

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 5a: ASSESSMENT REGULATIONS FOR UNDERGRADUATE TAUGHT STUDIES

Document record

Document title	Academic Regulations Section 5a Assessment Regulations for Undergraduate Taught Studies
Document owner	Registrar
Document reference number	UOBAR124
Document currency	Academic Year 2021/22
Document history	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Remove 'including foundation year' in title. • Use of the word 'resit' instead of 'reassessment' or 'retake' instead of 'repeat'. • 2.10 – clarification that by gaining 30 credits, you are eligible for a retake year. • 2.11 – The Scheme board, not Examination board approves the classification of final awards. • 3.3 – inclusion of paragraph referencing exit due to non-submission from Section 3. • Old 3.8 – removal of requirement to viva students with a non-submission. • 3.9 – removal of early referral opportunity. • 3.11 - clarification that by gaining 30 credits, you are eligible for a retake year (and only allowed to retake after finishing a stage). • 3.12 – remove final sentence and add to 3.13. • 3.14 – new sentence to clarify that progression is permitted if a unit is failed twice, as long as criteria to progress is met. • 4.5 – move this sentence to cover all 3 progression rules and include foundation year • Remove requirement for a course stage average across progression rules. • 4.8 - 'you must have passed' add: 'or be compensated for'. • 4.11 – the retake unit will not be charged. • Addition of 4.12 - Allow trail with an academic fail but retake assessments are capped. • 4.14 - 'you must pass' add: 'or be compensated for'. • 4.16 - clarify that compensation should be applied at the earliest opportunity and that students with mitigation will be permitted to

	<p>take their attempt.</p> <ul style="list-style-type: none"> • 4.17 remove requirement to attempt all assessment. • Old 4.17.2 remove course stage average. • 4.17.3 - clarify that Pass/Fail units cannot be compensated. • 5 – removal of 2020/21 degree algorithm of final stage only. • 5.4 – clarify compensation cannot be applied at final stage by removing the word ‘usually’. • 5.6 – clarify that higher level credit dropped down cannot be used in enhancement calculation for lower level award. • Old 5.19 & 5.22 Move integrated masters award to Section 5b. • 6.2 – revert back to previous Examination Board operation. • Appendix B – inclusion of compensation and non-submission grading (PZ/NZ). • Inclusion of content table. • Updated Courses with approved variations. • Updated links. • Renumbering as appropriate. • Reformatting as appropriate. • Correction of grammar and punctuation. <p>Approved by Academic Board September 2021</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • 1.1 Amended language for ease of reading and clarifying purpose of this regulatory section. • Removal of Section 2 and 3 these are contained within the Quality Handbook Chapter 8. • 4.4 Clarification that a student needs to meet the criteria before they can progress to the next stage. • 4.5 – 4.9 Inclusion of new regulations allowing Progression with outstanding repeat assessment/s. • 4.10 – 4.14 Inclusion of new regulations allowing Progression with trailing unit/s. • 4.16 – 4.17 Inclusion of new regulations allowing Progression with compensation. • 4.18 New regulations clarifying compensation is not allowed from level 6 to level 7 on an Integrated Masters award. • Changes across Section 5a to reflect house style including the use of plain English and active verbs for ease of reading and understanding. • Renumbering as appropriate <p>APPROVED Academic Board September 2020</p>

	<ul style="list-style-type: none"> • Changes to previous version: • New regulation at 7.2 to clarify the progression requirements from level 6 to level 7 on an Integrated Masters course. • 8.11 and 8.11.1 Inclusion of the new algorithm for determining honours classifications for degree awards. This is included in the 2019/20 regulations for application to awards being conferred in academic year 2020/21. • New regulations at 8.14 and 8.15 to set out enhancement requirements for Integrated Masters courses. • Renumbering as appropriate. <p>Approved by Academic Board 2 September 2019</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Amendment to Regulation 4.1 – Inclusion of simplified percentage marking. • Inclusion of new Regulation 4.2 – Clarification as to unit outcomes and the marking scheme. • 4.2 -4.13 – renumbering. • Addition of new regulation 6.4 – to include requirement for viva where student passes a unit with only one assessment attempted. • Removal of Regulation 7.1.3 – cross stage study. • Amendment to Regulation 8.16 - Correction of error for the name of the enhancement from ‘Commendation’ to Merit. <p>APPROVED by Academic Board 22 August 2018</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Academic year amended • Minor amendments made to clarify Regulations 6.4; 6.5; 6.6; 8.2; 8.3; 8.8.1; 8.9; 8.12; 9.3 • Minor corrections made to Regulations 2.3; 4.9; 6.3; • 6.10 Inclusion of new Regulation to ensure higher mark of 1st sit or repeat assessment is used in unit result and award outcome. • 7.1.2 Removal of minimum mark for Condonement purposes • 8.15 Inclusion of new Regulation to allow for enhancement of Distinction for Certificate of Higher Education award • 8.1.7 Inclusion of new Regulation to allow for enhancement of Merit for Certificate of Higher Education award. <p>APPROVED by Academic Board 4 September 2017</p>

