

**Assessment Regulation 19 – Review of approach to late participation and extensions to student work**

**Summary**

During 2015/16 Education and Student Committee prioritised work relating to the Assessment Regulation Review. The majority of work was scheduled and completed for implementation in 2016/17.

The Education and Student Committee Assessment Regulations sub-group recommended that the work to research the current approach to late participation in assessment would commence in 2016/17. The current Assessment Regulations permit local arrangements to be approved by Boards of Studies in relation to allowing programmes to accept late participation and extensions to student work. It was agreed that this variation in practice should be reviewed to ensure that students are treated equitably.

It is proposed that research current and sector practice will be reviewed, and a policy and standard guidance for sanctions (allowing for discipline specific practice) is developed for 2017/18.

**Recommended Actions**

Education and Student Committee is asked to **consider** the scope of the proposal

## **Assessment Regulation 19 – Review of approach to late participation and extensions to student work**

During the Assessment Regulations review, the Education and Student Committee sub-group recommended that the work to research the current approach to late participation in assessment would commence in 2016/17.

The Assessment Regulations currently permit local arrangements to be approved by Boards of Studies in relation to allowing programmes to accept late participation and extensions to student work (see Appendix 1 attached - 4.4.1 *Late Participation in an Assessment*.) It was agreed that this variation in practice should be reviewed to ensure that students are treated equitably.

The sub-group noted that:

- there should be a standard policy on late participation and granting of extensions to make the process more transparent
- the current variable approach to granting extensions also impacts on managing assessment and feedback turnaround times

This planned review was noted within a Board of Studies Assessment Regulations Consultation (November 2015) which outlined that the work would support a standard approach for late participation and extensions and for discipline-specific practice to be operated where appropriate. The scope of the review will include:

1. the current processes for granting extensions and the relationship with the extenuating circumstances process
2. consideration of standard penalties for late submission of work

It is proposed that the current and sector practice will be reviewed, and that a policy and standard guidance for sanctions (allowing for discipline specific practice) is developed for 2017/18.

## **Appendix 1**

### **Extract from 2016/17 Assessment Regulations**

#### **4.4 PARTICIPATION AND ATTENDANCE**

Boards of Studies must approve arrangements for participation in all forms of assessment (including participation, late participation and any extensions that may be permitted in certain circumstances, usually where a student has submitted Extenuating Circumstances) and these will be detailed in the Programme Handbook. These procedures will take into account the nature of the subject area and any professional, statutory or regulatory requirements.

Students are expected to attend scheduled lectures, tutorials and laboratory sessions and are required to participate in all assessment components by the specified deadlines. Assessments must be submitted in line with the arrangements approved by the Board of Studies.

Attendance for some students on some Programmes and/or Modules is mandatory, often to meet PSRB requirements. Where this is the case, the requirement for mandatory attendance is set out in the Module and Programme Specifications, and attendance will be recorded and will count towards the successful completion of a Module or Programme Stage. These requirements will normally lead to a pass or fail and will not normally contribute to overall Award classification.

Where a student participates in, but fails a component or Module, resit rules apply (see Section 4.7).

##### **4.4.1 Late Participation in an Assessment**

Where late submission is permitted, the penalties for late submission and arrangements for extensions are determined by Programme Teams, approved by Boards of Studies and published in the relevant Programme Handbook.

If late submission is permitted, penalties will apply where a student:

- participates in an assessment after the due date where a deadline has not been extended and there are no Extenuating Circumstances.
- has been given an extension but participates in the assessment after the extended date but within any stipulated timeframe.

##### **4.4.2 Failure to Participate**

Where a student fails to participate in an assessment component and has no Extenuating Circumstances, then that component will be considered to be failed. No mark or credit will be awarded and a resit opportunity will be offered subject to the rules in Section 4.7.2.

A student who has not met the pass requirements for the Module and who does not complete any required resit assessment by the required date will be withdrawn from the Programme by the Assessment Board in accordance with the rules in Section 4.7.2.