Assessment Regulation 19: Draft Board of Studies consultation on proposed revision to Section 4.7- Failure of a Module

2016/17 was the first year of operation of the revised Assessment Regulations following consultation and review during the previous academic year. Feedback received on aspects of the Regulations was considered by the Education and Student Committee in November 2017.

Education and Student Committee reported the outcomes of this exercise to Senate in December 2017, and provided a proposed action plan setting out a number of recommendations. Senate approved the action plan and recommendations, and the next step is to consult with Boards of Studies and the Students’ Union to determine the feasibility and detail of the proposed changes to the Regulation and associated policy and guidance.

The attached draft consultation paper has been prepared for Boards of Studies and approval is sought from Educational Quality Committee prior to circulation.

Recommended action

Educational Quality Committee is asked to:

- approve the proposed Board of Studies consultation paper
- note that the Students Union will also be consulted on the proposed changes
Assessment Regulation 19- Proposed revision to section 4.7 Failure of a Module - Draft Consultation paper

2016/17 was the first year of operation of the revised Assessment Regulations following consultation and review during the previous academic year. Feedback received on aspects of the Regulations was considered by Associate Dean Education (ADE) Forum and Education and Student Committee, and a report and action plan were subsequently approved by Senate in December 2017.

A consultation is taking place with Boards of Studies and the Students’ Union to determine the detail of any changes to the Regulation and associated policy and guidance.

The purpose of this paper is to provide Boards of Studies with details of the proposals, and invite the Boards to comment and respond to the consultation questions.

Boards of Studies are asked to:

- **Consider and respond** to the proposals and consultation questions set out in this paper

Please send the responses to the questions and comments on the proposals to Helen Fitch, Assistant Registrar (Quality), Student & Academic Services, by xxxxxx 2018.
Assessment Regulation 19 - Proposed revision to section 4.7 Failure of a Module - Draft
Consultation paper

2016/17 was the first year of operation of the revised Assessment Regulations following consultation and review during the previous academic year. Feedback had been received on aspects of the Regulations and the points raised were considered by the Associate Deans Education (ADE) Forum in October 2017 and by Education and Student Committee in November 2017\(^1\). Particular consideration was given to the impact of the Regulations on quality, standards and student progression.

Education and Student Committee determined that (i) the current Regulations regarding compensation and capping of assessment components were appropriate and should be retained, and (ii) proposals regarding revising the Regulations relating to the trailing of a limited number of assessments and offering full repeat years should be explored further.

Education and Student Committee reported the outcomes of this exercise to Senate in December 2017\(^2\), and provided a proposed action plan setting out a number of recommendations. Senate approved the action plan and recommendations, and agreed to consult with Boards of Studies and the Students’ Union to determine the detail of the proposed changes to the Regulation and associated policy and guidance.

A copy of the relevant section of the Assessment Regulations is appended for information (see Appendix 1).

The purpose of this paper is to invite Board of Studies to comment on the proposals outlined in the following sections.

Helen Fitch
Assistant (Registrar) Quality
February 2018

---

\(^1\) Education and Student Committee paper (November 2017)
https://www.city.ac.uk/_data/assets/pdf_file/0011/379622/Item-17a-Assessment-Regs-Feedback-on-2016-17-update-for-E-and-S.pdf

\(^2\) Senate paper (December 2017)
https://www.city.ac.uk/_media/city-site/documents/about/education/academic-committees/senate/2017-18/13.12.17/Item_26_Reg_19_Assessment_Regs_Feedback_Senate_13_12_17.pdf
1. **Trailing of Assessment of up to 15 Credits**

Within the current regulations a student may be permitted to carry up to 15 credits’ worth of outstanding assessment for completion into the next programme stage, but only if they have Extenuating Circumstances. Feedback received had queried whether this practice should be extended to students without Extenuating Circumstances. Currently these students may need to wait several months (without attendance) to complete the assessment at the next opportunity, depending on the type of assessment and when it is scheduled. If the outstanding assessment is passed the student resumes their studies the following academic year.

Considerations include:

- the impact on progression if the timing of the next assessment opportunity prevents the student from progressing with their cohort (particularly if the student is not in attendance for the academic year in question) e.g. students may withdraw prior to completing the outstanding assessment.
- possible exceptions where it would not be appropriate for a student to complete an outstanding assessment whilst continuing with the next programme stage due to the assessment type, professional body requirements, health and safety, level of study or other issues

Senate agreed that the amendment to the regulation should be considered, noting that consultation would take place to determine the criteria.

Senate also agreed that Programme Teams consider the impact of module assessment design and scheduling on progression (NB assessment types and patterns fall within the remit of the current undergraduate assessment review.)

