

Plymouth University International College PUIC CPR QS9: Assessment Regulations Version 1.18

1. Introduction

This document sets out the regulations that govern assessment which will apply in all Navitas UPE Colleges. Where the terms of the University of Plymouth/PUIC partnership require the application of different regulations for specific aspects of the assessment, these will be confirmed to the Navitas UPE Academic Registry, and reflected within this document.

2. Assessment Principles and General Assessment Regulations

2.1 The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes (LOs) of a given module and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met. To achieve this purpose, Navitas UK supports and promotes the following principles for assessment in each of its colleges:

- a) Effective assessment techniques enhance learning and should be fully integrated within the curriculum at each stage, not a separate activity that takes place in isolation;
- b) Assessment contributes positively to learning development and growth and measures the learning gain that takes place throughout the student journey;
- c) Assessment is a joint responsibility and must involve a continuous dialogue between tutor and student;
- d) Successful graduates of Navitas programmes are those who are able to self-assess and assess the work of peers;
- e) The development of assessment literacy amongst students is a core component of the Navitas curriculum;
- f) assessment processes will be robust and all appropriate College staff and invigilators will be trained accordingly;
- g) assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability;
- h) the management of assessment will be just, with associated clearly documented procedures; and
- i) the policy and procedures of assessment will be subject to monitoring by Navitas UPE Academic Registry.

To achieve this Navitas will ensure that:

- a) assessment processes are fair, reliable, constant and equitable with all students being assessed fairly and on their own individual merit and ability
- b) assessment processes are robust and all appropriate College staff and invigilators will be trained accordingly
- c) Feedback is supportive, constructive and timely and presented to students in accessible language and using electronic formats where possible
- d) The balance of assessment tasks and types on modules and programmes will address the target needs of students in the next stage of their academic study, as well as their current needs
- e) Programmes and modules include assessment activities that involve students

Students are expected to:

- f) Familiarise themselves with the Navitas and partner University regulations, particularly in relation to academic conduct and submission deadlines
- g) Engage fully and enthusiastically with the feedback process

- h) Provide thoughtful feedback individually or via the student representative system on the assessment process at appropriate stages

2.2 Colleges operate a two-tier system of formal processes to agree assessment outcomes as follows:

- i. College Module Panel – discusses the standards of assessment and the marks overall at module level for all students in a stage of study (see section 8/10).
- ii. College Progression Board – makes decisions with regard to the progression of students to the next stage of study within the College or to the University and confirms the module marks (see section 9/10).

2.3 External moderation is normally carried out by the Partner University for FHEQ Level 4 and Pre-masters programmes. Both of these programmes are also subject to non-University of Plymouth external examination (see section. 6.5).

2.4 A student may only be assessed on modules for which he/she is enrolled and may not be considered for progression to the next stage of study unless he/she is enrolled on the College's NAVIGATE SMS system.

2.5 Approved assessment regulations apply equally to all forms of assessment.

2.6 Guidelines for appointment and conduct of approved invigilators are given in appendix A.

2.7 Responsibilities

2.7.1 It is the responsibility of College Teaching and Learning Boards (CTLBs) to ensure that:

- i. students are assessed fairly;
- ii. the regulations concerning scheduled examinations are published in a timely manner and are consistent with Navitas UPE Academic Registry requirements;
- iii. proper invigilation arrangements are made for scheduled examinations;
- iv. results of student assessments are published;
- v. marks and grades are issued as scheduled and as requested to individual students;
- vi. all reports of allegations concerning assessment malpractice are sent to Navitas UPE Academic Registry for further instruction and/or investigation;
- vii. student appeals are considered within policy guidelines; and
- viii. it is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines.

2.7.2 It is the responsibility of each student to ensure that he/she:

- i. undertakes the learning activities specified for each module in which he/she is enrolled;
- ii. attends examinations and submits work for assessment as required – note that where a student fails to attend an examination and/or to submit work punctually for assessment, without mitigating circumstances, the College Module Panel may determine that the student has failed the assessment concerned;
- iii. notifies the College of any changes to his/her contact details;
- iv. notifies the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment of a module to be or being undertaken;
- v. provides, in a timely manner, evidence and/or supporting documentation with regard to personal circumstances that may have affected performance and which may be presented to the Mitigating Circumstances Panel as grounds for mitigating circumstances (see section 11);
- vi. undertakes assessments honestly and in a manner that does not attempt to gain unfair advantage;
- vii. follows all policy guidelines and associated procedures set out in the Student Handbook and/or CPR QS 10 relating to appeals, grievance, deferral, withdrawal, suspension and exclusion from studies.

2.8 Assessment Information

2.8.1 At the commencement of each module CTLBs will ensure that the information identified in Table 1 is posted on Student Portal and is additionally available to students in the Student Handbook and/or Module Guide.

Table 1. Student Assessment Information

The Learning Outcomes of the module
The learning activities that a student is expected to undertake to achieve the LOs of the module
Details of each item of assessment for the module
The weighting of each assessment component
The grading criteria for each assessment
Submission dates for assessed coursework
Dates and times of scheduled examinations and tests
Details of any fieldwork activity
Details of any supervision arrangements
A personal timetable including any scheduled tutorial and individual appraisal points
Timeframes for feedback and the dates of final results release (section 7.5)

- 2.8.2 CTLBs must ensure that all information to students uses percentages where numerical marking schemes are in place or percentage mark equivalents where grading schemes are in place. Pass percentages must be clearly designated in all such information.
- 2.8.3 Any information required by these policies and regulations to be delivered to a student shall be deemed to have been received by the student where one or more of the following has taken place:
- i. the instructor of a module identifies where the information can be found in either the Definitive Module Document (DMD) or handouts as posted on Student Portal; or
 - ii. the information is delivered by hand to the student in person, or to the latest local address notified to the College; or
 - iii. the information is posted for at least five working days on a notice board and on Student Portal to which an enrolled and current student will have access; or
 - iv. the information is posted for at least five working days on Student Portal and notice sent to the student's email address notified to the College; or
 - v. the information is sent by 1st class mail to the student's local address and is couriered to their home country address notified to the College – it is assumed that receipt is made within ten working days.
- 2.9 A student who has successfully completed 120 academic credits (not including ILSC or ICT) at Level 4 or above in an undergraduate programme on which s/he is not continuing, provided the credits successfully completed fall within the programme specification for the award will be awarded a Certificate of Higher Education by the partner institution (Plymouth University).

