

Assessment Regulations

Higher National Awards

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Assessment Regulations for Teesside University Higher National Awards

1. INTRODUCTION

1.1 This edition of the Assessment Regulations for Teesside University Higher National Awards supersedes previous versions and applies to all new students enrolled on Teesside University Higher National Awards and Modules from 17 September 2018¹.

1.2 The Regulations are supplemented by two other documents: the *Glossary*, which defines the key terms used in the Regulations; and the *Variance Register* which details all approved variances from the Regulations.

1.3 Both staff and students are expected to be familiar with the Regulations. Sources of support for students in understanding the Regulations are published in Student Handbooks. Students may also seek independent advice from the Students' Union. Staff can seek support by contacting the Academic Registry.

2. APPLICATION OF THE REGULATIONS

2.1 Status and Scope

2.1.1 Standard Regulations: These Regulations are the standard regulations for all Teesside University's Higher National courses regardless of location or mode of delivery. They will apply in their entirety to all Higher National Awards, and to all students undertaking those awards, unless variance has been approved by, or on behalf of, Academic Board.

2.1.2 Awards of the University Offered by Partner Institutions: Where other institutions deliver Teesside University awards under partnership and/or franchise

¹ Students undertaking reassessment will be considered under the regulations in operation at the time they commenced on the module(s) being reassessed.

arrangements, those institutions and awards are bound by these Regulations subject to any approved variance [see Section 2.2.]

2.1.3 Discretion: In clearly specified circumstances, Assessment Boards have the power to exercise their discretion in the light of their academic judgement to ensure that students are treated equitably and fairly, that academic standards are maintained, and students are not disadvantaged by administrative or procedural irregularities beyond their control. In exercising discretion, Assessment Boards must take account of the views of the external examiner(s) and should ensure that decisions are taken in the spirit of these Regulations to the benefit of students. Decisions reached as a result of the exercise of discretion must be minuted together with the reasons for the decision.

2.1.4 Guidance on Implementation: Other than the guidelines and procedures relating to approved variance, where guidance is issued which supplements these Regulations, the Regulations take precedence in the event of conflict.

2.1.5 Chair's Action: An Assessment Board may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, subject to the approval of the relevant external examiner(s).

Delegated responsibility should only be exercised in exceptional cases, for example:

- a) To correct errors and/or omissions in the assessment marks and/or module results presented to an Assessment Board.
- b) To reconsider a decision of the Board in light of a recommendation made by an Academic Appeal Committee following consideration of the evidence relating to an Academic Appeal Application.
- c) To instigate the Irregular Results procedure or otherwise ensure students are considered justly and consistently.
- d) To recommend conferment of an award in light of the above.
- e) To consider module results and/or the conferment of an award for a very small number of students where it is not practical to reconvene a Module and/or Progression and Award Board.

2.1.6 Authority: The regulations in force at any time shall be those published on the Student Regulations section of the University Website unless otherwise specified [see Section 2.1.8]. Students who register for an award part-way through an academic year of study, or resume study after a period of interruption, will be governed by the regulations in force at the time of such registration or resumption.

2.1.7 Review and Approval of Regulations: The Regulations are reviewed periodically to reflect changing institutional agendas and for the purpose of editorial amendment. This review process is informed by feedback from appropriate staff, students, external examiners and, where appropriate, other agents external to the University. The Regulations pertaining to a semester will be published in advance of its commencement.

2.1.8 Changes to the Regulations: While the University reserves the right to amend the Regulations, changes will not normally be implemented within a year of study. In exceptional cases (for example, following major review and modification) amendment to the Regulations may result in different cohorts of students registered for the same award being considered under different Regulations. Students will be notified in such cases and every effort will be made to ensure no cohort is unduly disadvantaged.

2.2 Variance from the Regulations

2.2.1 Approval: Variance to these Regulations will normally only be approved to meet specified requirements or expectations of Professional, Statutory and Regulatory Bodies [PSRBs] or other such external bodies that accredit awards of the University. Such variance must always be approved by, or on behalf of, Academic Board and recorded in the Variance Register.

2.2.2 Definitions: Variance from the Assessment Regulations will be of two kinds: a) Module Variance; and b) Course Variance:

a) **Module Variance** is approved on behalf of Academic Board. It is sought from the relevant School Committee or course approval panels and only relates to module-specific regulations (for example, module-specific variance to the standard pass criteria). It is approved as part of the module approval process but

must always be reported to Academic Board or its nominated Sub-Committee for the purposes of oversight and accuracy of the Variance Register.

- b) **Course Variance** is approved on behalf of Academic Board. It is sought from its nominated Sub-Committee. It will normally relate to course wide regulations (for example, standard progression profiles/criteria, and the classification of awards). Course variance is agreed in principle at course approval or by the relevant School Committee but must always be approved by Academic Board or its nominated Sub-Committee for the purposes of oversight and accuracy of the Variance Register.