Contents

Courses with approved variations (for details of the variations please see Section 7 of the Academic Regulations)	5
1 Introduction	7
2 Marks	7
3 Elements of assessment and passing units	8
4 Progression between stages of an undergraduate course	9
Progression with an outstanding resit	9
Progression with trailing unit/s	10
Progression with compensation	10
5 Final Stage assessment and award	11
Calculating honours degrees	11
Using the penultimate and final stages of the programme of study	11
Using only the final stage	12
Borderline awards	12
Awards with enhancement	12
6 Examination Boards	13
7 Academic Offences	13
8 Appeals against Examination Board decisions	13
Appendix A - Simplified Marking Scheme	14
Appendix B - University Grading Scheme	15
Appendix C - Weighted averages for borderline classifications	15

SECTION 5a: Assessment Regulations for Undergraduate Taught Studies

Courses with approved variations (for details of the variations please see Section 7 of the Academic Regulations)

Advanced General Practice Nursing – Short Course

Behavioural Science – BSc (Hons)

Biomedical Science – BSc (Hons)

Broadcast Journalism BA (Hons)

Clinical Leadership and Management – Short Course

Computer Systems Engineering BEng (Hons)

Electronic Engineering BEng (Hons)

Examination and Assessment of the New-born – Short Course

Fashion Design and Manufacture BA (Hons) (Marbella Design Academy)

Food Science, Technology and Management Apprenticeship

Graphic Design and Media BA (Hons) (Marbella Design Academy)

Interior Architecture and Design BA (Hons) (Marbella Design Academy)

LLB LAW – BSc (Hons)

Mental Health Skills for Healthcare Practitioners – Short Course

Mentorship and Support for Professional Practice (level 6) - Short course

Midwifery: Registered Midwife (3 year) BSc (Hons)

Midwifery: Registered Midwife (18 month) BSc (Hons)

Midwifery: Midwifery Apprenticeship BSc (Hons)

Nurse and Midwife Independent and Supplementary Prescribing (V300) level 6 – Short Course

Nursing with Registered Nurse: Adult BSc (Hons)

Nursing with Registered Nurse: Children and Young People's BSc (Hons)

Nursing with Registered Nurse: Mental Health BSc (Hons)

Apprenticeship Routes:

Nursing: Adult – BSc (Hons)

Nursing: Children and Young People's – BSc (Hons)

Nursing: Mental Health – BSc (Hons)

Nursing Associate – FdSc

Nursing Associate (Apprenticeship) – FdSc

Occupational Therapy – BSc (Hons)

Operating Department Practice BSc (Hons)

Physiotherapy – BSc (Hons)

Professional Policing – BA (Hons)

Professional Social Work Practice (Integrated Degree Apprenticeship) – BSc (Hons)

Project Management – BSc (Hons)

Project Manager Degree Apprenticeship

Return to Practice (Nursing) - Short Course

Social Work – BSc

Telecommunications & Network Engineering BEng (Hons)

UBIC foundation year

1 Introduction

- 1.1 Our academic regulations provide the regulatory framework for assessment processes. They are approved and amended by Academic Board. The way in which we implement these regulations is set out in the Quality Handbook. The Handbook also covers the quality assurance processes designed to complement, and be read in conjunction with, these academic regulations.