3 Conduct – Examinations

- 3.1 An examination is defined as any assessment undertaken over a controlled timeframe in a set location and where the candidate follows a specified rubric of instruction. Examination for academic purposes may include the following styles – closed book, open book, in-class test. They may take place mid-semester (in-class tests), or at the end of a semester. Presentations and laboratory reports are not referred to as examinations. Where normal examination styles do not apply, enrolled students must be notified at least five working days prior to the commencement of the examination.
- 3.2 Candidates must observe all instructions given by an invigilator.
- 3.3 A candidate alleged to have committed any examination offence will be subject to the disciplinary procedures of the CTLB.
- 3.4 Candidate conduct
- 3.4.1 Each candidate must have his/her Student ID card on show at all times from signing in to undertaking an examination. Where a candidate is unable to satisfy an invigilator of his/her identity, then the candidate will be excluded from the examination and asked to report to the College with immediate effect.
- 3.4.2 A candidate must be listed on the formal 'registration sheet' prior to the commencement of an examination to be eligible for entry to and sitting an examination. Registration sheets must be provided by the CTLB to the invigilators with any amendments at least one hour prior to an examination commencing.
- 3.4.3 Candidates may be admitted to the examination room no more than 15 minutes prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by

the CTLB, then the CTLB may agree that admittance of the candidate in question may be made prior to the scheduled commencement to allow usage of additional time.

- 3.4.4 A candidate may not enter an examination later than 30 minutes after the scheduled commencement.
- 3.4.5 A candidate wishing to attract the attention of an invigilator must remain seated in silence and raise his/her hand.
- 3.4.6 A candidate may leave an examination room for illness or other acceptable reason only after 30 minutes has passed from the commencement of the examination. Permission to leave the room must be granted by an invigilator. Where a candidate leaves without permission, he/she will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.
- 3.4.7 A candidate may not leave an examination room within the last 30 minutes of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an invigilator.
- 3.4.8 A candidate wishing to leave the examination room prior to the last 30 minutes of the examination must attract the attention of an invigilator and exit the room with minimum disturbance to other candidates.
- 3.4.9 At the end of an examination, all examination papers, scripts and associated materials must be collected from all candidates by an invigilator prior to any candidate exiting the room. All candidates remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a candidate from the room.
- 3.4.10 All candidates must collect their personal items, including any litter, as requested by an invigilator, on exit from an examination room.
- 3.4.11 A candidate arriving late to an examination will be required to finish at the scheduled time and as directed to do so by the invigilator.
- 3.4.12 Where a candidate is taken ill during an examination, an invigilator should be notified. The invigilator will then draw a *line underneath* the latest record of assessment (where the candidate has got to in answering an examination paper). Along the line the invigilator will state the time at which the illness occurred, date, state their name in full and sign. The candidate may then be granted permission to leave the room temporarily.
- 3.4.13 Where a candidate has been granted permission to leave an examination temporarily, either an invigilator or a member of College staff must accompany the candidate.
- 3.4.14 A candidate may not commence writing (or typing) until directed to do so by an invigilator.
- 3.4.15 A candidate may not continue writing (or typing) or working after directed to stop by an invigilator.
- 3.4.16 All candidates must complete the examination in silence and remain seated until given permission to leave.
- 3.4.17 All scripts and associated workings (inclusive of rough work) must be written in the booklets. All booklets must be clearly marked by the candidate with their name and Student ID number (NAVIGATE) and date.
- 3.4.18 Where approved calculators are allowed in an examination, the type is specified on Student Portal five working days prior to the examination and also on the examination paper. A candidate who does not comply with the stated type of calculator is deemed to have committed an assessment offence, see section 12.
- 3.4.19 The use of translation dictionaries, in any form, is prohibited in all examinations.
- 3.4.20 Invigilators have the right to inspect any and all materials and items in the examination room or in a candidate's possession at any time during the examination.
- 3.4.21 A candidate must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an invigilator only. No communication with any other persons, bar an invigilator, may take place during an examination.
- 3.4.22 A candidate may not bring food or drink into the examination room except water in a clear plastic bottle.
- 3.4.23 No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room they must be placed in part of the room away from the examination seating area and only as permitted by the invigilator. All such items are and remain the responsibility of the candidate regardless of where they are to be deposited for the duration of the examination.
- 3.4.24 A candidate in possession of a mobile phone or other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the invigilator, this includes smart watches; see 3.4.29.
- 3.4.25 Except where stated (e.g. open book examinations), no candidate may bring into the examination room any form of written notes or like materials.
- 3.4.26 Where reasonable adjustment has been granted for computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. Only permitted software can be used.
- 3.4.27 Where another person takes the identity of a candidate in an examination, this is considered an examination offence.
- 3.4.28 Any form of cheating in examinations is considered malpractice and is treated as a serious examination offence.

- 3.4.29 Smart watches, such as the Apple Smartwatch have been added to the list of prohibited electronic devices (alongside smartphones and MP3 players), students found wearing one after they have been told to remove them will have committed an examination offence.

4. Coursework Regulations

4.1 Submission

- 4.1.1 The CTLB must ensure that submission of coursework is recorded and that receipts are provided to students. It must also ensure that coursework is held securely and that return of coursework to the relevant students is timely and secure.
- 4.1.2 Extensions to submission dates for coursework may be granted only by the Chair of the CTLB and only via the Mitigating Circumstances process. A student who is unable to meet a submission date must complete a Mitigating Circumstances Form, see section 10.4.
- 4.1.3 Scheduled submission dates may be subject to change by the instructor or CTLB and all students will be notified of such via Student Portal and email.
- 4.1.4 Coursework submitted on or before the scheduled submission date will be marked promptly and returned to the relevant students with the appropriate feedback from the instructor.
- 4.1.5 Resubmission of coursework for assignments across modules or giving the same presentation in two (or more) modules, in whole or in part, is strictly forbidden and will be treated as an assessment offence as set out in Section 12.
- 4.1.6 Coursework submitted up to 24 hours late will be marked but a cap to the module pass mark will be applied, this work will accrue limited feedback. Late coursework (up to 24 hours) will be labelled as such by the member of college staff who accepts the submission.
- 4.1.7 Coursework submitted more than 24 hours late will achieve a zero (0%) mark and no feedback will be made available. Late coursework (over 24 hours) will be labelled as such by the member of college staff who accepts the submission.
- 4.1.8 Coursework which is found to breach the academic regulations regarding academic offences will receive an initial zero percent grade and be dealt with as set out in Section 13.5. Students who are allowed a resubmission must do so in the time frame set out by the CTLB or the Chair of the Investigation panel (College Director/Principal or Nominee).
- 4.1.9 Resubmitted coursework will be capped to the module pass mark and must be submitted in accordance with the rules set out in Section 4.1 and 4.2.