3. GENERAL PROVISIONS

3.1 Framework for Academic Awards

3.1.1 Credit Framework: All Higher National courses consist of modules. Each module has its own learning outcomes and is designed, delivered, and assessed at an academic level consistent with those outcomes. Credit is awarded for achievement of the specified learning outcomes of the module. Credit is accumulated sequentially, by level, until the credit requirements and the associated learning outcomes for the award are met. All awards offered by the University comply with the credits requirements of the national frameworks which identify and articulate typical characteristics of HE awards. These requirements, as well as more information about the operation of credit, can be found in the University's *Credit Accumulation and Modular Scheme [CAMS]*.²

3.1.2 Assessment and Feedback Policy: Assessment not only enables students to demonstrate they have achieved the learning outcomes; it also promotes high-level learning. Feedback is an important part of the process which enables students to improve their learning. The University's Assessment and Feedback Policy

² The *Credit Accumulation and Modular Scheme (CAMS)* is available here: <http://www.tees.ac.uk/docs/DocRepo/Quality%20handbook/D1-CAMS.doc>

provides a framework for effective, appropriate and fair assessment practice that promotes learning.³

3.1.3 Other Relevant Documentation: The Regulations are paramount in decision-making relating to matters of student progression, achievement, and grading. However, in addition to these Regulations, the University operates a number of other institutional policies and procedures which variously inform, support, or structure student learning. Where these other policies and procedures bear on these Regulations reference is made to the full document.

3.2. Responsibilities

3.2.1 Responsibilities of the University:

3.2.1.1 Assessment and Regulatory Literacy: Regulations and policies should be understood by staff and students and should not be a barrier to effective assessment practice and high-level student learning. In this respect, the University acknowledges that developing assessment and regulatory awareness is a paramount concern for both staff and students. Learning is most effective when students and staff share an understanding of academic and professional standards in an atmosphere of mutual trust. As such, the University will, over time, actively engage students in a mutual dialogue about assessment processes in order to establish a shared understanding of the meaning of academic standards and professional judgement.

3.2.1.2 Information for Students: The University requires that students are made aware of, and have access to, the following information:

- a) The relevant assessment regulations governing their course of study.
- b) The full details and requirements of their specific course of study.
- c) The learning outcomes, assessment criteria, weightings and assessment strategy for each module.
- d) The criteria relating to grading and marking schemes.

³ The Assessment and Feedback Policy is available here:
<http://www.tees.ac.uk/docs/DocRepo/Quality%20handbook/I-AFP.doc>

- e) The reassessment arrangements for their course of study;
- f) The procedures for the submission of assignments, including the procedure and the penalties for late submission of summative assessments.
- g) The grounds on which applications for mitigating circumstances and/or extensions to deadlines for assessed work can be made and the procedures for doing so.
- h) The mechanism used to communicate results and the date this will occur.
- i) The grounds on which applications for academic appeal can be made and the procedures for making such an appeal.
- j) The *Regulations Relating to Academic Misconduct (Taught Components and Programmes)*.⁴

3.2.2 Responsibilities of Students: The University is committed to providing students with the resources, opportunities, and the support required to become successful high-level learners. However, effective learning requires active personal engagement with these resources and purposeful participation in the learning opportunities provided. As such, students are expected to comply with the regulatory requirements of their course of study, engaging with scheduled classes, and carry out the prescribed learning activities for the modules on which they are enrolled. In addition, it is the responsibility of students to:

- a) Ensure they are aware of examination dates and coursework submission dates.
- b) Attempt all examinations and/or summative assessments [see Section 3.3].
- c) Inform the University if they are unable to attend classes in accordance with the University's *Attendance Policy*.⁵

⁴ The *Regulations Relating to Academic Misconduct (Taught Components and Programmes)* are available here:
[http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20\(Taught%20Components%20and%20Programmes\).doc](http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20(Taught%20Components%20and%20Programmes).doc)

⁵ The *Attendance Policy* is available here:
<http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Attendance%20Policy.pdf>

- d) Notify the University through the proper procedures of any extenuating circumstances which may have affected their performance and which they wish to be taken into account [see Section 3.9].

3.3 Definition of Attempt

A module is deemed to have been attempted if a submission is made by the student for any component of summative assessment as defined in the Module Specification. No minimal mark needs to have been achieved in order for the submission to count as an attempt.

An assessment is deemed to have been attempted if a submission is made by the student in accordance with the procedures defined for submitting the assignment. This entails the formal recording on receipt of the assessed work as detailed in the University's *Regulations for the Submission of Assignments*.⁶

An examination is deemed to have been attempted if the student accurately completes the formal attendance card and submits at least one answer script with a properly completed front cover.

3.4 Studying Additional Non-Contributory Modules

3.4.1 Students who have gained sufficient credits for progression or award may not study additional modules as a means of improving marks or grades. Students wishing to study additional modules which do not form part of their primary course of study should make an application to the Dean of School who will consider the request on an individual basis. The decision of the Dean of School is final.

The study of additional modules is subject to timetable and other resource constraints. Additional module credits do not contribute to the student's primary award or any grading of this award.

⁶ The *Regulations for the Submission of Assignments* is available here: <http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Submission%20of%20Assignments.pdf>

3.5 Recognition of Prior Learning

Students may be permitted to enrol onto courses with advanced standing by Recognition of Prior Learning [RPL] or through an approved articulation or progression route. Such prior learning may be certificated or experiential or a combination of both. Successful applications for RPL result in the award of academic credit but marks/grades will not be awarded. The approved processes by which entry with advanced standing may be permitted are available on the University website at: [Recognition of Prior Learning \(RPL\) Policy](#)

3.6 Ethical Compliance

Students are expected to consider the ethical implications of everything they say, write or otherwise communicate in their assessment tasks. In addition, where applicable, students are required to comply with appropriate ethical release/approval processes. These are defined in the *Policy, Procedures & Guidelines for Research Ethics*.⁷

3.7 Academic Misconduct

Students are expected to observe the University's Regulations which define and proscribe cheating, plagiarism and other forms of academic misconduct.⁸

3.8 Conduct in Examinations

Students are expected to observe the University's instructions relating to conduct in undertaking examinations. Regulations relating to the conduct of examinations are specified in Appendix 4 of the *Regulations Relating to Academic Misconduct (Taught Components and Programmes)*.⁹

