UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 5a: ASSESSMENT REGULATIONS FOR UNDERGRADUATE TAUGHT STUDIES

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## Document record

| Document title                          | Academic Regulations  
|----------------------------------------|-----------------------
| Section 5a Assessment Regulations for Undergraduate Taught Studies |                       |
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| **Document history**                   |                       |
| - 3 - New section called Assessment submission |                       |
| - 4.8 - Inclusion of early resit opportunity for assessments that are not easily replicated – only approved by variation to academic regulations |                       |
| - 4.15 - New reference table for capping |                       |
| - 5.2 – students can progress pending an ACP outcome, mitigation claim or appeal providing they have passed 90 credits |                       |
| - 5.4 – clarify that students can retake and resit on a retake year providing they have passed 60 credits. Clarify that students are required to undertake a retake year if they have not passed more than 45 credits |                       |
| - Re-ordered progression requirements as compensation comes first |                       |
| - 5.5 - Progression with compensation – integrated masters now eligible for compensation between Level 6 and 7. |                       |
| - 5.6.4 - Units with a 1F- at first attempt due to academic concern/offence cannot be compensated and are required to resit. Units with a 1F- at resit attempt due to academic concern/offence cannot be compensated and are required to trail a retake |                       |
| - 5.7 - Progression with outstanding resit – clarify that this regulation should only be applied at the point of progression |                       |
| - 6.1 - the addition of compensation at awarding level |                       |
| - 6.17 - Borderline awards – if student meets criteria they are automatically upgraded, not recommended for upgrade |                       |
| - 6.18 & 6.20 - Awards with enhancement – remove reference to Higher National Diploma and Higher National Certificate as these awards are discontinued |                       |
| **APPROVED by Academic Board 15 June 2022** |                       |

## Changes to previous version:

- 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 take their attempt.  
| 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.  

Approved by Academic Board September 2021
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)

Accounting – BA (Hons)
Accounting & Finance – BSc (Hons)
Advanced General Practice Nursing – Short Course
Biomedical Science – BSc (Hons)
Computer Systems Engineering BEng (Hons)
Electronic Engineering BEng (Hons)
English (Secondary) (with QTS) – BA (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
Midwifery – BSc (Hons) and Registered Midwife (3 year) - BSc (Hons) including the Apprenticeship routes
Midwifery – BSc (Hons) including the Apprenticeship routes
Nursing – BSc (Hons): Adult Nursing, Children and Young People’s Nursing, Mental Health Nursing including Apprenticeship routes
Nursing Associate – FdSc including Apprenticeship route
Occupational Therapy – BSc (Hons)
Operating Department Practice - BSc (Hons) including Apprenticeship route
Physiotherapy – BSc (Hons)
Primary Education (3-7) (with QTS) – BA (Hons)
Professional Policing – BA (Hons)
Professional Social Work Practice (Integrated Degree Apprenticeship) – BSc (Hons)
Project Management – BSc (Hons) including Apprenticeship route
Return to Practice (Nursing) - Short Course
Social Work – BSc
Telecommunications & Network Engineering BEng (Hons)
UBIC foundation year
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 academic regulations is set out in the Academic Quality Framework. The Framework also covers the quality assurance processes designed to complement, and be read in conjunction with, these academic regulations.

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 several 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 unless this is a requirement of your course.

2.6 We confer credit if you successfully complete a credit bearing unit at level 3 and above.

2.7 If you pass a unit, you cannot resit any assessment components or retake the unit to achieve a higher grade.

2.8 In certain circumstances, we may decide that you should lose the right to continue on your course. In this instance, your registration will be cancelled, and you will be required to leave the University. Examples can be found in Section Three (B) Registrations.

2.9 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 any resits that have been attempted and failed), the Examination Board will require you to leave your course due to failure to make sufficient academic progress.

2.10 The Scheme Board approves the classification of your final award. You cannot substitute any units you have taken to improve the classification or to change the award title once your award is approved.