4.2 Turnitin Submission

- 4.2.1. All written coursework (including essays, reports, PowerPoint presentations and Posters) must be submitted via Turnitin through the Colleges Moodle Virtual Learning Environment alongside a hardcopy submission
- 4.2.2 Tutors must ensure that all coursework has a corresponding Turnitin submission as set out in the Tutors Operational Handbook. Submission deadlines in Turnitin must match the Hardcopy submission given to students when setting the coursework
- 4.2.3 Late submission to Turnitin will count as a late submission overall and students will be subject to the sanctions set out in sections 4.16 and 4.17, this is regardless of whether a Hardcopy was submitted on time

5 Marking

5.1 Anonymity

- 5.1.1 Navitas supports a policy of anonymous marking of all final examination scripts (anonymity is assumed in all computer aided assessment software). As such all final assessments undertaken under normal examination conditions will be marked anonymously.
- 5.1.2 Where normal examination conditions do not apply and assessment is not to be marked anonymously, then the CTLB should ensure that this advice is cited on Student Portal five working days prior to the assessment taking place or submission deadline.
- 5.1.3 Examination answer booklets should include a fold over adhesive flap (or like) on the top right hand corner of the front cover. Candidates must record their name in full in this area and then seal the information by folding over the adhesive flap. A candidate must record their PUIC Student ID on the front designated space of the answer booklet or coversheet.
- 5.1.4 An attempt by a candidate to invalidate anonymity where the examination has been classified as such, will be considered as an assessment offence.
- 5.1.5 Anonymity applies to formal examinations and coursework, students are requested to only use their PUIC Student ID number on the Coursework Submission Sheets.

5.1.6 PUIC has, via the collaborative operations manual, adopted the Partner Universities policy on use of originality software (Turnitin) and PUIC academic staff are expected to use the facility each semester.

5.2 Internal verification of marks

5.2.1 All assessed work is subject to verification. The CTLB must ensure that a minimum of 10% (but nominally 30%) of all assessed work is checked by another Tutor (the moderator) to ensure that marks have been tabulated correctly and have been arrived at correctly. A minimum 10% sample of the highest weighted assessment (usually the final exam) must be blind second marked by another Tutor with appropriate subject knowledge. Where the second marker has a discrepancy with the original mark then the CTLB will moderate between the tutors and reach an overall accommodation. Where a final mark can still not be agreed, then the relevant moderator will be asked to apply a mark which will then be referred to the College Module Panel.

5.2.2 Where disagreement has taken place between markers, the CTLB will investigate to determine that good practice has been maintained.

6 **Moderation**

6.1 The CTLB must ensure that assessment practices are controlled and maintained at all levels. Part of the control and benchmark mechanism is through the processes of internal and external moderation.

6.2 Colleges apply the following models as part of their ongoing quality management processes of all modules delivered under the Standard Delivery Model (SDM):

- i. Undergraduate Pathway Stage 1, University Foundation – Internal Moderation.
- ii. Undergraduate Pathway Stage 2, First Year Degree – Internal moderation and External Moderation – University and independent external examiner.
- iii. Postgraduate Pathway Stage 1, Pre-Masters – Internal moderation and External Moderation – University and independent external examiner.

6.3 Colleges apply the following models as part of their ongoing quality management processes of all modules delivered under the Integrated Delivery Model (IDM):

- i. Undergraduate Pathway Stage 2, First Year Degree – University Assessed.

6.4 Internal Moderation

6.4.1 Internal moderation is carried out on major module assessments only – that is the assessment with the highest weighting. Moderation is carried out on a semester basis.

6.4.2 Internal moderation comprises the following:

- i. Examination Papers: set by appropriate academic staff and approved by the CTLB.
- ii. Scripts: 30% sample taken for moderation reporting.
- iii. Report: moderation report sent by the CTLB and received by Navitas UPE Academic Registry with confirmation of assigned marks.
- iv. Discrepancy: where there is an un-resolved discrepancy of marks, the regulations set down in para. 6.7 must be followed.

6.5 External Moderation

6.5.1 External moderation is undertaken for all FHEQ Level 4 modules on each major module assessment – that is the assessment with the highest weighting.

6.5.2 This form of moderation is carried out on each module delivered in a given semester, hence this normally occurs each semester per year basis or more frequently as required.

6.5.3 External moderation is carried out by the Partner University (by staff nominated by the appropriate School/Department of the University).

6.5.4 External moderation comprises the following:

- i. Papers: set by appropriate Tutor and once approved by the CTLB they are sent to the Link Tutor by the Academic Services Officer, for approval by prior to sitting.
- ii. Scripts: 30% sample is sent to the Link Tutor for moderation reporting.
- iii. Report: moderation report sent via Link Tutor to the College Academic Services Officer with confirmation of assigned marks.
- iv. Discrepancy: where an un-resolved discrepancy of marks occurs, the regulations set down in para. 6.7 must be followed.

6.6 Moderator Conduct

6.6.1 All moderators, must:

- i. Judge each student individually and without prior influence and compare his/her performance with that of his/her peers.
- ii. Meet once a semester, as organised by the University Link Tutor (if appropriate), and including key members of the CTLB, to discuss any outstanding issues relating to the content and delivery of a module. Copies of any revised DMDs should be issued at this time.
- iii. Have the right to examine any student *viva voce* as per re-assessment regulations, see section 12.
- iv. Ensure that all students have been assessed fairly in relation to the curriculum and regulations associated with a stage of study and the stated LOs.
- v. Report to the CTLB on any matters of serious concern arising from the assessments.
- vi. Approve and moderate the form and content of proposed examination/assessment papers, marking criteria (model solutions and marking schedules) and where appropriate a selection of examination scripts/assessment work.
- vii. Have the right to sample major in-course assessments.
- viii. Have the right to recommend changes to the marks awarded by the module leaders, but always in the context of fairness to each candidate.

6.7 Moderation Resolution

- 6.7.1 Where irreconcilable disagreements arise in the assignment of marks, involving academic staff and moderators/external examiners, then the matter should be considered by the College Module Panel with all parties present. Where a decision is made in the conferment of marks the situation must be reported via the Academic Report to the AAC.
- 6.7.2 Where a decision cannot be reached at the Panel, recommendation for consideration is made to the following Progression Board and must be reported, see Academic Report to the AAC. All parties must be present. Where a decision is made in the conferment of marks the situation must be reported.
- 6.7.3 The CTLB may request a written report of the dispute from both parties and recommend that Navitas UPE Academic Registry liaise with the appropriate Head of Department School in an emergency meeting.
- 5.7.4 Where the disagreement over marking discrepancies persists, Navitas UPE Academic Registry will ensure that a third moderator is appointed from outside of Navitas and the Partner University and who must be a subject specialist with due standing. Such an appointment must be approved by the Partner University Quality and Standards Office or equivalent.
- 6.7.5 In all such circumstances, the student/s involved must be informed in writing of the recommendation/s or where a decision/s has been deferred pending a resolution and to what meeting.