⁷ The *Policy, Procedures & Guidelines for Research Ethics* is available here: <http://www.tees.ac.uk/docs/DocRepo/Research/ethics.pdf>

⁸ The *Regulations Relating to Academic Misconduct (Taught Components and Programmes)* are available here: [http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20\(Taught%20Components%20and%20Programmes\).doc](http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20(Taught%20Components%20and%20Programmes).doc)

⁹ The *Regulations Relating to Academic Misconduct (Taught Components and Programmes)* are available here:

3.9 Extenuating Circumstances

The University recognises that there may be times when, due to adverse circumstances beyond their control, a student may be unable to meet an assessment deadline, or cannot complete assessments to the best of their ability, or are unable to attend an examination. In such circumstances the University operates *Extenuating Circumstances Regulations (Taught Components and Programmes)* to enable students to request that such circumstances are taken into consideration.

There are three types of remedy that may be offered to a student who is experiencing difficulties outside her/his control:

- a) An Extension of the assessment deadline to a later date.
- b) A formal application for Mitigating Circumstances.
- c) Interruption of Studies until an agreed date.

Details of these processes are set out in the University's *Extenuating Circumstances Regulations*.¹⁰ Guidance for students is available on the University's website.

3.10 Penalties for the Late Submission of Work

Where coursework is submitted later than the original deadline without the prior approval of an extension or mitigation, or where coursework is submitted beyond an agreed extension, then the following tariffs apply:

- a) 1-7 calendar days late: work is capped at Pass.
- b) Beyond 7 calendar days late: work will receive a grade of Fail.

Where submission is in relation to the reassessment of previously failed coursework, any work submitted beyond the submission date without authorisation will receive a grade of Fail. In addition, an extension will only be given in exceptional circumstances.

[http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20\(Taught%20Components%20and%20Programmes\).doc](http://www.tees.ac.uk/docs/DocRepo/student%20regulations/Academic%20Regulations/Academic%20Misconduct%20Regulations%20(Taught%20Components%20and%20Programmes).doc)

¹⁰ The University's *Extenuating Circumstances Regulations* are available here:

<http://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations&name=Academic%20Regulations>

3.11 Release of Unratified Grades

A provisional grade for summative assessments will be communicated individually to the student as and when the grade has been internally moderated as part of the feedback process. This will be communicated at the earliest opportunity and not normally later than 20 working days after the date of submission. Definitive grades can only be agreed by Module Assessment Boards after any external moderation has taken place. Definitive grades will be released to the student as part of the Notification of Assessment Results process [see Section 3.12].

3.12 Notification of Assessment Results

3.12.1 Results

3.12.1.1 The Student Information System [SITS] is the official repository of all student results.

3.12.1.2 On completion of a meeting of an Assessment Board, or following a decision made by Chair's Action, the Chair is responsible for ensuring that details of all ratified marks/grades and all decisions taken by the Board are entered into the Student Information System.

3.12.1.3 The Department of Finance and Commercial Development is responsible for ensuring that accurate results lists are available for use by Assessment Boards.

3.12.2 Communication of Results to Students

3.12.2.1 Students studying for University awards will be informed within two weeks of the commencement of their course of the date by which, and the manner in which, they will be notified of their ratified results/grades and the decision taken by the Assessment Board.

3.12.2.2 The mechanism of communicating results to students established by the process defined in Section 3.12.2.1 shall be considered to be the formal notification of those results and the date on which they are issued shall count as the date of publication.

3.12.2.3 The University must retain an auditable record of the formal communication to students of ratified results/grades and Assessment Board

decisions, including any instructions to students regarding reassessment. The record should include both the content of the communication and its time/date.

3.12.2.4 The University will ensure students are informed that it is the responsibility of each student to ascertain their results by the means communicated to them.

3.12.2.5 The University shall communicate information to students on ratified results concerning:

- a) Module marks or grades;
- b) Progression to the next level of a course;
- c) The award of a qualification;
- d) Any compensation that has been awarded;
- e) The opportunity to undertake reassessment or deferred assessment, including details of relevant modules and assignments.
- f) The offer to restudy individual modules or levels of a course.
- g) Any other decisions taken by the Assessment Board.

3.12.2.6 Where a student has been awarded a qualification or withdrawn from their course of study, a transcript shall be issued by the Department of Finance and Commercial Development showing the grades for all modules undertaken and any qualification that has been awarded.

Otherwise, a record of progress shall be issued annually by the Department of Finance and Commercial Development showing the grades for all modules undertaken.

3.12.2.7 The transcript shall be the official record of a student's academic achievement and may take the form of a Diploma Supplement, or a Higher Education Achievement Record.

3.12.3 Withholding of Results

3.12.3.1 The decisions of Assessment Boards in relation to non-excluded students owing the University payment for tuition fees or academic charges may not be conveyed to students until confirmation is received from the Finance Office that the debt has been paid.

3.12.3.2 When an Assessment Board requires a non-excluded student debtor to re-sit an examination or undertake reassessment, the student will be informed in the normal way, but the outcome of such opportunities may not be conveyed to the student by the Assessment Board.

3.12.3.3 The University may withhold final results, certificates and transcripts, from students with debts relating to the academic experience even if they have made arrangements to pay their outstanding debt. Such students may not be invited to attend any Academic Awards Ceremony and their name may not appear in the Academic Awards Brochure.

3.12.3.4 The University may not grant to a student an award, a certificate of an award, or allow them to attend an Academic Awards Ceremony whilst a matter of alleged Misconduct is in the process of being considered under the University's Student Disciplinary Regulations.