**Extract from current Regulations**

4.7 Exceptionally, where a student has:

- approved Extenuating Circumstances, and
- where the nature of the assessment and Programme permits, and
- taking into account PSRB requirements, where applicable

an Assessment Board may exercise discretion in permitting a student to complete a limited number of outstanding assessments (no more than 15 credits) in the following academic year whilst continuing with the next block or stage of the Programme. The specific arrangements for completing these assessments must be approved as a Special Scheme of Study in accordance with the arrangements set out in the [Special Scheme of Study Policy](#) and must take account of the maintenance of academic standards, and any legal obligations. The Assessment Board must make it clear to the student that failure to pass the assessments being completed will normally result in withdrawal from the Programme, even if Modules from the next block or Programme Stage of the Programme have been successfully completed.

It is proposed that the above extract from the current Regulations is amended to enable an Assessment Board to offer any eligible student (not just those with approved Extenuating Circumstances) to complete a limited number of outstanding assessments (no more than 15 credits) during the following year, i.e. where the type or timing of the assessment(s) mean that they could not be completed during the standard resit period, or where for example a student has had ECs at the first sit and is taking their first attempt during the resit period.

**QUESTION 1**

Does the Board of Studies agree with the above proposal for any student where the nature of the assessment, programme and PSRB requirements permit?

If yes:

- a) what criteria should determine whether a student is eligible?
- b) what criteria should determine whether the assessment and/or Programme is eligible?
- c) are there any other considerations that should be taken into account?

If no, please provide the rationale for the Board’s decision.
2. Repeat Year Option

City’s Regulations only permit students to be granted a full repeat year if they have approved Extenuating Circumstances. During the full repeat year the student does not carry forward any marks/credit; if the repeat year was offered following failure at resit they would not have any further resit opportunities.

If a student has multiple failed resits and no Extenuating Circumstances the Assessment Board may currently grant a partial repeat year (providing legal restrictions such as Tier 4 regulations do not apply). Feedback queried whether the Regulations could be revised to permit Assessment Boards to grant a full repeat year to students with multiple failed assessments during a programme stage if they have no Extenuating Circumstances.

Considerations include:

- the impact on progression for a student who has failed multiple assessments. A full repeat year option would enable the student to re-access all modules and assessments (but not carry any existing marks or credit from the failed programme stage). This practice is adopted at other institutions.
- a full repeat year may be suitable for some Programmes and would be preferable to allowing a student to trail a quantity of outstanding assessments.
- currently a student with multiple failed assessments could be offered a partial repeat year with attendance unless there are Tier 4 restrictions, which impacts on equality of opportunity.
- the onus would be on the student to pass the programme stage at first attempt however a repeat year option may provide a viable alternative to a partial repeat year and would be open to Tier 4 students (subject to legal requirements being fulfilled).

Senate agreed that an amendment to the Regulation should be considered, noting that consultation would take place to determine the criteria.

Extract from current regulations

See Appendix 1 - 4.7.3 and 4.7.4

It is proposed that Assessment Boards should be able to offer students with multiple failed assessments (but without approved Extenuating Circumstances), the option to undertake either a partial repeat year or a full repeat year option.

If a student undertakes the full repeat year option, they would re-access all the modules and assessments but not carry any existing marks or credit from the failed programme stage.

QUESTION 2
Does the Board of Studies agree with the above proposal?

If yes:

a) what criteria should determine whether a student is eligible?

b) what criteria should determine whether the programme is eligible?

c) Are there any other considerations that should be taken into account?

If no, please provide the rationale for the Board’s decision.
EXTRACT FROM CURRENT ASSESSMENT REGULATIONS FOR INFORMATION

4.7 Failure of a Module

If a student fails a Module due to failure in an assessment component, the Assessment Board will normally offer one of the following options:

- Compensation (where this option is permitted and detailed within the Programme Specification, and the student has met specific criteria), as detailed in Section 4.7.1
- Resit, as detailed in 4.7.2

Where a student is eligible for compensation at the first assessment attempt, this should be applied in the first instance rather than offering a resit opportunity.

A student may not progress to the next Programme Stage until they have successfully passed the current Programme Stage, except in exceptional circumstances as detailed below.

If a student has multiple failed assessments at the first attempt, an Assessment Board may offer a partial repeat year, as detailed in Section 4.7.3.

If a student has Extenuating Circumstances affecting multiple assessments, an Assessment Board may offer a repeat year, as detailed in Section 4.7.4.