2.11 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.
2.12 The Examination Board approves the grades you receive for each assessment submitted.

3 Assessment Submission

3.1 You must submit your assessment using the prescribed process for submission and by the published deadline for submission.

3.2 If you fail to submit your assessment as outlined in (3.1), you will achieve a fail grade and we will apply the academic regulations for failed assessment (4) below.

3.3 If you are not able to submit your assessment by the deadline, please refer to our policy on extensions and mitigation.

3.4 If through ill-health or other personal circumstances, you may be eligible for a longer extension or mitigation. If your situation does not improve, we may refer you to our fitness to study policy.

4 Elements of assessment and passing units

4.1 If you fail a unit because you did not submit an assessment, we will allow you a resit, however, if you have failed to submit any assessments during the previous period of study, you will lose the right to continue on your course.

4.2 The Examination Board will determine whether you have met all the intended learning outcomes of each unit for which you submit assessment.

4.3 The aggregate pass mark for a unit is 40%.

4.4 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.

4.5 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.

4.6 If you fail a unit, regardless of whether 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.

4.7 Grades for resits are capped at 40%.

4.8 Academic teams may seek approval through the TQSC variation to academic regulations process to offer early resit if the unit has an assessment that is not easily replicated and is scheduled early in the unit delivery. If you fail this early assessment at the first attempt, we will allow you to resit the assessment you have failed whilst you are still studying on the unit. Your unit information form will state whether that unit is approved for early resit opportunity. The Unit Information Form is provided in the Unit Information section of your unit BREO site.
4.8.1 Centrally timetabled invigilated examinations are excluded from early resit opportunity because these are held in scheduled exam weeks at the end of the Semester.

4.8.2 You do not have to take your early resit opportunity whilst you are still studying on the unit. You can take your resit at the next designated opportunity once you have completed your unit.

4.8.3 To be eligible for early resit opportunity, you must have achieved a mark of at least 20% on your failed assessment. If you do not submit your assessment, you will not be eligible for an early resit opportunity.

4.8.4 If you achieve a mark that is lower than 20%, you will resit the assessment at the next available opportunity as designated in the Academic Calendar.

4.8.5 If you have extenuating circumstances and cannot submit in the early resit opportunity, you should take your resit at the next designated opportunity.

4.8.6 Students who have applied for mitigation against their first attempt may submit in the early resit opportunity, permitting there is enough time.

4.8.7 If you fail your early resit opportunity, you will not be eligible for any further opportunities.

4.9 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.

4.10 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.

4.11 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.

4.12 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%.

4.13 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 intermediate award (otherwise known as an exit award).

4.14 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.

4.15 For ease of reference, the following table summarises the capping of marks applied to each submission:
## 5 Progression between stages

5.1 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.

5.2 If you have submitted an appeal, mitigation claim or are subject to an Academic Conduct Panel, the Examination Board may allow you to progress to the next stage of study permitting you have passed a minimum of 90 credits before the outcome is known. Depending on the outcome, the Examination Board may have to review any decision it has made about your continuation or progression.

5.3 You must have met all the progression criteria before you are eligible to progress.

5.4 If you have passed at least 60 credits and the outstanding credit is a mixture of resits and/or retakes at your point of progression, you will be required to retake failed units and submit resits as part of a retake year. If you have passed up to 45 credits and the outstanding credit is a mixture of resits and/or retakes at your point of progression, you will not be permitted to submit your resits but instead you will be required to retake failed units as part of a retake year.

### Progression with compensation

The following academic regulations apply to students at Levels 3, 4 and 5 who are progressing to next level, and students at Level 6 progressing on the Integrated Masters.

5.5 The Examination Board will approve a compensated pass in up to 30 failed credits at each progression point, if you meet the criteria for compensation. These academic regulations will be applied at the earliest opportunity. If you have a successful mitigation claim, you will be able to take your assessment, before any compensation is applied. Some courses, usually those regulated by a Professional Statutory Regulatory Body (PSRB), may be exempt from this regulation.