3.13 Language of Instruction and Assessment

The primary language of instruction will be English. Unless otherwise approved by variance, all modules which contribute to an award of the University must be taught and assessed in English.

3.14 Intermediate Awards

If a student fails to satisfy the requirements for a primary target award, an intermediate award may be conferred if the credit requirements and learning outcomes for that award have been met. These requirements will be specified either at course approval or in the University's CAMS framework. At the discretion of the Progression and Award Board, higher-level credit can substitute for lower-level credit to meet the requirements for an intermediate award. Lower-level credit cannot be substituted for higher-level credit. Intermediate awards are not eligible for overall grading.

3.15 Maximum Period of Registration

The maximum period of registration on a course of study is five years. This includes all periods of interruption when the student's registration is formally suspended. Teesside University operates under licence from Pearson in relation to Higher

National Awards and the maximum period of registration is set by Pearson. The standard maximum registration period for Higher National awards are as follows:

Award	Normal Period of Registration		Maximum Period of Registration	
	Full-time	Part-time	Full-time	Part-time
Higher National Certificate	1	2	4	5
Higher National Diploma	2	4	5	5

3.15.1 Registration of Part-Time Students: Assessment Boards can withdraw part-time students if they have not formally interrupted their studies and have not fulfilled either of the following requirements:

- a) Enrolled or re-enrolled as required in the current academic year.
- b) Studied and attempted the minimum number of credits, normally 30, required to continue on the course.

In such cases, the Assessment Board will confer an intermediate award on the basis of any credits and associated learning outcomes achieved at the University.

3.16 Withdrawal from a Course

A student can withdraw from their course of study, or, where it is clear that he/she is no longer attending or engaging with their studies, arrangements will be made for their withdrawal from the award and their enrolment with the University terminated.

A student must advise the University in writing if they wish to withdraw from their course of study. Students who withdraw from their course of study, or whose enrolment is terminated by the University, will be considered for an intermediate award at the next meeting of the course's Progression and Award Board.

3.17 Posthumous Awards

Any award of the University, as detailed in the Schedule of Awards described in the CAMS framework, may be conferred posthumously. The normal conditions of the award must be satisfied.

3.18 Aegrotat Awards

In instances where a student is unable to complete their course of study and he/she has not met the requirements for the intended award, an Aegrotat award may be conferred. The following conditions apply:

- a) Unforeseen exceptional medical or other sufficient circumstances prevent the candidate completing the award for which they are registered.
- b) The Assessment Board is nevertheless satisfied that the candidate would have qualified for the award had it not been for such valid cause.
- c) The candidate, or a person authorised to act on their behalf, has indicated that they are willing to accept the award prior to its recommendation to an Assessment Board.
- d) The candidate, or a person authorised to act on their behalf, has indicated that, in accepting the award they are waiving the right to be reassessed.
- e) If conferred, an Aegrotat is an exit award and, as such, is the conclusion of the student's course of study.
- f) An Aegrotat award cannot be conferred to students on courses accredited by a professional, statutory and regulatory body (PSRB) which does not sanction this form of award.

When conferring an Aegrotat award, the decision of the Board must be based on the student's overall profile and evidence of some completed work at the level of the award being recommended.

Aegrotat awards are not graded. They will be listed as one of the following:

- i. Aegrotat Higher National Certificate;
- ii. Aegrotat Higher National Diploma.

Aegrotat awards can be awarded posthumously. In such cases, the requirement to secure agreement that, in accepting the award, the right to reassessment is waived in line with Section 3.18d) does not apply.

A student who does not wish to accept an Aegrotat award may choose to be reassessed under the provisions of Section 4.5. A candidate who subsequently fails such a reassessment is not then eligible to claim the Aegrotat award.

3.19 Revocation of Awards

The University reserves the right to revoke an award, and all privileges and rights associated with that award, where it is established that a student has obtained an award by fraud or deception or where other circumstances come to light after the award is made which, if known at the time, would have meant that the award would not have been made. The student concerned may appeal this decision through the University's *Academic Appeal Regulations*.

3.20 Right to Academic Appeal

Under certain conditions, a student has a right of appeal against assessment and/or examination decisions in accordance with the University's *Academic Appeals Regulations*.¹¹

4. THE ASSESSMENT OF STUDENTS

4.1 The Purpose of Assessment

A key function of assessment is to promote high-level learning. Assessment is also the primary mechanism that enables students to demonstrate they have achieved the learning outcomes of the course on which they are registered and fulfilled the standards required of the award. Given its dual purpose, assessment is not merely the evidence that learning outcomes have been achieved but a crucial aspect of a high-quality student learning experience.

4.2 The Role of Academic Judgement

The outcomes of high-level learning are assessed by professional examiners who use their academic judgement to determine the level of achievement demonstrated in student assessment. These judgements are based on associated criteria and standards. The academic judgement of examiners cannot, in itself, be questioned or

¹¹ Information about the University's *Academic Appeals Regulations for Taught Programmes* is available here: <http://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations&name=Academic%20Regulations>

overturned. As such, a common understanding of the meaning of those criteria and standards – both academic and professional – is based on mutual trust and meaningful dialogue between staff and students.

Indeed, the assessment of student work is usually a matter of judgement, not merely of simple computation. Marks, grades and percentages are thus the means by which examiners communicate their judgement of a student's work and the different aspects of learning it demonstrates. Their purpose is to provide information for Assessment Boards who will make the final decision on a student's progress, achievement of learning outcomes, and the fulfilment and grading of the award.