6.8 External Examiners

Where a college employs the use of external examiners, he/she must be formally approved by the Partner University.

7 **Feedback**

- 7.1 Feedback must be available to all students on their in-course assessed work. CTLBs should monitor the provision and operation of feedback.
- 7.2 Feedback should, as a minimum, consist of:
 - i. provisional/raw mark – after any penalties have been applied and recorded as such;
 - ii. any major shortcomings; and
 - iii. ways in which the mark could have been improved.
- 7.3 Feedback on assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/or DMD.
- 7.4 The form of feedback may vary depending on the discipline and type of assessment but will generally be both written and oral.
- 7.5 The CTLB should ensure that instructors make feedback available to students directly within 10 working days of the scheduled submission deadline. Where feedback is unexpectedly delayed, the Tutor should inform the CTLB and students should be notified on Student Portal immediately.
- 7.6 The CTLB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and as approved by the Module Panel.

7.7 Late submission of work for assessment (after 24 hours from the scheduled deadline) will forfeit the right to any associated feedback unless there are approved mitigating circumstances.

8 College Module Panel (Subject Assessment Panel)

8.1 The CTLB shall ensure that a College Module Panel is convened once a semester, normally in Weeks 14/15, once all provisional/raw marks have been assigned. All modules that have been offered in a semester must be listed and included for consideration. Panels may be called more frequently given the requirements of a module.

8.2 Panels shall oversee the assessment of modules, taking account of the module LOs, and confirm marks/grades in accordance with the regulations.

8.3 Where a student has chosen at the outset to take a module without undertaking the formal assessment associated with that module, he/she will be assigned an AT (attendance only) grade.

8.4 The Chair is responsible for ensuring that the Panel fulfil its responsibilities in accordance with these regulations.

8.5 The appointed Secretary to the Panel shall ensure that all stakeholders to the Panel receive minutes and notes arising within a reasonable time period.

8.6 Membership

- i. Chair – CD/P or nominee
- ii. College Senior Academic Manager
- iii. Relevant teaching staff (Internal examiners)
- iv. Moderators
- v. External Examiners (where appointed/available)
- vi. Representatives from Academic Partnerships (University Quality Office)

ex officio

- i. Link Tutor(s)
- ii. Director of Student Experience & Academic Quality Navitas UK
- iii. Appropriate Heads of Department/School from the Partner University.

Secretary

- i. Academic Services Officer

8.6.1 The College Module Panel shall receive and consider:

8.6.2 Minutes and actions of the prior meeting or any intervening meeting or from the CLTB.

8.6.3 For each module:

- i. DMD.
- ii. Assessment papers.
- iii. List of candidates by their SID.
- iv. Number of students.
- v. Proportion of students by grade band.
- vi. Moderator/s reports.
- vii. External examiner/s report (where applicable).

8.7 The College Module Panel shall:

- i. Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- ii. Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information) and identify any anomalies or other cause for concern.
- iii. Obtain an explanation of any anomaly or cause of concern and take action as necessary and appropriate, seeking advice from a moderator and/or external examiner.
- iv. Confirm the marks or grades of each module.

- v. Determine the requirements for resit assessment/referred module.
- vi. Determine whether to defer confirmation of a mark or grade until specified conditions have been met within a specified timescale.
- vii. Consider the reports of each moderator and/or external examiner.
- viii. Consider the adequacy of assessment papers and make recommendations for future assignments/examinations.
- ix. Have no discretion to waive penalties imposed in accordance with any Teaching and Learning Board disciplinary procedures or where such penalties invalidate any mitigating circumstances.
- x. deferment of decision to another meeting, procedural delay, or action of another approved assessment to determine a final mark or grade.
- xi. Reported module marks as an integer using the following conditions:
 - a. a decimal of 0.5 or greater should be rounded up to the next integer; or
 - b. a decimal of 0.4 or lower should be rounded down to the next integer.
- xii. Endorse the final mark sheet.

8.8 The CTLB must ensure that provisional/raw marks are notified to students and subsequently the marks confirmed by a Module Panel, must then be provided to students as per para. 2.8.3. The CTLB shall also ensure that students also receive an explanation of marks or grades as required.

8.9 The Panel shall follow the University of Plymouth's Operational Instructions for Subject Assessment Panels (CPR 09 Appendix E) for Guidance in the above processes. Appendix E must be made available to the panel for reference.

9 College Progression Board

9.1 The CTLB shall ensure that a College Progression Board is convened once a semester or as required, normally in Week 15, once all relevant marks/grades have been assigned by the College Module Panel.

9.2 The primary purpose of College Progression Boards is to determine, in accordance with the regulations, whether each student has met the criteria for progression from one stage to the next, either from one College stage to the next or from a College stage to a University stage leading to a final University award. In the latter case, the Board will formally confer a Confirmation of Attainment. The approved appropriate Programme Specification defines the progression points in a pathway and the amount of credit that a student must obtain at each prescribed College stage.

9.3 Where mitigating circumstances have been proved, a Board must:

- a) record all decisions reached in respect of valid mitigating circumstances; and
- b) where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 40, except where a student is seeking Progression to the University.
- c) waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date

9.4 College Progression Boards may not confer awards or any award associated with the University.

9.5 The appointed Secretary to the Board shall ensure that all stakeholders to the Board receive minutes and notes arising within a reasonable time period.

9.6 Membership

- Chair – CD/P or nominee
 - College Senior Academic Manager
- ex officio*
- Link Tutor
 - Appropriate Head of Department/School from the Partner University.
 - Representative of the Registry of the Partner University.
 - External Examiner (where appropriate/available)

Secretary

- College Academic Services Officer

9.7 The College Progression Board shall receive:

- a) Minutes and actions of the prior meeting or any intervening meeting or Teaching and Learning Board consideration.
- b) Stage Programme Specification.
- c) List of Candidates, including:
 - i. student name.
 - ii. SID.
 - iii. Confirmed mark or grade for each module (from the College Module Panel).
 - iv. Any disabilities and details of allowances.
 - v. Report from the Teaching and Learning Board of decisions made with regard to Mitigating Circumstances found valid and not valid (where applicable).
 - vi. Report of decisions made with regard to allegations of misconduct and actions taken to date relating to an assessment offence (as appropriate).
- d) Moderator/s reports.
- e) External examiner/s report (where applicable).
- f) Aggregated information showing tracking data of College students through University stages of study (classification of final award) – if appropriate.