Exceptionally, where a student has:

- approved Extenuating Circumstances, and
- where the nature of the assessment and Programme permits, and
- taking into account PSRB requirements, where applicable

an Assessment Board may exercise discretion in permitting a student to complete a limited number of outstanding assessments (no more than 15 credits) in the following academic year whilst continuing with the next block or stage of the Programme. The specific arrangements for completing these assessments must be approved as a Special Scheme of Study in accordance with the arrangements set out in the Special Scheme of Study Policy and must take account of the maintenance of academic standards, and any legal obligations. The Assessment Board must make it clear to the student that failure to pass the assessments being completed will normally result in withdrawal from the Programme, even if Modules from the next block or Programme Stage of the Programme have been successfully completed.

Compensation

Consideration of compensation for a failed Module requires that the overall Learning Outcomes of the Programme Stage have been met. Where compensation arrangements are permitted, these are detailed in the Programme Specification and will be applied in accordance with any PSRB requirement.

Compensation can only be awarded by an Assessment Board and must be applied within the following limits and conditions:

- The maximum amount of compensation that can be applied across one or more Modules within a Programme Stage or for the Programme is as follows:
  - Undergraduate/Graduate/Integrated Masters Programmes - 15 credits or one sixth of the total credits within a Programme Stage, whichever is greater
  - Postgraduate Programmes - 15 credits of the Programme as a whole can be compensated in a Postgraduate Certificate and no more than 20 credits may be compensated in a Postgraduate Diploma or Masters degree.
- A mark of no more than 10% below the Module pass mark must have been achieved in the Module to be compensated.

- It can be demonstrated that the Learning Outcomes of the Modules in the Programme Stage have been satisfied.

- Taking the mark to be compensated into account:
  - **Undergraduate/Graduate Programmes** – an overall aggregate mark of 40% must have been achieved for the Programme Stage calculated on the basis of the Module marks weighted according to their credit value.
  
  - **Integrated Masters Programmes** – an overall aggregate for the Programme Stage (40% for Stages 1-3, and 50% for Stage 4), must have been achieved calculated on the basis of the Module mark weighted according to their credit value.
  
  - **Postgraduate Programmes** - an overall aggregate mark of at least 50% must have been achieved; this is normally calculated excluding the project or dissertation mark.

- Compensation cannot be applied to a Dissertation or equivalent major project.

- A student who receives a compensated pass in a Module will be awarded the credit for the Module. The mark used to calculate the Award will be the original Module mark. The original component mark(s) (i.e. those below the pass mark) will be retained in the record of marks.

- A pass/fail module cannot be compensated

- Modules failed due to academic misconduct cannot be compensated

**Resits**

A resit is a second attempt at an initial failed assessment without having to repeat the original period of teaching and learning. The resit mode may vary depending on the nature of the initial assessment.

A resit is granted by the relevant Assessment Board which also makes the final decision on resit arrangements.

Where there is more than one assessment component in a Module, an Assessment Board will need to make clear which assessment components they are required to resit (see 4.7.2v below).

A student normally has a maximum of two attempts to pass each assessment component; a first attempt and a resit. Students who have approved Extenuating Circumstances may be granted a further attempt (see Section 4.8).

In exceptional circumstances, usually for PSRB reasons, the Assessment Board may decide to permit the student to take a second resit. This option must be an approved part of a Programme, listed as a Programme Regulation (Appendix 1).

Resit provision is subject to all the following conditions:

i. If a student fails to participate in an assessment component at the first attempt and has no Extenuating Circumstances, the first attempt will be recorded as a fail and a resit will be offered for that component.

ii. No resit assessment(s) can be undertaken until failure of the assessment component(s) has been confirmed by the Assessment Board, or an Interim Assessment Panel or, where a final decision is pending following a meeting of the Assessment Board, by the Assessment Board Chair and External Examiner.
iv. The method and date of resit will be set by the Assessment Board or by Chair’s action following initial consideration by the Assessment Board. Interim Assessment Panel decisions on resits are provisional and subject to approval by the Assessment Board.

v. Resit arrangements will be as follows:

   a. If the student fails to achieve the minimum qualifying mark in any component, they must resit that component regardless of the aggregate Module mark.

   b. If the student fails to achieve the pass mark for the Module on aggregate, it will be necessary to resit all components with a mark below the Module pass mark. This includes components without minimum qualifying marks as well as components with minimum qualifying marks.

   c. The mark for each assessment component that is subject to a resit opportunity will be capped at the pass mark for the Module (40% for undergraduate Modules or 50% for Postgraduate Modules). This capped mark will be used in the calculation of the final Module mark (which will be used in the Award calculation), together with any original marks for components that were passed at first attempt.

   d. If a student receives a lower mark in a resit for an assessment component than that achieved at the first attempt, the lower mark stands (not the first attempt mark even where this was failed); the Assessment Board cannot exercise discretion over which to accept.

vi. Where the pass mark for the Module overall is achieved and any component requirements are satisfied, the student will be awarded the credit for the Module.

vii. A student who has not met the pass requirements for the Module(s) and does not complete the resit by the date specified will not normally proceed on the Programme; the Assessment Board will require them to be withdrawn.