These Regulations provide a framework within which professional academic judgement can be exercised in such a way that students are treated with equity, parity, and consistency across the University's Higher National awards.

4.3 Assessment Boards

4.3.1 Impartiality of Assessment Boards: An effective staff-student relationship requires a culture of trust, respect, and professionalism. As part of this, the assessment of students will take place with due regard to the principles of transparency, independence, equity, and impartiality. Assessment Boards will ensure there is no conflict of interest during the assessment process that might compromise this culture and these principles.

Where a potential conflict of interest arises, the academic staff member(s) concerned will not have sole responsibility for assessing the work of any relevant student. In addition, a declaration of interest must be made to the relevant Assessment Board (or in advance to the Chair of the Board). Unless prior dispensation has been given by the Chair, the member of academic staff will leave the meeting of the Board when the individual case is being considered. This process will be recorded in the minutes.

If a member of staff (either at the University or approved partner) is a student on a module/course being considered by the Board, they will not be involved in the Board in any capacity.

In instances where Assessment Boards are asked to consider outcomes from other regulatory processes (e.g. academic misconduct, fitness to practise), due regard will

be given to the impartiality of the Chair and Members of the Board. If the Chair of the Board has had any previous formal involvement in a case to be considered, they will declare an interest and hand the Chair over to an impartial senior colleague during the discussion of the case. Similarly, if any Member of the Board has had formal involvement in a case to be considered, they will declare an interest and must not take part in the discussion and decision-making process. Such declarations and actions must be recorded in the minutes.

4.3.2 System of Assessment Boards: The University employs a two-tier system of Assessment Boards to determine the outcome of student assessment. This system is conducted sequentially through Module Assessment Boards and Progression and Award Boards. Each Assessment Board will make judgements on student performance within its own approved terms of reference. It will minute the basis on which decisions are made and record these in the Student Information System [SITS] using the approved codes. The Terms of Reference for University Assessment Boards are published on the University website¹².

4.4 Module Assessment

4.4.1 Each assessment component and/or module will be graded as Fail, Pass, Merit or Distinction. It is the responsibility of the Module Team to recommend an overall grade for each module with reference to module assessment criteria and the generic grading criteria.

4.4.1.2 Where the module is assessed by a single component, the overall grade will be the one obtained in that assessment.

4.4.1.3 Where the assessment strategy of a module is comprised of two or more components of assessment, the student's full profile of grades attained on the module will be considered when recommending the overall grade.

4.4.1.4 Where the student profile does not satisfy the criteria for compensation set out in 5.5, a student failing any component of assessment within a module will be

¹² The Regulations can be located at: <http://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations>

deemed to have failed the module. In such cases, the module is eligible for reassessment at the first point of consideration according to Section 4.5.

4.4.2 Additional Pass Criteria: Additionally, a minimum level of achievement in any or all of the components of assessment for the module may be required to meet PSRB requirements, the criteria of other accrediting bodies, or other course-specific regulations. Such requirements must be approved through the variance procedures described in Section 2.2, published in the relevant *Programme Specification* and module specification, and be explained in the relevant Module and Student Handbooks.

4.4.4 Passed Modules and Reassessment

A student who has passed a module at the first attempt either outright or by compensation may not be reassessed in the module in order to achieve a higher grade unless the student has been given dispensation to restudy the module under the provisions described in Section 4.6.

4.5 Module Reassessment

4.5.1 Limit to Reassessment: Students who fail any module at the first point of consideration will be provided with an opportunity to make good the failure through reassessment. In such cases, the student will be offered reassessment in the failed components of the module. There is no limit to the number of modules eligible for reassessment. Students are normally only entitled to one reassessment attempt per module.

4.5.2 The Timing of Reassessment: Reassessment opportunities will normally take place on an inter-sessional basis after the Level has been undertaken in full. However, Assessment Boards may be scheduled to determine and offer in-session reassessment where, for course specific circumstances, it is deemed beneficial to student completion and achievement [see Section 4.3.2].

4.5.2.1 Timing of Reassessment for Part-time Students: The appropriate Assessment Board will consider the profile of each part-time student registered on a Teesside University Award on an annual basis. In instances where a part-time student has failed a module(s), in advance of achieving the criteria to be eligible for

progression as described in Section 5.7, the Assessment Board will offer reassessment opportunities subject to 4.5.1. Such reassessment opportunities can, as appropriate, take place in-session or be offered on an inter-sessional basis.

4.5.3 Module Grades for Reassessed Modules: When a student is reassessed in a module under 4.5.1, the grades obtained in the component(s) of assessment passed at the first point of consideration shall stand whereas the maximum grade that may be awarded for the reassessed component(s) is pass. The grade for the module will be recalibrated on the basis of the original grade(s) for the component(s) passed at the first attempt and the grade(s) gained in the reassessed components.

If a pass grade for the module has not been attained following reassessment, the grade that will stand is the recalculated grade following the reassessment.

4.5.4 In-module Retake: ¹³On a module basis, and only if approved as a specific reassessment strategy at the time of approval, course teams may make arrangements for students to retake specific assessment tasks before the result has been formally ratified by a Module Assessment Board. In-module Retakes are permitted only where:

- a) The assessment is not an examination.
- b) The assessment has been subjected to full internal moderation processes. ¹⁴
- c) The module pass grade has not been attained.
- d) The module is designated as non-compensatable.
- e) The module/component(s) has been attempted.