2 Marks

- 2.1 All students' work is marked using an approved University marking scheme (see Appendix A)
- 2.2 Your overall unit mark will be calculated using our grading scheme (See Appendix B).
- 2.3 Some units are approved through the course approval process to be graded on a pass/fail basis.
- 2.4 We mark each assessment element using whole numbers. If there are a number of components in an assessment, we aggregate the marks and round the overall calculation. We use the convention that 0.5 and above is rounded up, below that is rounded down, to the nearest whole number.
- 2.5 We do not use your attendance to award marks or to contribute to marks awarded.
- 2.6 We award credit if you successfully complete a credit bearing unit at level 3 or above.
- 2.7 You cannot retake or be reassessed in any unit you have passed.
- 2.8 If you take any units in addition to your prescribed course diet, they will not contribute to the award.
- 2.9 We investigate all allegations of alleged academic offences (See our Academic Conduct policy for more details) If an allegation against you is upheld, the Academic Conduct Panel decide the outcome by applying our Academic Discipline Policy. You can find this policy here: (<https://www.beds.ac.uk/student-experience/academic-information/academic-discipline-policy>).
- 2.10 If you gain a minimum of 30 credits at the end of your stage, you will be eligible for a retake year. If you do not achieve a minimum of 30 credits by the end of a stage, (including after resit), the Examination Board will require you to leave your course due to failure to make sufficient academic progress.
- 2.11 The Scheme Board approves the classification of your final award. You cannot substitute a unit once your award is approved to improve the classification or to change the award title.

- 2.12 We mark and grade your assessment anonymously. However, some assessments cannot be marked and graded in this way, for example performance, and in-person presentations.
- 2.13 The Examination Board approves the grades you receive for each assessment submitted.

3 Elements of assessment and passing units

- 3.1 You must submit your assessments as specified in the assessment brief that is provided for each unit. If you do not submit your assessment by the submission deadline, we will regard this as a non-submission, and this may affect your eligibility for compensation.
- 3.2 If you fail a unit because you did not submit an assessment, we will allow you a resit. Some courses do not allow resits for non-submission. This is detailed in the course information form.
- 3.3 If you have failed to submit any assessments and/or failed to attend the taught elements of your course during the previous period of study, you will lose the right to continue your course.
- 3.4 The Examination Board will determine whether you have met all the intended learning outcomes of each unit for which you submit assessment.
- 3.5 The aggregate pass mark for a unit is 40%.
- 3.6 If a unit has more than one assessment and these assess different learning outcomes, you must achieve the pass mark in all assessments to pass the unit.
- 3.7 Some units have other requirements that you need to complete successfully to achieve a pass grade. Where this is the case, your course information form will provide details.
- 3.8 Grades for resits are capped at 40%.
- 3.9 If you fail a unit, whether or not all the required assessment was submitted, we will allow you to resit the failed elements at the next available opportunity as designated by the University. This regulation does not apply if you have not attempted any assessment in the previous period of study.
- 3.10 We will use the higher of marks you achieved at either your first or resit attempt to calculate the final unit result and any award the result contributes to.
- 3.11 If you fail a resit at unit level, and have gained 30 credits elsewhere, you will be required to retake the unit, including all teaching and assessment, at the end of your current stage of study. If a substitute unit is required, this will be proposed by your Course Co-ordinator, and approved through University processes.
- 3.12 If you are required to retake a unit, your assessment will not be capped. The marks you achieve will override those achieved on your first attempt at the unit.

- 3.13 If you fail the unit you have retaken, we will allow you a final opportunity to resit the failed assessment at the next available opportunity, as designated by the University. Your resit will be capped at the minimum pass mark of 40%.
- 3.14 If you fail your resit on a unit you have retaken, you will have taken and failed the unit twice, and therefore you will be required to leave your course unless you have met progression criteria to continue. If required to leave, you may be eligible for an unnamed intermediate award.
- 3.15 If you are required to retake a dissertation/major project unit, you and your supervisor must agree what modifications to your topic and/or research methodology you must make.

4 Progression between stages of an undergraduate course

- 4.1 Your undergraduate course consists of a set of stages, each usually relates to a level of study. You must pass each stage by meeting its intended learning outcomes before you can progress to the next stage.
- 4.2 If you have submitted an appeal or are subject to an Academic Conduct Panel, the Examination Board may allow you to progress to the next stage of study before the outcome of your appeal or the Academic Conduct Panel is known. Depending on the outcome of your appeal or the Academic Conduct Panel, the Examination Board may have to review any decision it has made about your continuation or progression.
- 4.3 If you have submitted a claim for mitigation and the outcome is not known by the time the Examination Board meets, the Board may allow you to progress pending the outcome of your claim. Depending on the outcome of your claim, the Examination Board may have to review any decision it has made about your continuation or progression.
- 4.4 You must have met all the progression criteria before you are eligible to progress.
- 4.5 The following Regulations apply to students at Levels 3, 4 and 5.
- 4.6 If you have more than 30 credits of resit and/or retakes outstanding, you will not be eligible to progress, and you will be required to retake your year of study.