**Multiple Failed Assessments (Resits or Partial Repeat Year)**

If a student:

- has multiple failed assessments at the first attempt and has not met the requirements to progress to the next Programme Stage (and has no approved Extenuating Circumstances), or
- has approved Extenuating Circumstances affecting the second (resit) attempt at their assessments

and has not met the requirements to progress to the next Programme Stage or complete their Award, an Assessment Board may, at their discretion and where permitted, offer either option (i) or (ii) below:

**i. Resits at the next opportunity**

The student must resit any failed components (i.e. all those where the pass requirements have not been met) at the next opportunity to complete:

- their second attempt at the failed assessments (if the student had no Extenuating Circumstances), or
- an additional resit attempt (if the student has approved Extenuating Circumstances that related to a resit attempt).

The student is not expected to attend City other than to participate in relevant assessments.

Marks for the resit attempt are capped at 40% (undergraduate) or 50% (postgraduate) and no further resit or compensation opportunities will be permitted.
If a Module is failed, the student will be withdrawn unless they are eligible for compensation and
the Assessment Board agrees that they have therefore met the
requirements for progression to the next Programme Stage or an Award.

**ii. Partial Repeat Year**

Based on the nature and number of assessments that have been failed, the Assessment Board
may offer the student a partial repeat year (with attendance) to complete:

- their second attempt at the failed assessments (if the student had no Extenuating Circumstances), or
- an additional resit attempt (if the student has approved Extenuating Circumstances that
  related to a resit attempt).

If a partial repeat year is undertaken:

- The student is not permitted to progress to the next Programme Stage of the Programme but must repeat the failed Modules and/or assessment components in full (with attendance) during the following academic year.
- The student retains the marks for the Modules and/or components already passed in the previous academic year.
- The student attends City, and has full access to all facilities during the partial repeat year.
- The student must resit any failed components where the pass requirements have not been met.
- Marks for the resit attempt are capped at 40% (undergraduate) or 50% (postgraduate) and no further resit or compensation opportunities will be permitted.
- If a Module is failed during a partial repeat year, the student will be withdrawn unless they are eligible for compensation and the Assessment Board agrees that they have therefore met the requirements for progression to the next Programme Stage or an Award.
- Normally, the opportunity to repeat a year of study for progression purposes can only be offered once in the duration of the registration and will be counted as part of the student’s maximum period of registration.

There is no automatic right to a partial repeat year.

Repeats may not be used to improve the classification of the Award where a student has passed.

City must comply with relevant external legal and regulatory requirements, therefore partial repeat years may not be offered to students where legal or other restrictions apply.

If the Assessment Board offers a partial repeat year, the student may decline this and decide to participate in the resits at the next opportunity. If a student declines the offer of a partial repeat year, and participates in the resits at the next opportunity they will not be offered any further attempts at the failed assessments if they fail their resit attempts.

**Full Repeat Year**

A full repeat year is only permitted where the student has approved Extenuating Circumstances (see Section 4.8) affecting multiple assessments or the student has been suspended in accordance with the Fitness to Study Regulation (see Senate Regulations). Either the student or the Assessment

---

3 Legal or other restrictions include Home Office requirements in relation to Tier 4 students. Schools should consult the Visa Compliance Team in advance of the Assessment Board(s) for guidance.
Board can propose this approach. Where a student recommends a full repeat year, the Assessment Board will use its discretion in deciding whether the request is approved and will consider the requirements of any PSRB where applicable.

If a full repeat year is undertaken:

- The student does not progress to the next Programme Stage but repeats all the Modules in the current Programme Stage during the following academic year.
- The student is not able to carry forward any marks or credit from previous attempts at the Programme Stage in the previous academic year. Previous marks for the Programme Stage are disregarded and all assessment components are repeated including any which the student has previously passed.
- The student attends City and has full access to all facilities during the full repeat year.
- The marks that can be achieved are not capped, and the student is normally entitled to the resit opportunities available. If, however, the repeat year was granted in relation to resit assessments, the marks will be capped and no further resit opportunity will be offered.
- Normally, the opportunity to repeat a year of study for progression purposes can only be offered once in the duration of the registration and will be counted as part of the student’s maximum period of registration.