When a student retakes an assessment under 4.5.4, the grade(s) obtained in the component(s) of assessment passed at the first attempt shall stand whereas the maximum grade that may be awarded for the retaken component(s) is pass. The grade for the module will be recalibrated on the basis of the original grade(s) for the

¹³ In-module Retakes should normally only be approved to meet defined requirements, or other such expectations, of PSRBs and/or where the module assesses specific aspects of competency that must be demonstrated (i.e. passed) before the student can study the work-based practice aspects of a professional programme.

¹⁴ The University's marking and moderation processes are defined in the *Assessment & Feedback Policy*.

component(s) passed at the first attempt and the grade(s) gained in the retaken component(s).

If the pass grade for the module has not been attained following the In-module Retake, the grade that will stand is the higher of either the original module grade or the recalculated grade following the reassessment.

Students who fail to attain the module pass grade following an In-module Retake will be eligible for reassessment as detailed in 4.5 if permitted within the course regulations and the constraints of the award.

4.6 Module Failure after Reassessment

4.6.1 Restudying Failed Modules

4.6.1.1 Restudy Failed Modules Having Achieved ≥ 60 Module Credits:

Following reassessment described in Section 4.5, students who do not meet the progression profiles described in Section 5.7 but have achieved at least 60 credits at the current Level will have their progression suspended. Such students will be offered one further attempt by re-studying the failed module(s) and repeating them as though for the first time. This will normally take place at the next available opportunity. The grade gained following restudy will be awarded in full and, if necessary, reassessment opportunities will be available as detailed in Section 4.5. Unless otherwise approved, a module up to the value of 15 credits will be eligible to be compensated in accordance with Section 5.5. Restudy of a module is only permitted on one occasion.

4.6.1.2 Restudy Failed Modules Having Achieved < 60 Module Credits:

Following reassessment described in Section 4.5, students who do not meet the progression profiles described in Section 5.7 and have achieved less than 60 credits at the current Level will have their progression suspended. At the discretion of the Assessment Board, such students may be offered one further attempt by re-studying the failed module(s) and repeating them as though for the first time. This will normally take place at the next available opportunity. The grade gained following restudy will be awarded in full and, if necessary, reassessment opportunities will be available as detailed in Section 4.5. Unless otherwise approved, a module up to the

value of 15 credits will be eligible to be compensated in accordance with Section 5.5. Restudy of a module is only permitted on one occasion.

4.7 Restudy the Level as though for the First Time

Exceptionally, an Assessment Board may exercise its discretion to offer a student the opportunity to restudy a Level of a Course in full as though for the first time. In such cases, any credit and all grades previously gained from that Level will be discarded. This applies to all modules regardless if they were originally passed or failed. This opportunity is only permitted if the modules concerned have not previously been restudied under the provisions set out in either 4.6.2.1 or 4.6.2.2. It can normally only be offered on one occasion.

4.8 Substitution of Failed Modules

A student who is restudying a module may substitute it for a different module from the course if the following circumstances are met:

- a) Agreement of the appropriate Course Leader.
- b) Such substitution is not precluded by course regulations or the constraints of the award.
- c) The substitution is possible within timetabling and other resource limitations.

Where a student takes up this opportunity, the maximum outcome of assessment shall be in accordance with regulations set out in 4.6.2. Where a student has taken and passed a substitute module the grade will be awarded in full and, if necessary, a reassessment opportunity is available as detailed in Section 4.5. Unless otherwise approved, the module will be eligible to be compensated in accordance with Section 5.5. If appropriate, the grade gained can be used for the purposes of award grading.

5. PROGRESSION

5.1 Scope and Application

The regulations governing student progression apply to all Teesside University Higher National Awards unless specific variance has been approved by, or on behalf of, Academic Board.

5.2 General Principles of Progression

A student will automatically progress from one Level of the course to the next if the requirements of the current Stage Level have been satisfied. These are defined in Section 5.7. Students may not normally study modules from a higher Level until progression to that Level has been formally agreed by the relevant Assessment Board [see Section 5.3.1]. Only under the specific circumstances defined in Section 5.7.3 may an Assessment Board permit a student to progress to the subsequent Level of the course before the requirements of the prior Level have been satisfied.

5.3 Progression of Part-time Students

The appropriate Assessment Board will consider the profile of each part-time student registered on a Teesside University Award on an annual basis. However, a formal decision on progression, including the award of compensation, will only be taken when the student has met the minimum profile for progression set out in Section 5.7. Until such a time Assessment Boards have the provision to:

- a) Confirm that the student is able to continue their studies into the next year of study (this normally requires the student to have studied and attempted at least 30 credits in the current year of study unless otherwise suspended).
- b) Offer reassessment opportunities at the point of first consideration.
- c) Defer consideration of a student's results until a subsequent meeting of the Board.
- d) Confer intermediate awards.
- e) Withdraw a student from the course in accordance with Section 3.15.1.

5.3.1 Studying Modules from Different Levels: Progression decisions relating to part-time students are subject to the same criteria as full-time students [see Section 5.3]. However, part-time students are permitted to study modules from different Levels of a course concurrently in advance of formal progression subject to the following:

- a) At least 60 credits must have been passed in a Level before students are eligible to enrol on modules from the subsequent Level.
- b) Only modules from consecutive Levels can be studied concurrently.
- c) Prerequisite modules must be completed before the requiring module can be studied. A compensated module is counted for this purpose.

- d) Any research methods or similar preparatory modules must have been passed before enrolling for dissertation or major project modules. A compensated module is counted for this purpose.
- e) To continue from one year of study to the next at least 30 credits must have been studied and attempted in the current year of study.

