

Assessment Regulation 19- Proposed revision to section 4.7 Failure of a Module following feedback on the Regulations - Board of Studies Consultation update

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.

In February 2018, Boards of Studies and the Students' Union were invited to respond to a consultation to consider proposals as noted in the action plan arising from the feedback, and determine whether any changes should be made to the Regulation and associated policy and guidance. This paper summarises the responses received and the proposed next steps.

Recommended Actions

Educational Quality Committee is asked to

- (i) **Note** the outcomes of the consultation
- (ii) **Consider** the recommendations

Assessment Regulation 19- Proposed revision to section 4.7 Failure of a Module

Board of Studies Consultation Paper

Introduction

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 2017¹. Particular consideration was given to the impact of the Regulations on quality, standards and student progression.

Education and Student Committee agreed that proposals relating to (i) the trailing of a limited number of assessments and (ii) offering full repeat years should be explored further. A draft consultation paper was approved by Educational Quality Committee and shared with the Boards and the Students' Union in February 2018.

This paper summarises key considerations highlighted during consultations with Board of Studies and the Student Union at **Appendix 1**. The existing regulation is attached at **Appendix 2**.

Outcomes and recommendations

1. Trailing of Assessments

Overall, there was support for broadening the offer of trailing a limited amount of resit assessment to students. This option could therefore be available if a student had had ECs at any point during the academic year, for example if they had ECs at the first sit and are taking their first attempt during the resit period (without ECs) and fail that attempt. This could be achieved through minor amendment to the Regulation and development of associated guidance.

2. Full Repeat Years

Currently full repeat years are only available to students with multiple ECs. The consultation considered whether it might be appropriate to offer repeat years to students who did not have multiple ECs. Overall this proposal was not supported as noted in the summary, with Schools citing a number of considerations and concerns.

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

Summary of responses to Board of Studies and Students' Union consultation

1. Completion of a limited number of assessments in the following year

Boards of Studies and the SU were asked whether the relevant paragraph from the current Regulations should be 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.

The proposal would apply to any student, where the nature of the assessment, programme and PSRB requirements permit.

Proposal/ Questions	Summary of responses to consultation questions	Considerations
General responses to this proposal	Overall the responses received were in favour of allowing a student to resit an assessment in the following year (alongside their next year of study) where it had not been possible for them to attempt the resit during the standard resit period. This would be subject to certain provisos as outlined below.	<ul style="list-style-type: none"> • The trailing of a limited number of outstanding assessments would extend to completion of outstanding resits only. • This option would be as an alternative to completing the resits without attendance in the following year, ie allowing the student to complete them and begin their new programme stage concurrently.
Criteria to determine whether a student is eligible	<p>Respondents commenting on this point noted that:</p> <ul style="list-style-type: none"> • the resit must be a first or second attempt only, e.g. the student would have had an accepted EC from one or both attempts – it would not enable a student to have a third attempt at an assessment • there would be certain PSRB exceptions • the decision to allow the student to progress and complete the resit in the following year should be decided by the Assessment Board (to be defined, e.g. based on criteria such as the overall performance in the current stage or minimum average mark in other modules for that stage). • there should be evidence that the student has sought appropriate support (e.g. notified personal tutor of issues impacting on their ability to study; self-referral to counselling) 	<ul style="list-style-type: none"> • The assessment would not be a third attempt • The student would have had accepted ECs during the academic year (but not limited to the most recent assessment period). • Students would not be able to choose to trail or defer a module or assessments – the decision to permit this would be made by the Assessment Board. • The criteria for offering the opportunity for the student would be developed for guidance.

<p>Criteria to determine whether the assessment and/or Programme is eligible</p>	<p>Respondents commenting on this point noted that</p> <ul style="list-style-type: none"> • all programmes/assessments would be eligible unless programmes identify any specific exceptions, e.g. <ul style="list-style-type: none"> ○ where PSRBs have rules in place which prevent students progressing until all assessments have been completed or ○ other criteria such as if the assessment relates to clinical work and/or where patient safety needs to be considered ○ availability of placements • the meeting of the programme learning outcomes should not be compromised • this could occur where the assessment could not have been compensated, and the student could not complete the stage until they have passed the assessment or if the student has opted to re-sit the assessment despite being eligible for compensation • The Assessment Board would need discretion to decide whether the option to ‘trail’ an uncompleted assessment of up to 15 credits – this would be influenced by <ul style="list-style-type: none"> ○ the programme level ○ the learning outcomes of the programme, which should not be compromised • The ‘trailed’ assessment should not be classed as a ‘third’ attempt at an assessment 	<p>Considerations would include:</p> <ul style="list-style-type: none"> • the nature of the assessment • impact on the learning outcomes • the relationship with compensated modules • PSRB limitations • the impact on the student; their best interest should be taken into account.
<p>Any other considerations that should be taken into account</p>	<p>Concerns that this should not enable students to have a third attempt at an assessment</p> <p>It should be ensured that the published EC procedures would still apply</p> <p>The impact on the student bearing in mind the additional workload of having a resit alongside their next year of study.</p> <p>Concerns about the impact on timetabling and examinations if students were able to trail a whole module (all assessment components of a 15 credit module). There may be potential timetable clashes.</p> <p>Concerns about overlap between programme stages.</p> <p>A statement on the philosophy of ECs and resits has been requested.</p> <p>One School has queried the approach where the module in question is worth more than 15 credits.</p>	<p>A ‘trailed’ assessment would not be a third attempt at an assessment.</p> <p>It is expected that the student would have had an EC at some point during the year, not limited to the most recent examination period.</p> <p>The published EC process would still apply</p> <p>The resit should be completed as early as possible in the next academic year</p> <p>The student would need to successfully complete the resit in order to complete the relevant programme stage (as in the current Regulations section 4.7).</p>