5.6 To be eligible for compensation, you must have:

- **5.6.1** no more than 30 failed credits
- **5.6.2** 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
- **5.6.3** If you do not have at least 30% in each unit, you will be required to trail both units as retakes
- **5.6.4** You do not have an academic concern/offence with a result of 1F- at first attempt (in this case, you will be required to undertake a resit), or a 1F- at
resit (in this case, you will be required to trail and retake the unit). Academic offences with a result of AF are not eligible for compensation or resit and you will be required to trail and retake the unit capped.

5.6.5 Units that are assessed on a Pass/Fail basis are not eligible for compensation.

**Progression with outstanding resit(s)**

The following academic regulations apply to students at Levels 3, 4 and 5 who are progressing to next level.

5.7 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. This regulation will only be applied when you are at your point of progression. 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.

5.8 You must have passed (or be compensated for) the outstanding 30 credits of resit before you will be eligible to progress further.

5.9 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.

**Progression with trailing unit(s)**

The following academic regulations apply to students at Levels 3, 4 and 5 who are progressing to next level.

5.10 If you have achieved 90 credits at the end of the stage and have a maximum of 30 credits of retake outstanding, the Examination Board will allow you to progress to your next stage of study. Some courses, usually those regulated by a Professional Statutory Regulatory Body (PSRB), may be exempt from this regulation.

5.11 We will allow you to trail failed unit(s) alongside your next stage of study by up to a maximum of 150 credits per academic stage. You will not be charged a fee for the additional unit(s).

5.12 To be eligible, you must have:

- 5.12.1 no more than 30 failed credits
- 5.12.2 achieved 29% or less in the failed unit(s)
- 5.12.3 Units that are assessed on a Pass/Fail basis are eligible
- 5.12.4 we will allow you to trail up to 30 credits if you have failed a unit due to academic offence, but your retake assessment grades (first sit and resit) will be capped at 40%.

5.13 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.
5.14 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 or are compensated for the failed Level 4 credit.

5.15 If you do not pass or are compensated for 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.

6 Final Stage assessment and award

6.1 The Examination Board will approve a compensated pass in the final stage in up to 30 failed credits if you meet the criteria for compensation. These academic regulations will be applied after resit. Some courses, usually those regulated by a Professional Statutory Regulatory Body (PSRB), may be exempt from this regulation.

6.2 If you have a successful mitigation claim, you will be able to take your assessment, before any compensation is applied.

6.3 To be eligible for compensation, you must have:

6.3.1 no more than 30 failed credits
6.3.2 achieved at least 30% or more in the failed unit (s) after resit. You will not be required to undertake any further study or assessment in any unit (s) that you have been compensated for
6.3.3 Compensation cannot be applied to units where there is a 1F- or AF (academic fail) due to an academic concern/offence
6.3.4 Compensation cannot be applied to the dissertation/ dissertation equivalent unit
6.3.5 Units that are assessed on a Pass/Fail basis are not eligible for compensation

6.4 You will be eligible for the conferment of the award you are registered on when you have:

6.4.1 achieved the required volume of credit by the end of the final stage of your course and
6.4.2 where appropriate, met any subject specific or PSRB requirements for the award, as approved by the University’s Academic Board.

6.5 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%.

6.6 The Bachelor’s degree (without Honours) is awarded without any classes or divisions or where the overall classification grade is below 40%.

6.7 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 intermediate
award. This will be considered at the next Examination Board after you have left your course.

6.8 The Examination Board will 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 intermediate award. However, the higher-level credit cannot be used to calculate an enhancement to your final award.

Calculating honours degrees

6.9 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

6.10 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;

6.11 Marks from the units comprising the best 90 credits at the penultimate stage are single weighted;

6.12 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

6.13 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.

6.14 You will be awarded the highest classification achieved through either of these calculations.

6.15 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

6.16 The table noted at Appendix C shows the weighted averages and the boundaries for honours classification.

6.17 If your weighted average falls within one of the borderlines noted at Appendix C and you have been awarded 60 credits or more in the higher classification category, you will be upgraded to the higher classification.