5.4 General Provisions

With the exception of the provisions detailed in 5.3 relating to part-time students, the appropriate Assessment Board will make a formal annual progression decision for every student registered on a Teesside University Award. This includes the provision to:

- a) Confirm module compensation in up to 15 credits at each level of a course. In such cases, credits will be awarded to the compensated module. The details of this are set out in Section 5.5.
- b) Defer consideration of a student's results until a subsequent meeting of the Board.
- c) Permit a student to proceed to the next Level of a course under provision. The details of this are set out in Section 5.7.2.
- d) Confer primary target awards or intermediate awards.
- e) Withdraw a student from their course of study if, having exhausted all opportunities to retrieve failure, they fail to meet the required progression profile.

5.5 Compensation of Failed Module

Compensation refers to the process of deliberately balancing a limited amount of underachievement in one aspect of a student's overall performance in a Level of a course against the otherwise positive performance in the Level as a whole. Where compensation is confirmed by an Assessment Board, credits will be awarded to the relevant module.

5.5.1 Application of Compensation: Where the student fails to meet the criteria to pass a module defined in Sections 4.4, the Assessment Board, at its discretion, may apply the grade of Compensated Fail to a single module of up to a maximum of 15 credits in any Level of a course. Compensation should be applied at the earliest opportunity. In such cases credits are awarded to the module. The award of compensation is subject to the following conditions:

- a) Compensation can only be applied at the formal point of progression on a Level-by-Level basis. For students studying courses on a part-time basis, it is exercised when all the modules in a Level have been completed.
- b) Compensation can only be awarded if a total of at least 105 credits have been successfully achieved within a Level.
- c) Compensation is only permitted for a failed module if the failed module has been attempted at the first and/or second attempt.
- d) Modules determined as non-compensatable at approval are ineligible for compensation.
- e) Any module where academic misconduct has been proven will not be eligible for compensation.

5.5.2 Grades for Compensated Modules: Where a module is compensated, the original grade shall be used for the purposes of calculating the overall grade subject to Section 7. However, the grade that will be displayed on all communications notifying or documenting the student’s achievement (e.g. record of progress, transcript, diploma supplement, etc.) will be “Pass by Compensation”.

5.6 Progression Decisions

A Progression and Award Board may ascribe a formal progression decision to each student, as follows:

Progression Decision	Description
Proceed	A student has been awarded 120 credits at the current Level of the course and may proceed to the next Level.
Reassess	A student has not satisfied the progression criteria at first consideration for the current Level of the course but is offered the opportunity do so through reassessment.
Defer (student)	A student has not satisfied the progression criteria at either first or second consideration for the current Level of the course but has approved extenuating circumstances for one or more modules. Consideration of such students is formally deferred until the next meeting of the Assessment Boards.

Progression Decision	Description
Proceed Under Provision	A student, at the second point of consideration, has not satisfied the progression criteria but either has approved extenuating circumstances or has been permitted to undertake reassessment by the Assessment Board. The student progresses to the next Level of the course but is required to successfully meet the progression criteria for the current Level within 6 weeks of the next academic year, otherwise progression is rolled-back and suspended.
Confer Intended Award	A student has satisfied all requirements for the intended award as detailed in the <i>Programme Specification</i> and the intended award is conferred.
Confer Intermediate Award	A student has not satisfied all requirements for the intended award as detailed in the <i>Programme Specification</i> and has either exhausted the opportunities to retrieve failure or is otherwise unable to complete the course. If the criteria for an intermediate award are satisfied, the intermediate award is conferred.
Cannot Proceed (Restudy)	A student has not satisfied the progression criteria for the current Level of the course at the second point of consideration but may remain on the course to retrieve failure through restudy.
Discontinued (withdrawal)	A student has exhausted all opportunities to retrieve failure, or, if part-time, has failed to meet the requirements to continue on their course of study, and is formally withdrawn by the Assessment Board. In such cases, it may also be possible to confer an intermediate award.
Decision deferred	A progression decision cannot be made. This may be because outcomes of other processes are pending (e.g. academic misconduct, extenuating circumstances), or due to the absence of, or errors in, the information presented to the Board. In such cases, the Board may defer the business to the next scheduled meeting, reconvene the meeting at a subsequent time, or delegate responsibility to Chair's Action.
Delegate Decision to Chair's Action	A progression decision cannot be made. Subject to the approval of the relevant external examiner(s), the Progression and Award Board agrees to delegate its responsibilities in the relevant matter(s) to the Chair.

5.7 Progression between the Levels of a Course

In order to progress to the next Level of the course, students enrolled on a Higher National Diploma must have attained or exceeded the following profile:

- a) Passed 105 module credits at the current Level.
- b) Attempted all modules that comprise the Level.
- c) Attained 120 credits in any and all previous Levels of the course.

Where this progression profile is achieved the student will be permitted to progress to the next Level of the course.

5.7.1 Progression with Compensation: If the student is eligible for compensation as defined in Section 5.5, the Assessment Board will confirm that the failure has been compensated and that credit has been awarded to the module(s).

5.7.2 Progression under Provision: At the second point of consideration, students who have not achieved the necessary profile to progress to the subsequent Level, but either have approved extenuating circumstances or have an outstanding reassessment opportunity may, at the discretion of the Assessment Board, progress to the next Level of the course subject to the following provisions:

- a) The student is informed that the progression criteria for the current Level must be attained within 6 weeks of the next academic year.
- b) Assessment Boards are held in a timely manner after the 6 week period has passed to consider the outcome of assessments and make progression decisions.
- c) Where the progression criteria have been successfully attained, the Assessment Board will ratify the progression and communicate to the student that they can continue with their studies.
- d) Where the necessary progression criteria have not been attained, the Assessment Board will roll-back progression and determine a new decision based on consideration of the student profile in accordance with the provisions set out in these Regulations. This decision will be communicated to the student.