Note: All marks presented to a Board must be reported as an integer using the following conditions:

- A decimal of 0.5 or greater should be rounded up to the next integer
- A decimal of 0.4 or lower should be rounded down to the next integer

9.8 College Progression Boards shall:

- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- b) Note any actions taken under delegated authority at prior meeting.
- c) Determine for each candidate whether he/she has successfully met the completion criteria within the Stage/Programme Specification regulations to progress to the next stage. Where the next stage involves articulation to a prescribed degree programme/scheme at the University, to confer a Confirmation of Attainment.
- d) Determine whether a candidate should be excluded/terminated from a stage of study on academic grounds.
- e) Consider the reports of each moderator and/or external examiner.
- f) Exercise discretion where valid mitigating circumstances have been upheld.
 - i. Note all decisions made for each student with one of the following designations.
 - ii. Withdrawal from candidature – confirms that a student will be withdrawn from the stage of study.
 - iii. Progression with Compensation confirms a student may continue to the next stage of their pathway. Level 3 students may be compensated in up to 20 credits, regardless of how many module failures. Level 4 students will be compensated under University regulations (see section 10);
 - iv. At the panels' discretion compensation for module failure shall be considered if the student is within 10 marks of the pass grade (5 marks for Pre Masters Modules), if the failure is less than 20 credits, the criteria set out in the DMD has been met and if the student has not failed more than one of the module components. Only 20 credits per stage shall be considered for compensation. Compensation shall be applicable on Level 4 study (Section 10) when the minimum element grade criteria has not been met
 - v. Progression – confirms a student may continue to the next stage of their pathway.
 - vi. Progression – issue of Confirmation of Attainment – confirms that a student has successfully completed a stage of study at the point of articulation to the prescribed University degree programme/scheme and is eligible for onward progression to the University to take up a guaranteed place.
 - vii. Deferral of decision to another meeting, procedural delay, or action of another approved assessment to determine progression – confirms that a student may be placed on a deferral until the following semester enrolment period or as per the duration of an academic decision.
 - viii. In exceptional circumstances a student who has failed one module may be allowed to be referred in the final examination. This is at the absolute discretion of the board and will take into account student circumstances, stage progression and final mark in the failed module. Level 4 Student failures will be assessed under section 10 below.

- ix. In exceptional circumstances, for example to aid decisions on the re-assessment of candidates with valid mitigating circumstances or in cases of suspected plagiarism, the Panel may request a *viva voce* examination, see section 12.
 - x. All decisions made are at the full discretion of the Progression Board.
 - g) Endorse marks and credit where a student has been granted APL.
 - h) Endorse the Progression List – this endorsement indicates those students who have satisfied the standard of assessment and student profile for progression to the University.
 - i) In exceptional situations and where an academic management issue has arisen and a strict application of these regulations would be unjust to a student or students, the Board has discretion to depart from the regulations. However, in such cases a member of Navitas UPE Academic Registry should be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision made must be recorded on the List of Candidates and Progression List as appropriate.
- 9.9 The Progression Board shall delegate authority, by resolution, to the Chair in relation to the confirmation of progression decisions arising from deferment decisions. The resolution shall require the Chair to consult with Navitas UPE Academic Registry prior to final documentation of any decision and report of the decision to the next Board.
- 9.10 The Progression Board shall delegate authority, by resolution, to the Chair in relation to the Confirmation of Attainment in order to correct decisions based on erroneous or incomplete information. Chair decisions must ensure that they do not remove a student’s right to Appeal and Review, CPR QS10 against decisions made by the Board. The resolution shall require the Chair to consult with Navitas UPE Academic Registry prior to final documentation of any decision and report of the decision to the next Board.
- 9.11 Progression Rules
- 9.11.1 Unless stated otherwise, the timing of points of progression from one College stage of study to the next, is considered to be the first day of the following semester after the meeting of the Progression Board that confirmed completion of the prior stage.
- 9.11.2 Unless stated otherwise, the timing of points of progression from a College stage of study to the University can be considered as the first day of the prescribed academic year (semester A/1) or in some circumstances the first day of semester B/2, after the meeting of the College Progression Board that confirmed completion of the prior stage.
- 9.11.3 On the authority of the College Progression Board, a student may commence the study of a module/s at the next stage before the Board has met to consider the results of the assessment at the preceding stage.
- 9.11.4 A student may progress without having had assigned the requisite credit and only where such credit has been the result of a deferred assessment arising from valid mitigating circumstances. This may normally only occur where a student is being managed within College stages of study and not where it involves an articulation point.
- 9.11.5 Where a student undertakes assessment and/or is awarded credit for prior learning such that the maximum required for progression is exceeded, the Progression Board will, in the first instance, take account of the performance of the student in all mandatory modules. Only in the second instance shall the performance in non-mandatory modules be considered up to the total required with all other assessments being disregarded.
- 9.11.6 A student may not progress to his/her next stage of study until the previous stage has been completed in full.
- 9.12 Students progressing to BEng (Hons) Degree Programmes would normally be required to achieve a minimum pass of 60% in all Stage 1 modules. However consideration can be given to progressing students to Stage 2 BEng (Hons) programmes who have not achieved 60% in all modules, but who have demonstrated compensating strengths within the profile. All decisions regarding progression to BEng (Hons) shall be determined by the end of Stage 1 Progression Boards which will assess the students across their full range of module grades. Students who fail to achieve 60% across all modules or who do not show an academic progression will be deemed to have failed. Students achieving more than 50% but less than 60% will be

offered the choice of a referred examination or progression on to the BSc equivalent (if available). See Stage 1 (FHEQ Level 3) Programme Specification for more information.

