissertation or other independent study unit, a taught postgraduate student may request a Writing Up Year. This is an extension into the next academic year of a maximum of 12 months. A student may only have one Writing Up Year. Writing Up requests require the approval of the Programme Leader.

Practice credits

A18. Periods of assessed practical training, placement, supervised work experience, or clinical or professional practice, whether taken in the UK or abroad, which are additional to the academic credits required for the award may attract practice credits based on the benchmark of 120 credits representing at least 1200 hours. Practice credits are not assigned to an academic level.

A19. 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 course, their enrolment will revert to the standard degree. In such instances, there will be no obligation for the University to provide a reassessment opportunity or alternative placement of equivalent length except where the student has an approved claim for deferred assessment as per Regulation B36.

A20. 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.

- A21.** Practice credits that are not credit-bearing and/or which are assessed on a pass/fail basis will not contribute to the classification of a taught postgraduate award.
- A22.** Practice credits that are not credit-bearing will be 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.
- A23.** Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Students must be informed specifically of any such requirements.
- A24.** Practice credits may not be used in place of the academic credits but, where such practice periods are a specific course requirement, they may contribute towards the student's overall eligibility for an award.
- A25.** 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.
- 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 confirmation by the relevant Assessment Board, in accordance with the **University's 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 50.

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.** 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.
- B3.** Students may normally take a maximum of 120 taught credits in a standard academic year for the course on which they are registered, and a maximum of 180 credits in a 12-month period, except where the Programme Specification states otherwise or where students have engaged with Man Met Rise.
- B4.** All summative assessments within a unit will be marked out of 100. The weighted average mark for the unit is 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.



Continuation

- B11.** Students' continuation on courses will be determined by their performance in, and engagement with, the summative assessments in the units on which they are enrolled.
- B12.** With the exception of certain Degree Apprenticeship provision (detailed in B13, below) a unit will be passed when a student achieves a weighted average mark of 50% for the summative assessment(s) associated with the unit.
- B13.** 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 50% in order for the unit to be passed, regardless of the unit's weighted average.
- B14.** 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 B15 and B16. For the purposes of determining whether a student is eligible for compensation, the level average should be calculated using uncapped marks. Students with an incomplete taught credit profile will not be considered for compensation.
- B15.** Subject to the provisions of Regulations B18 and B20, students may receive compensated passes in taught whole units where they achieve a weighted average mark in the marginal fail category (40% to 49%) for the summative assessment(s) associated with such unit(s), and have achieved an overall average of 50% or greater across the total 120 taught credits for the relevant award.



- B16.** For the award of PGCert, a student will be allowed compensated passes in a maximum of 15 credits for the 60 total taught credits; for the award of PGDip a student will be allowed compensated passes in a maximum of 30 credits for the total 120 taught credits; for the award of Master's degree a student will be allowed compensated passes in a maximum of 30 credits for the total 120 taught credits.
- B17.** 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.
- B18.** 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 will be provided within the approved Programme Specification.
- B19.** 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.
- B20.** 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.
- B21.** 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

- B22.** 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 50%. 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.
- B23.** Where one part of an assessment with multiple submission points is submitted late, the late cap will be applied to the full assessment.

- B24.** 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.
- B25.** 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.
- B26.** Students will not be entitled to undertake reassessment in any element(s) with a capped mark of 50% applied as a result of late submission.

Reassessment

- B27.** With the exception of Master of Fine Art provision (detailed in B28 below), students will be required to undertake reassessment in units where they have not achieved a weighted average mark of at least 50% or a compensated pass.
- B28.** Where a Master of Fine Art student fails one 60-credit unit, they will have the opportunity for reassessment in that unit. If the student fails both MFA-level units, they will be awarded the fallback award of MA in the relevant subject to which they are entitled without an opportunity to resit the failed MFA unit.
- B29.** 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.
- B30.** For all reassessment, the highest mark achieved for each element in any attempt should be used when calculating the new weighted average mark.
- B31.** Where students have achieved a weighted average mark of 50% or higher in a unit, they may not be reassessed in any part of the unit, except where the Programme Specification specifically states otherwise or where the student is entitled to deferred assessment as per Regulation B36.
- B32.** Students will have an automatic right to one opportunity of reassessment in all units. 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.
- B33.** No reassessment will enable students to attain a unit mark above the pass level, except where they have been permitted under Regulation B36 to be reassessed as if for the first time.
- B34.** 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.

- B35.** Where students fail a unit that is 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

- B36.** 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 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.
- B37.** 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 50%.
- B38.** Deferred assessment will entitle a student to additional reassessment attempts but will not remove any cap applied as a penalty for academic misconduct.
- B39.** 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.
- B40.** 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.

Awards

Award of Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees

- C1.** The approved Programme Specification for each taught postgraduate course leading to, or incorporating, the award of a Postgraduate Certificate, a Postgraduate Diploma or a Master's Degree will state explicitly the learning outcomes to be met by students in order to achieve each award.
- C2.** Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees may be awarded at Pass level, with Merit, or with Distinction.
- C3.** 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.
- C4.** For a Postgraduate Certificate, Postgraduate Diploma or Master's Degree to be awarded with Merit, a student must gain an overall average of 60%.
- C5.** For a Postgraduate Certificate, Postgraduate Diploma or Master's Degree to be awarded with Distinction, a student must gain an overall average of 70%.
- C6.** For the award of Master of Fine Art, a student's classification will be determined by the first 180 credits of study only.
- C7.** Under no circumstances will marks awarded for learning by other institutions be included within Manchester Met award classifications.
- C8.** 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.
- C9.** Where the 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.
- C10.** Any decision to revoke an award will be made by the University Registrar on behalf of the Academic Board.



Appendix A

Credit Specification for Taught Postgraduate Awards

For students undertaking an award under the Curriculum Framework for Taught Postgraduate Awards.

Postgraduate/award	Credit specification	Credit total
Postgraduate Certificate (PgCert)	60 credits at Level 7	60
Postgraduate Certificate in Education (PGCE)	60 credits at Level 7 60 practice credits	60 plus 60
Postgraduate Diploma (PgDip)	120 credits at Level 7	120
Masters Degree	180 credits at Level 7 (120 taught credits and 60 credits of supervised independent study)	180
Master of Fine Art	180 credits at Level 7 120 additional credits at Level 7	300
Master of Architecture	60 credits at Level 6 180 credits at Level 7	240
Master of Landscape Architecture	300 credits at Level 7	300
Professional Doctorate	Level 8 Taught elements must be credit rated at Level 8. For part 2, the research element, please see details within the Regulations for Postgraduate Research Degrees.	No minimum specified

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.

For further information and a glossary of terms, please refer to our website:
mmu.ac.uk/assessments