Awards with enhancement

6.18 If you are registered on a Diploma of Higher Education (DipHE) or Foundation Degree (FD), we will award a distinction if you achieved marks of 70% or higher in a minimum of 60 credits at level 5.
6.19 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.

6.20 If you are registered on a Diploma of Higher Education (DipHE) or Foundation Degree (FD), we will award a merit if you achieved marks of 60% or higher in a minimum of 60 credits at level 5.

6.21 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.

7 Examination Boards

7.1 Examination Boards have delegated authority from Academic Board to make decisions on students' eligibility for continuation, progression and the awarding of credit and awards.

7.2 Examination Boards have two levels of operation: Portfolio Boards of Examiners; and the Scheme Board of Examiners.

7.3 Portfolio Examination Boards have delegated authority to agree progression decisions for students and recommend award and exit decisions to the Scheme Board.

7.4 The Scheme Board is responsible for the conferment of awards and credit for exit decisions.

8 Academic Offences

8.1 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 will be followed.

9 Appeals against Examination Board decisions

9.1 You may appeal against decisions taken by the Examination Board as detailed in the Academic Appeals policy. You cannot make an academic appeal if it relates to academic judgement.
## Appendix A - Simplified Marking Scheme

<table>
<thead>
<tr>
<th>Numerical scale</th>
<th>Classification</th>
<th>Pass/Merit/Distinction Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>First Class</td>
<td>Distinction</td>
</tr>
<tr>
<td>95</td>
<td></td>
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</tr>
<tr>
<td>85</td>
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<td>78</td>
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<tr>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Upper Second Class</td>
<td>Merit</td>
</tr>
<tr>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td></td>
<td></td>
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<tr>
<td>58</td>
<td>Lower Second Class</td>
<td>Pass</td>
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<tr>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Third Class</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
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<td>42</td>
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<td>38</td>
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<td>25</td>
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</tr>
<tr>
<td>10</td>
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</tr>
<tr>
<td>0</td>
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<td>Fail</td>
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</table>
### Appendix B - University Grading Scheme

<table>
<thead>
<tr>
<th>Grade letter</th>
<th>Mark Band %</th>
<th>Grade Descriptor</th>
<th>Award Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>80-100</td>
<td>Outstanding</td>
<td>Honours degree</td>
</tr>
<tr>
<td>A</td>
<td>75-79</td>
<td>Excellent</td>
<td>First (1st)</td>
</tr>
<tr>
<td>A-</td>
<td>70-74</td>
<td></td>
<td>Distinction</td>
</tr>
<tr>
<td>B+</td>
<td>67-69</td>
<td>Commendable</td>
<td>Upper Second (2:1)</td>
</tr>
<tr>
<td>B</td>
<td>64-66</td>
<td></td>
<td>Merit</td>
</tr>
<tr>
<td>B-</td>
<td>60-63</td>
<td>Good</td>
<td>Lower Second (2:2)</td>
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<tr>
<td>C+</td>
<td>57-59</td>
<td>Satisfactory</td>
<td>Pass</td>
</tr>
<tr>
<td>C</td>
<td>54-56</td>
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<td>Third (3rd)</td>
</tr>
<tr>
<td>C-</td>
<td>50-53</td>
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</tr>
<tr>
<td>D+</td>
<td>47-49</td>
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<td>44-46</td>
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<td>40-43</td>
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<td>E</td>
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<td>Marginal Fail</td>
<td>Fail</td>
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<td>25-29</td>
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<td>Fail</td>
</tr>
<tr>
<td>F-</td>
<td>1-24</td>
<td></td>
<td>Fail</td>
</tr>
<tr>
<td>G</td>
<td>0</td>
<td>Non-submission</td>
<td></td>
</tr>
</tbody>
</table>

#### Examination Board outcomes:
- **PZ**: 30-39 Compensation
- **NZ**: 0 Non-submission exit

### Appendix C - Weighted averages for borderline classifications

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