	<p>Queries about how the process would work and the students be tracked.</p> <p>Note that the nature of some assessments mean that they cannot be re-assessed (e.g. laboratory based assessment)</p> <p>Risk of student complaint if they fail a trailed assessment and are unable to progress but have already incurred student fees for the next programme stage.</p> <p>Concern that the resit takes place as soon as possible (no later than the January assessment period) and is not delayed until the summer assessment or subsequent resit period. This would reduce the possibility of a student completing the whole year and being withdrawn at the end of the year due to failing the trailing assessment.</p> <p>Students must also be clearly informed of the importance of the trailing assessment and that their progress is conditional on passing this assessment.</p> <p>The proposal should be underpinned by an underlying statement of the philosophy around ECs and resits.</p> <p>The Assessment Board should consider the best interest of a student before offering them the opportunity to trail an assessment (e.g. considering number of ECs, the assessment type etc)</p> <p>It might be appropriate to offer the opportunity to offer a trail for one component of a 15 credit module, but not all assessments for a 15 credit module.</p>	<p>If a student trailed a resit and subsequently failed, the Assessment Board would not be able to apply retrospective compensation for that module.</p> <p>A Scheme of Studies would be required for any student for whom the Assessment Board would permit the trailing of a limited number of assessments.</p>
--	---	---

2. Full repeat year

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.

Proposal/ Questions	Summary of responses to consultation questions	Considerations
General responses to this proposal	<p>4 Schools had strong reservations about the proposal.</p> <p>1 School (SMCSE), the SU and LEaD supported the proposal.</p>	<p>The majority of responses did not support the broadening of the repeat year option to students with multiple failed assessments but no ECs.</p>

	<p>SMCSE would like this option to be available to any student who has not progressed to the next stage of their programme (decision would be made by the Resit Board). There would only be one opportunity for this and it would also be subject to PSRB limitations</p> <p>The SU would also like students to have an option to repeat one year (subject to this complying with PSRB limitations).</p>	
<p>Any other considerations that should be taken into account</p>	<p>Law noted:</p> <ul style="list-style-type: none"> • Concerns regarding timetabling and scheduling of modules and space requirements. • Concern that there would be a disadvantage for students that have passed the same modules/ stage of the course, by allowing students without evidence of having been impacted by circumstances to repeat with attendance. <p>Cass UG noted:</p> <ul style="list-style-type: none"> • Did not foresee circumstances in which a student with no ECs could start the year again if they already earned credit. • Concern about how this proposal would work alongside interruption of studies (possible confusion about whether to interrupt studies or wait to be offered a repeat year by the Assessment Board if results are poor • Allowing students (without EC) a full repeat with no carried forward marks would be unfair to those students who passed at resit attempt with a capped mark, unless they were made the same offer. <p>Cass PG noted:</p> <ul style="list-style-type: none"> • This would be difficult set criteria and hard to apply fairly for PG programmes • Allowing full repeats has resource implications and is unfair to students who submit the ECs in usual way. <p>SMCSE noted:</p> <ul style="list-style-type: none"> • Implications and considerations around maximum period of registration and study should be taken into account. • Would there be a stated maximum or minimum number of failed assessments and how this number would guide the assessment board in using the partial repeat year or full repeat year option? • Concern about cost to the student of a full or partial repeat year (equal opportunities considerations) • Clarity would be needed on how this proposal would work if the student a mix of ECs and ordinary failures. Would Boards offer the option of full or partial repeats alongside the fall-back of 'normal' resits (or offer all three options) • A full repeat year would be difficult set criteria and to apply fairly for PG programmes 	<p>A repeat year option would not be designed to be an additional third attempt at any assessments a student had failed.</p>

	<p>SASS noted that:</p> <ul style="list-style-type: none">• Repeating a year would mean that students without ECs would be giving up assessments that they have already passed. <p>The SU noted:</p> <ul style="list-style-type: none">• students should always be offered the opportunity of a first attempt and a resit attempt (a minimum of 2 assessment opportunities) regardless of their programme of study or whether compensation is offered or not. To be clear we also request that in the event compensation is offered on the module, and a student isn't eligible, they should still be offered a resit irrespective of extenuating circumstances.• 3rd year undergraduate students in Cass Business School only have one attempt at passing a module which the SU feels is unfair and leaves them at a disadvantage when compared to their peers at City on other programmes who are offered a resit as well as other students at other institutions.	
--	--	--

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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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 apply².

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 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.

² 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.