- 9.13 A student who is considered by the College Progression Board, in consultation with the Module Leader, to be making unsatisfactory progress (either academic or in terms of professional development) or whose conduct is unethical or unprofessional or dangerous may be required to withdraw from a programme of study. A written formal warning will be issued by the College Principal (or nominee) after consultation with the Manager of Academic Services indicating the grounds for the warning. If the problem is not resolved the College Progression Board may require the student to withdraw.
- 9.14 All decisions relating to progression rests with the College Progression Board.
- 9.15 All students who have failed or are considered to be in jeopardy (more than two modules at a borderline pass level), must be called for an interview with the CDP (or nominated representative) and within two working days of the Panel meeting.
- 9.16 Deferment, Repeat and Re-enrolment
- 9.16.1 The College Module Panel may, in proven mitigating circumstances, allow a student to undertake a repeat assessment within the assessment regime of the following semester only.
- 9.16.2 At the panel's discretion and only in exceptional circumstances a candidate who has not passed the assessment of a module at his/her first attempt may undertake a repeat assessment, that is, to take a re-assessment opportunity in a given module, in the following situations:
- i. Where a student has failed to achieve the relevant pass mark in his/her final summative examination, the Panel may recommend that the student be granted the opportunity to take a repeat examination, where this is not feasible the student will be required to repeat the module in full, as a second attempt (Sections 9.16.7, 9.16.10).
 - ii. In exceptional circumstances and at the boards discretion, where a module is based on coursework assessment alone and a student has failed the major piece of coursework, then the Panel may recommend that the student be granted the opportunity to take a referred assessment within a specified period of time to be submitted no later than Week 4 of the following semester. Where this is not feasible the student will be required to repeat the module in full, as a second attempt (Section 8.13.7, 8.13.10).
 - iii. Where a student has been allowed a referred examination or referred final piece of coursework as set out in sections 9.16.2 (subsections i and ii) and if the student is successful then the final aggregate mark will be capped to the pass mark of the module regardless of the actual mark achieved.
- 9.16.3 The form of the referred assessment does not have to be the same as the form of assessment which was originally failed. It is the responsibility of the Module Panel Board to specify the form of the reassessment. However, if the form of the reassessment is different (including cases where the nature of the examination or coursework has changed) students should be informed in writing.
- 9.16.4 Final examination is the preferred form of alternative assessment for 100% coursework based modules where there is not enough time between the panel boards and the start of the next semester for a student to reproduce a piece of coursework.
- 9.16.5 Any alternative assessment must cover the module learning outcomes of the failed assessment element in its entirety
- 9.16.6 Approved referral of assessment confirms that a student may be placed on:
- i. Current enrolled status (NAVIGATE Current); or
 - ii. Deferred status (NAVIGATE D status).
- 9.16.7 A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at a first or second attempt. In recommending re-take of an entire module, the College Module Panel or CTLB may consider that the student requires substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance. A student who repeats a failed module will be placed on the Student in Jeopardy Programme to facilitate monitoring of academic progress.

- 9.16.8 The grade achieved for a retaken module (as per section 8.13.4) will not be constrained, unless agreed otherwise by a College Module Panel or College Progression Board.
- 9.16.9 Students may not elect to repeat a module in an attempt to improve their grading.
- 9.16.10 Where an undergraduate stage of study is delivered by the College as part of a SDM, a student may have a maximum of three attempts to complete the module before progression to the next stage or semester is barred, a postgraduate student will be allowed two attempts at a module. If a FHEQ Level 3 undergraduate student has failed less than 60 credits in a stage then a repeat of the module in full will be the preferred route. Referred final examinations/re-submitted coursework are only available in exceptional circumstances for a repeat at a second attempt. In general the student must be available to take any referrals before the start of any subsequent semester. If this is unfeasible then the student may be expected to re-take the failed modules in full before progression to the next stage of study is allowed.
- 9.16.11 A candidate for a repeat module may not demand reassessment in elements that are no longer current in the module. It is therefore the candidate's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Progression Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the first attempt.
- 9.16.12 The College Module Panel shall, by resolution, delegate authority to the Chair in relation to the confirmation of marks and grades arising from deferment decisions. The resolution shall require the Chair to consult with Navitas UPE Academic Registry prior to final documentation of any decision and report of the decision to the next Panel.
- 9.17 The College Module Panel shall delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to Appeal (see CPR QS10) against decisions made by the Panel. The resolution shall require the Chair to consult with Navitas UPE Academic Registry prior to final documentation of any decision and report of the decision to the next Panel.

10 FHEQ Level 4 Academic Regulations

The Academic Regulations set out above shall apply to all FHEQ Level 4 students except where superseded by Plymouth University Regulations in the areas set out below:

- 10.1 Where an Undergraduate student is studying on an FHEQ Level 4 programme then he/she will be discussed under Plymouth University's assessment regulations to allow for the award of a Cert HE where applicable and so that any credits gained on Level 4 can count towards the final degree award classification.
- 10.1.2 FHEQ Level 4 programmes will require the appointment of an External Examiner as credits gained will potentially count towards the final degree award.
- 10.1.3 The meeting agenda shall follow the Plymouth University model and any minutes of the meetings shall be written using the University template. Minutes shall be discussed at the next set of panels and boards. Copies of these minutes are to be sent to Plymouth University Academic Partnerships and to the External Examiner.
- 10.1.4 The Progression board panel must include representation from Academic Partnerships, the external examiner (via phone or skype if necessary) and, where available, from the relevant programmes in the Plymouth Business School.
- 10.1.5 Where module assessment involves more than one element, a student is required to achieve a minimum of 30% in each. A module may be validated with the requirement that a student achieve a mark of over 30% in each of the elements.
- 10.1.6 A student will be deemed to have completed the Level if they have failed in up to 20 credits with mark 30% or more in each assessment element, provided that the failed credits are not designated as non-compensatable

and they have achieved an aggregate mark of at least 40% in the Level overall. In such cases a student will be awarded a compensated pass in the module(s).

10.1.7 If a student fails up to 60 credits, s/he will be allowed to take appropriate referred assessment(s) (as specified by the Award Assessment Board) at the next available opportunity. The original rule for passing the module will apply for any student, unless the Award Assessment Board has specified a single module assessment in substitution for both elements, in which case the student must achieve 40% in that assessment.

10.1.8 If a student fails more than 60 credits, the Award Assessment Board will:-

- i. require the student to repeat the failed modules with attendance.
- ii. where there are valid extenuating circumstances, allow the student to take referrals in the appropriate assessments at the next available opportunity: To be eligible for such a referral, students should normally have demonstrated sufficient academic progress during the year to suggest that they have the potential to achieve all the credits in which they have been referred.
- iii. require the student to withdraw from the programme; and award any intermediate qualification for which the student has achieved the credit requirements.
- iv. require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme.
- v. require a student who has developed a health or other problem which prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme and be granted the appropriate exit award.
- vi. A student will normally be permitted a maximum of three attempts at a module. A failed module may therefore not normally be referred or repeated on more than two occasions. If a student chooses to study a different module instead of the failed module the number of attempts at the original module will count towards the maximum number of attempts at the new module.
- vii. Where a failed module is successfully passed after referral or repeat, any element retaken will be capped at 40%. In the case of repeated modules this would normally apply to all elements. If a student chooses to study a different module instead of the failed module, the capping at 40% will still apply. Marks will not be capped where the referral or repeat is as a first attempt.

10.2 Failure after referral

10.2.1 If a student has passed a minimum of 100 credits after having completed referrals, s/he may be compensated for failure in up to 20 credits with marks of 30% or more, provided that the failed credits are not designated as non-compensatable and s/he has achieved an aggregate mark of at least 40% in the Level overall. In such cases a student will be awarded a compensated pass in the module(s).

10.2.2 If after referrals, and after consideration of compensation, a student has not achieved the requisite number of credits to complete the Level, the Award Assessment Board will:

- i. exceptionally allow the student to progress and offer a further referral opportunity during the next session, based on a judgement of the student's overall performance and potential. This decision may only be applied where the student has submitted valid extenuating circumstances for the first or referred attempts, or both, the student is commencing a placement or is required to refer/repeat a field course, and will normally be applied in the case of failure in up to 20 credits (or one 30 credit module).
- ii. require the student to repeat the failed modules with attendance.
- iii. require the student to withdraw from the programme; and award any intermediate qualification for which the student has achieved the credit requirements.