5.7.3 Progression Profile for Award Eligibility: The regulations for Teesside University awards, their qualification level, standard credit requirements, progression, and available intermediate awards are set out in the "Schedule of

Awards” published in the *Credit Accumulation and Modular Scheme* [CAMS].

Students are considered for a Teesside University award if they have satisfied the general credit requirements for the award defined in CAMS and have satisfied the specific outcomes of the course set out in the *Programme Specification*.

5.7.5 Students who do not Meet Minimum Credit Requirements for Award:

Students who have not achieved the necessary number of credits to be eligible for the named Higher National Award may be permitted the opportunity, at the discretion of the Assessment Board, to continue to study by any approved mode of attendance to either make good the deficient credit before progressing, or progress onto an alternative pathway subject to:

- a) The Maximum Period of Registration [see Section 3.15].
- b) Timetable and other resource constraints.

6. ELIGIBILITY FOR AWARD

6.1 General Provisions

6.1.1 Profile for Award Eligibility: The regulations for Teesside University awards, their qualification level, standard credit requirements, progression, and available intermediate awards are set out in the “Schedule of Awards” published in the *Credit Accumulation and Modular Scheme* [CAMS]. Students are considered for a Teesside University award if they have satisfied the general credit requirements for the award defined in CAMS and/or have satisfied the specific outcomes of the course set out in the *Programme Specification*.

6.2 Eligibility for the Award of a Higher National Diploma

In order to be deemed to have passed Level 5 of the course, and thus be eligible for the award of a Higher National Diploma, a student must have attained the following:

- a) 240 credits, of which 120 will be at Level 4 and 120 at Level 5.
- b) 15 credits of compensation is permitted at Level 4 and 15 credits of compensation is permitted at Level 5 in accordance with Section 5.5.

- c) If a student enters directly into Level 5 of a course, 15 credits of compensation is permitted in accordance with Section 5.5.
- d) If not precluded by course regulations and/or the requirements of the award, credit obtained at a higher-level can be substituted for credit at a lower-level to meet the credit demands of the award. Lower-level credit cannot be substituted for higher-level credit.

Where this profile is achieved, a student may be eligible for the award of a Higher National Diploma. If necessary, and if permitted by course regulations, this will involve confirming the compensation of 15 credits in Level 4 and 15 credits in Level 5 in accordance with Section 5.5.

6.3 Eligibility for the Award of Higher National Certificate

A Higher National Certificate can be either a defined course of study that students register for as a primary target award or an intermediate award conferred to students who fail to meet the requirements of their primary target award. In order to be eligible for the award of Higher National Certificate, a student must have attained or exceeded the following:

- a) 120 Level 4 credits.
- b) 15 credits of compensation is permitted in Level 4.
- c) If not precluded by course regulations and/or the requirements of the award, credit obtained at a higher-level can be substituted for credit at a lower-level to meet the credit demands of the award. Lower-level credit cannot be substituted for higher-level credit.

Where this profile is achieved, a student may be eligible for the award of a Higher National Certificate. If necessary, and if permitted by course regulations, this will involve confirming the compensation of 15 credits in Level 4. in accordance with Section 5.5.

A student who successfully completes Level 4 and is enrolled on the Higher National Diploma will not be awarded a Higher National Certificate unless they withdraw from the course or they fail to meet the requirements of the Higher National Diploma and it is awarded as an Intermediate Award.

7. GRADING OF AWARDS

7.1 General Provisions

Only credit obtained through study on the named Teesside University target award can be used to calculate the overall grade. Additionally, where students have progressed from a previously completed qualification, the credits obtained may contribute towards the subsequent award in line with the University's [Recognition of Prior Learning \(RPL\) Policy](#), but the grades cannot.

7.2 Grading of Higher National Awards

7.2.1 Grading of Higher National Diploma Awards

- a) The calculation of the qualification grade for the Higher National Diploma is based on the student's performance in all Level 5 modules to the value of 120 credits.
- b) The overall grade of a Higher National Diploma is determined as follows:
 - i) Points are allocated per credit as follows:

Module Grade	Points per credit
Fail/Pass by compensation	0
Pass	4
Merit	6
Distinction	8

- ii) The total number of credits are multiplied by the points and the total number of points are used to determine the overall qualification grade as follows:

Qualification Grade	Total Points requirement
Fail	0-419
Pass	420-599
Merit	600-839
Distinction	840+

- c) Where students have been given entry to Level 5 of a Higher National Diploma with Advanced Standing, the overall grade will be calculated on the basis of all Level 5 modules studied at Teesside University as part of that award on a pro rata basis.

7.2.2 Grading of Higher National Certificate Awards

- a) The calculation of the qualification grade for the Higher National Certificate is based on the student's performance in all Level 4 modules to the value of 120 credits.
- b) The overall grade of a Higher National Certificate is determined as follows:
- i) Points are allocated per credit as follows:

Module Grade	Points per credit
Fail/Pass by compensation	0
Pass	4
Merit	6
Distinction	8

- ii) The total number of credits are multiplied by the points and the total number of points are used to determine the overall qualification grade as follows:

Qualification Grade	Total Points requirement
Fail	0-419
Pass	420-599
Merit	600-839
Distinction	840+

- c) Where students have been given entry to a Higher National Certificate with Advanced Standing, the overall grade will be calculated on the basis of all Level 4 modules studied at Teesside University as part of that award on a pro rata basis.

7.2.3 Grading of University Certificate Awards

The University's Schedule of Certificates are awarded without grades.