Progression with an outstanding resit

- 4.7 If you have achieved 90 credits at the end of the stage and have a maximum of 30 credits of resit outstanding, the Examination Board will allow you to progress to your next stage of study. You will be required to take the outstanding resit at the next available opportunity as designated by the University. Some courses, usually those regulated by a Professional Statutory Regulatory Body (PSRB), may be exempt from this regulation.
- 4.8 You must have passed (or be compensated for) the outstanding 30 credits of resit before you will be eligible to progress further.

- 4.9 We allow a maximum of 30 credits to be carried forward to the next stage for resit. This does not count towards the maximum volume of credit you can register on per academic year. Your resit will be taken at the next available opportunity as designated by the University.

Progression with trailing unit/s

- 4.10 You will be eligible to progress if you have passed all your units in your current stage and have no more than 30 credits of failure.
- 4.11 We will allow you to retake any unit (s) alongside your next stage of study if you achieved 29%/F or less in each unit up to a maximum of 150 credits per academic stage. You will not be charged a fee for the additional unit (s).
- 4.12 We will allow you to trail up to 30 credits if you have failed a Unit due to academic offence, but your grades will be capped at 40%.
- 4.13 If your failed unit (s) are not available for you to retake, usually because it is no longer offered on your course or has been subject to a major modification, a replacement unit (s) will be allocated to you by your course team.
- 4.14 You must pass (or be compensated for) your failed credits before you can subsequently progress to a higher stage. For example, if you failed credit at Level 4 and retook it whilst studying at Level 5, you will not be able to progress to Level 6 unless you have passed the failed Level 4 credit.
- 4.15 If you do not pass the failed retake credit you will have exhausted your assessment attempts and you will be required to leave your course. This will apply whether you are registered for other units or have yet to complete the academic stage you are registered on.

Progression with compensation

- 4.16 The Examination Board will approve a compensated pass in up to 30 failed credits if you meet the criteria for compensation. These regulations will be applied at the earliest opportunity. If you have successful mitigation claim, you will be able to take your assessment, before any compensation is applied.
- 4.17 To be eligible for compensation, you must have:
- 4.17.1 no more than 30 failed credits
 - 4.17.2 achieved at least 30% or more in the failed unit (s). You will not be required to undertake any further study or assessment in any unit (s) that you have been compensated for.
 - 4.17.3 Units that are assessed on a Pass/Fail basis are not eligible for compensation.

Progression on an Integrated Masters course

- 4.18 You will not be eligible for compensation at Level 6 if you are progressing to Level 7 as part of an integrated Masters course.

5 Final Stage assessment and award

- 5.1 You will be eligible for the conferment of the award you are registered on when you have:
- 5.1.1 achieved the required volume of credit by the end of the final stage of your course and
 - 5.1.2 where appropriate, met any subject specific or PSRB requirements for the award, as approved by the University's Academic Board.
- 5.2 We award our Bachelor's degrees with Honours on the following basis where your final overall percentage grade is :
First (1) 70 – 100%; Upper Second (2i) 60 – 69%; Lower Second (2ii) 50 – 59% and Third (3) 40 – 49%.
- 5.3 The Bachelor's degree (without Honours) is awarded without any classes or divisions or where the overall classification grade is below 40%.
- 5.4 The Examination Board cannot award compensation in any unit at the awarding level which is the final stage of your course.
- 5.5 If you leave your course or are required to leave by the Examination Board or through disciplinary or other reasons, you may be eligible for an exit award. This will be considered at the next available Examination Board after you have left your course.
- 5.6 The Examination Board may use credit you have achieved at a higher level to contribute to a lower-level award if you have insufficient credit to be awarded an exit award. However, the higher level credit cannot be used to calculate an enhancement to your final award.
- 5.7 Your exit awards such as the Certificate of Higher Education, the Diploma of Higher Education or an unclassified Bachelor's degree, may be unnamed, i.e. without a title.
- 5.8 Certificates or Diplomas of Higher Education or unclassified Bachelor's degrees may be awarded as named exit awards but only if this is permitted through course approval.

Calculating honours degrees

- 5.9 If you are registered for a Bachelor's degree with Honours, your final degree classification will be based on the better of the two following weighted averages of unit marks.

Using the penultimate and final stages of the programme of study

- 5.10 Marks from the units comprising the best 90 credits at the final stage, including at least 30 credits from the designated project, are double weighted;
- 5.11 Marks from the units comprising the best 90 credits at the penultimate stage are single weighted;
- 5.12 The result of the weighted average calculation is rounded using the convention: 0.5 and above rounded up, otherwise rounded down to the nearest whole number.