- iv. require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme.
- v. require a student who has developed a health or other problem which prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme and be granted the appropriate exit award

11 Mitigating Circumstances

- 11.1 Mitigating circumstances refer to events that must only relate to the health and/or personal matters and which occurred during or before the period of assessment to which they apply.
- 11.2 If a student has problems or difficulties significantly affecting his/her performance on a given module of study, then this should be discussed with the College and appropriate action taken via the Mitigating Circumstance Panel, see section 11.9.
- 11.3 In emergency and critical situations the CD/P must be informed immediately and referral of the case to the Mitigating Circumstances Panel for potential Home Office reporting.
- 11.4 The procedures concerning mitigating circumstances are intended:
- i. to apply to individuals only; and
 - ii. do not apply where there has been a management failure with regard to arrangements that may have disrupted the learning and assessment process – such issues are dealt with via the normal grievance process, see CPR QS10.
- 11.5 It is the responsibility of the student in question to notify the College as to the circumstances in writing at the earliest possible time. The Mitigating Circumstances Form (Appendix B), should be used as a basis for a written statement. The written statement should contain full details and include supplementary evidence and testimony from independent or third parties, for example a medical certificate indicating the time, nature and probable effect of the circumstances.
- 11.6 A written statement on a student's behalf, when not accompanied by a Mitigating Circumstance Form, may be considered on the proviso that it is given with the full consent of the student and that this consent is detailed within the report. No further intervention on behalf of a student may be considered unless where there are grounds for serious and confidential mitigating circumstances. In such situations, the student and person acting on his/her behalf will be informed of the final College decision.
- 11.7 All completed and submitted Mitigating Circumstances Forms and supporting written/visual evidence must be placed on the student file and the file kept in a secure location for a period of seven years as per normal disposition regulations of Navitas UK data.
- 11.8 Where there are grounds for serious or confidential mitigating circumstances, the student in question may notify the CDP directly. Where the student feels more comfortable approaching another member of College or Navitas staff then they are able to do so under the proviso that the matter is brought to the attention of the CDP. The CDP will then judge whether any intervention on the student's behalf can be accepted. Where the intervention is upheld, the CDP will note for the record only the student's name, the fact that serious and confidential procedure has been applied and which assessments the extenuation refers to. The student shall then be informed of the decision.
- 11.9 Mitigating Circumstances Panel
Mitigating circumstances decisions are made by the Mitigating Circumstances Panel. Membership of the panel is as follows:
- i. Chair – CD/P or nominee
 - ii. A person who is not immediately associated with the module/s or student in question – member of Navitas UPE Academic Registry.
 - iii. Administrator – College Student Services Officer.
 - iv. College Senior Academic Manager.
 - v. Additional members as appropriate appointed by the CD/P.

- 11.10 Panels shall meet at the end of each semester and ideally prior to the relevant College Module Panels and Progression Boards. They can be called more frequently as required.
- 11.11 Students will be informed of a Panel decision within 10 working days from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.
- 11.12 Assessment penalties imposed for late submission may, due to valid mitigating circumstances, be lifted by the Chair at a meeting of the Panel.
- 11.13 A student may qualify for the right to be assessed again where the Panel decides that his/her performance in a specific assessment has been affected by valid mitigating circumstances – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College Module Panel may vary the assessment to be re-taken in order to assess the student performance across a module.
- 11.14 Where Mitigating Circumstances, which have been considered valid, cause a student to miss a final examination the panel may decide to allow the student to be re-assessed, as a first attempt, before the module panel and progression boards occur.
- 11.15 The Mitigating Circumstance Panel will inform the College Module Panel where valid mitigating circumstances apply to named students in specific module assessments. Information will be provided in documented minutes.
- 11.16 College Module Panels must:
- i. waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
 - ii. record all decisions reached in respect of valid mitigating circumstances.
- 11.17 College Module Panels may:
- i. permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates;
 - ii. permit the relevant assessment of the module in a different approved mode which must be defined and made known to the student along with the specified date/s; or
 - iii. where valid mitigating circumstances have prevented the student from completing an assessment task but sufficient evidence can be shown that the Specific LOs of the module have been met from at least two other completed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module.
- 11.18 The College Module Panel will inform the College Progression Board what valid mitigating circumstances apply to a named student and in what module/s along with the decisions of the College Module Panel.
- 11.19 College Progression Boards must:
- i. record all decisions reached in respect of valid mitigating circumstances; and
 - ii. where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 40 or except where a student is seeking progression to the University.
- 11.20 When a College Progression Board offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of his/her intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again it cannot be to his/her detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.
- 11.21 Mitigating circumstances may not form the basis of an academic appeal.
- 11.22 For guidelines relating to mitigating circumstances, application, management of procedures, criteria for determining mitigating circumstances and the appropriate acceptable evidence, see College supporting documents.

12 Adjustments for Students with Disability

- 12.1 A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon his/her ability to carry out 'day-to-day' activities. Within the environment of a College, 'day-to-day' activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.
- 12.2 The CTLB in consultation with the University's Disability Assist Services and Navitas UPE Academic Registry is responsible for ensuring that reasonable adjustments are made for such students by way of a Student Management Plan. This Plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment tasks as all other students in the cohort.
- 12.3 The nature of any reasonable adjustment must be determined by the specific needs of an individual student and may include the provision of:
- i. extra time.
 - ii. a rest break.
 - iii. assessment in a separate room or in an approved off-campus site.
 - iv. alternative formats.
 - v. a reader, scribe or amanuensis.
 - vi. word processing packages and/or assistive technology.
- 12.4 When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by Navitas UPE Academic Registry and the University's Disability Assist Services.
- 12.5 It is the responsibility of the student to notify the College of his/her condition in a timely manner and to allow any reasonable adjustments to be considered and, where approved, made prior to the assessment event. All such notification must be supported by professionally documented medical or other evidence.
- 12.6 The exact nature of approved reasonable adjustments should be communicated and confirmed with the student via an outline schedule and plan in person and delivered by hand. Where this is not possible it should be posted to the latest local address notified to the College. This information should then be confirmed by courier to their home country address notified to the College five working days prior to the assessment event.
- 12.7 Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File (NAVIGATE note and hardcopy in full), the minutes of the CTLB, Navitas UPE Academic Registry, and where appropriate to the University Disability Services.
- 12.8 If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then, where possible, the student shall undertake the assessment in the same way as the other students and use the mitigating circumstances procedures to bring the matter to the College Progression Board.
- 12.9 Where the CTLB is satisfied that any delay in production of evidence is due to justifiable circumstances then the adjustments may be made to the assessment as if the evidence was made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 12.10 Reasonable adjustments do not include extensions to submission dates for coursework unless such extension is considered as part of an agreed structural adjustment to a normal stage of study as determined in the Student Management Plan. Where there is an unforeseen worsening of a student's condition and he/she is unable to meet a submission date for coursework, then mitigating/extenuating circumstances procedures should be used.
- 12.11 Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.

- 12.12 The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.
- 12.13 The CTLB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases the Board shall consult with Navitas UPE Academic Registry and University Disability Services.
- 12.14 Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction then the CTLB will ensure that reasonable adjustments in timed assessments are made as guided by the University's Disability services.
- 12.15 Where the approved reasonable adjustment includes the appointment of a scribe or amanuensis, the following procedures should apply:
- i. Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student.
 - ii. The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly.
 - iii. The scribe/amanuensis may not be a member of College staff, an instructor to the student, another student of the College, or anyone who has acted as a scribe/amanuensis for the student during their normal studies.
 - iv. Arrangements for any approved rest periods relating to the use of a scribe/amanuensis must be scheduled and approved prior to the assessment and the total time allowance recorded and adjusted accordingly; and
 - v. Separate rooms must be provided for students where approval has been granted for the use of a scribe/amanuensis or word processor and where there will be disruption to other students.

13 Assessment Offences

13.1 The Student Study Guide must include a section on cheating, plagiarism and other academic misconduct/offences.

13.2 Plagiarism

13.2.1 College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- i. Importing phrases from another person's work without using quotation marks and identifying the source.
- ii. Making a copy of all or part of another person's work and presenting it as one's own.
- iii. Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
- iv. The use of the ideas of another person without acknowledgement of the source or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
- v. Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.
- vi. Use of websites which paraphrase whole sections of text from published work, where such text has been inserted into a coursework submission with no attempt to change it

13.2.2 Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures.

13.2.3 For reasons of parity, each College will consider the directives of its Partner University's policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students must consent to copies of their work being submitted to any plagiarism detection service employed by a College, or Partner University. Where a student is not the rights holder of his or her work, it is the student's responsibility to notify the College.

13.3 Collusion

13.3.1 Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:

- i. the representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
 - ii. taking credit for individual merit of a piece of work when all or part thereof was constructed by another person.
 - iii. where the student is suspected of utilising a pay per essay or Ghost Writing service which is undetectable via any plagiarism software such as Turnitin
- 13.3.2 It is important that, unless group work is identified, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and a strategy does not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.
- 13.3.3 Students should be aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.
- 13.3.4 Any student/s found conferring, in any form, in a closed book examination will be disqualified and be assigned 0% for the examination.
- 13.4 Examination Malpractice
- 13.4.1 An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line the invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.
- 13.4.2 The candidate will then be supplied with new materials and permitted to continue the examination. The candidate is not expected to start the examination again.
- 13.4.3 On completion of the examination the invigilator will complete and submit a written report, (see Alleged Malpractice Form), to the College Director/Principal (CD/P) along with the record of assessment removed and signed.
- 13.4.4 The CD/P will then alert the CTLB and the candidate may continue through the examination period in the normal way pending further inquiry.
- 13.5 Procedure
- 13.5.1 All cases of alleged assessment offence must be reported to the CD/P or College Senior Academic Manager who, in turn, will inform the CTLB and the College Module Panel.
- 13.5.2 The College Senior Academic Manager (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.
- 13.5.3 The College Senior Academic Manager will:
 - i. notify the student in writing of the alleged offence – a Letter of Allegation;
 - ii. investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people;
 - iii. inform the candidate in writing of the outcome of the investigation – a Letter of Resolution. Any other members of College or University staff are expressly forbidden from communicating such an outcome.
- 13.5.4 Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the CTLB either in writing to the College Senior Academic Manager (or nominee) within five working days of the date of the Letter of Resolution.
- 13.5.5 In a proven case of plagiarism and/or collusion, where the offence is a first offence, a note will be made by the College Senior Academic Manager (or nominee) on the student's Academic Record (hard copy and on NAVIGATE) and a written warning issued.
- 13.5.6 In all other cases the College Senior Academic Manager (or nominee) will make a report of an investigation and/or record of presentation of a student to the CTLB, and to the Chair of the relevant College Module Panel and/or College Progression Board.
- 13.5.7 The College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion:
 - i. The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student.
 - ii. The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.

- iii. The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade.
 - iv. Award 0% for the assessment in which the plagiarism/collusion occurred.
 - v. Where the offence is due to use of a Ghost Writing service or essay bank then the College reserves the right to conduct a Viva Voce examination to assess the students' knowledge of the written work before any penalties are decided upon (see Section 14). The student will be informed in writing regarding the outcome of the investigation and about any penalties that are to be applied. The student has the right to appeal to the College Teaching and Learning Board as set out in Section 13.5.4
- 13.5.8 The Panel may, at its sole discretion, impose any of the following penalties in a proven case of other academic misconduct (excluding plagiarism and collusion):
- i. Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade.
 - ii. Reduce the mark/grade to the relevant pass mark/grade.
 - iii. Award 0% for the assessment in which the academic misconduct occurred.
- 13.5.9 In determining the appropriate penalty to be imposed (paras. 13.5.7 and 13.5.8), the Panel will interview the student formally at which time the latter has the right to be accompanied by a nominated person.
- 13.5.10 The Chair of the College Module Panel will:
- i. Notify the student in writing of the action taken by the Panel, and of his/her right to Appeal, see CPR QS10.
 - ii. Make a full report of the action taken by the Panel to the College Progression Board and to the CLTB.
- 13.5.11 The College Academic Services Manager will also update the students NAVIGATE record with the details and outcome of the offence and ensure that hard copies of the Letters of Allegation and Resolution alongside any and all evidence of the offence is placed in the students permanent record.

14 Viva Voce Examinations

- 14.1 Viva Voce examinations may be used in exceptional circumstances, including to aid decisions on the re-assessment of candidates with valid mitigating circumstances or in cases of suspected plagiarism.
- 14.2 In the rare instance that a viva voce examination is used, the Senior Manager of Academic and Support Services or nominee must be present along with a nominated examiner (normally a subject specialist or nominated moderator where an issue of unfair practice is under review; or the appropriate Tutor for all other situations). All outcomes and marking rationales must be reported to the following College Module Panel and the College Teaching and Learning Board.

Appendix A - Invigilator Guidelines

Appendix B – Mitigating Circumstances Form

Appendix C – Moderators Form

Appendix D – Retake and Referral Policy for Domestic and EU Students

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