Using only the final stage

- 5.13 The Honours classification is based on the average of the marks attained in 90 credits at the final stage, including at least 30 credits from the designated project.
- 5.14 You will be awarded the highest classification achieved through either of these calculations.
- 5.15 The result of the weighted average calculation is rounded using the convention: 0.5 and above rounded up, otherwise rounded down to the nearest whole number.

Borderline awards

- 5.16 The table noted at Appendix C shows the weighted averages and the boundaries for honours classification.
- 5.17 If your weighted average falls within one of the borderlines noted at Appendix C, the Examination Board will review your profile of marks in your final stage. If you have been awarded 60 credits or more in the higher classification category, you will be recommended for the higher classification.

Awards with enhancement

- 5.18 If you are registered for one of the following awards: the Diploma of Higher Education (DipHE), Foundation Degree (FD); Higher National Diploma (HND) and Higher National Certificate (HNC), we will award a distinction if you achieved marks of 70% or higher in a minimum of 60 credits at level 5 for DipHE/FD/HND and level 4 or 5 for HNC.
- 5.19 The Certificate of Higher Education (CertHE) can be awarded with distinction if you achieve marks of 70% or higher in a minimum of 60 credits at level 4.
- 5.20 We award a merit if you are registered on a Diploma of Higher Education (DipHE), Foundation Degrees (FD); Higher National Diploma (HND) and Higher National Certificate (HNC) and achieve marks of 60% or higher in a minimum of 60 credits at level 5 for DipHE/FD/HND and level 4 or 5 for HNC.

- 5.21 The Certificate of Higher Education (CertHE) can be awarded with merit if you achieve marks of 60% or higher in a minimum of 60 credits at level 4.

6 Examination Boards

- 6.1 Examination Boards have delegated authority from Academic Board to make decisions on students' eligibility for continuation, progression and the awarding of credit and awards.
- 6.2 Examination Boards have two levels of operation: Portfolio Boards of Examiners; and the Scheme Board of Examiners.
- 6.3 Portfolio Examination Boards have delegated authority to agree progression decisions for students and recommend award and exit decisions to the Scheme Board.
- 6.4 The Scheme Board is responsible for the conferment of awards and credit for exit decisions.

7 Academic Offences

- 7.1 If you are registered on a taught course leading to a University of Bedfordshire award and are accused of an academic offence, the procedures described in the University's Academic Discipline Policy and Procedure (see <https://www.beds.ac.uk/student-experience/academic-information/academic-discipline-policy>) will be followed.

8 Appeals against Examination Board decisions

- 8.1 You may appeal against decisions taken by the Examination Board as detailed in the Academic Appeals policy. The policy is found at <https://www.beds.ac.uk/student-experience/academic-information/academic-appeals-policy>.
- 8.2 You cannot make an academic appeal if it relates to academic judgement.

Appendix A - Simplified Marking Scheme

Numerical scale	Classification	Pass/Merit/Distinction Scale
100 95 85 78 75 72	First Class	Distinction
68 65 62	Upper Second Class	Merit
58 55 52	Lower Second Class	Pass
48 45 42	Third Class	
38 35 32 25 20 10 0	Fail	Fail

Appendix B - University Grading Scheme

Grade letter	Mark Band %	Grade Descriptor	Award Classification		
				Honours degree	Foundation degree
A+	80-100	Outstanding	P A S S	First (1 st)	Distinction
A	75-79	Excellent			
A-	70-74				
B+	67-69	Commendable		Upper Second (2:1)	Merit
B	64-66				
B-	60-63				
C+	57-59	Good		Lower Second (2:2)	Pass
C	54-56				
C-	50-53				
D+	47-49	Satisfactory	Third (3 rd)		
D	44-46				
D-	40-43				
E	30-39	Marginal Fail	F A I L		
F	25-29	Fail			
F-	1-24	Fail			
G	0	Non-submission			
Examination Board outcomes:					
PZ	30-39	Compensation			
NZ	0	Non-submission exit			

Appendix C - Weighted averages for borderline classifications

Weighted average	Class
70 – 100%	First class honours
68 – 69%	2i/1 st borderline
60 – 67%	Upper Second class honours
58 – 59%	2ii/2i borderline
50 – 57%	Lower Second class honours
48 – 49%	3/2ii borderline
40 – 47%	3 rd class honours