UNIVERSITY OF BEDFORDSHIRE
ACADEMIC REGULATIONS
SECTION 5b: ASSESSMENT REGULATIONS FOR POSTGRADUATE TAUGHT STUDIES

Contents
Document record .................................................................................................................... 2
Courses with approved variations ........................................................................................ 4
1. Introduction ...................................................................................................................... 4
2. Marks ............................................................................................................................... 5
3. Assessment Submission .................................................................................................. 5
4. Elements of assessment and passing units ................................................................. 6
5. Compensation .................................................................................................................. 8
6. Continuation to dissertation ............................................................................................. 8
7. Award classification ........................................................................................................ 9
8. Examination Boards ...................................................................................................... 10
9. Academic Offences ......................................................................................................... 10
10. Appeals against Examination Board decisions ....................................................... 10
Appendix A - Simplified Marking Scheme ............................................................................. 11
Appendix B - University Grading Scheme ............................................................................. 12
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- 2.7 - if a student does not gain 30 credits at the end of their taught study, they will be withdrawn from their course.
- 4.8 - Inclusion of early resit opportunity for assessments that are not easily replicated – only approved by variation to academic regulations.
- 4.13 - Exit if a unit is failed twice.
- 4.15 - New reference table for capping.
- 5 - The addition of compensation to a maximum of 30 credits, only on awards over 60 credits.
- 6 - Remove progression requirements and only require at least 30 credits at taught stage to be passed.
- 6.3 - Clarify that a minimum of 30 credits should be passed before continuation with outstanding ACP decision, mitigation claim or appeal.

APPROVED by Academic Board 15 June 2022

Changes to previous version:
- Use of the word ‘resit’ instead of ‘reassessment’ or ‘retake’ instead of ‘repeat’.
- Old 2.6 – remove as Level 3 is not in PG.
- 2.9 – clarification that by gaining 30 credits, you are eligible to retake.
- 3.1 remove ‘and this may affect your eligibility for compensation’.
- 3.2 – clarify that resits are only permitted for non-submissions in the taught stage.
- 3.3 – inclusion of paragraph referencing exit due to non-submission from Section 3.
- Old 3.7 – removal of requirement to viva students with a non-submission.
- 3.8 – remove reference to early.
- 3.11 - clarification that by gaining 30 credits, you are eligible to retake.
- 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.
- 4.1 – remove reference to credit value to be inclusive of 2 year masters.
- 4.2.1 – remove sentence. Students should not be held back for having a non-submission when they are able to pass a unit with one.
- New 4.2.1 – minimum of 90 credits & met other progression criteria that applies.
- 4.4 – trail with a resit or retake with academic offence is permitted, but retake assessment is capped.
- 4.5 is a duplicate of 2.10 – remove.
- 6.9 – clarify that the best 50% will be taken to calculate enhancement with RPL once the average is calculated.
and that students eligible for a Masters will need to meet enhancement criteria for dissertation.

- 7.2 – revert to previous Examination Board operation.
- Appendix B – inclusion of non-submission grading (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 5b ASSESSMENT REGULATIONS FOR POSTGRADUATE TAUGHT STUDIES

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

Advanced Clinical Practitioner – MSc (Integrated apprenticeship)
Advanced Clinical Practice – MSc
Applied Psychology (Conversion) - MSc
Clinical Leadership and Management – Postgraduate Short Course
Forensic Psychology – MSc
Health Psychology – MSc
Midwifery – MSc including Apprenticeship route
Nurse and Midwife Independent and Supplementary Prescribing (V300) level 7 – Short course
Adult Nursing, Children and Young People’s Nursing, Mental Health Nursing – MSc including Apprenticeship routes
Professional Social Work Practice – MSc and PG Dip
Psychosocial Interventions – Postgraduate Short Course
Social Work – MSc

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 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.

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 unless this is a requirement of your course.

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

2.7. 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.

2.8. If you gain a minimum of 30 credits, you will be eligible to retake failed unit(s). If you do not achieve a minimum of 30 credits by the end of your taught 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.

2.9. 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.

2.10. 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.

2.11. 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 in the taught elements only, however, if you have failed to submit any assessments during the previous period of study, or for block courses, the previous two blocks 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 submitted 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 in order 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 assessment 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(s) 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 next available opportunity. 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 you 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. 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:

<table>
<thead>
<tr>
<th>Attempt number</th>
<th>Description</th>
<th>Assessment mark capped?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First submission</td>
<td>No</td>
</tr>
</tbody>
</table>
5. **Compensation**

**Students registered on a PG Cert (60 credits) are not eligible.**

5.1. The Examination Board will approve a compensated pass in up to 30 failed credits (except those awards requiring 60 credits or less). 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.

5.2. To be eligible for compensation, you must have:

5.2.1. Passed a minimum of 60 credits
5.2.2. 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
5.2.3. 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 retake the unit). Academic offences with a result of AF (academic fail) are not eligible for compensation or resit and you will be required to retake the unit
5.2.4. Compensation cannot be applied to the dissertation/dissertation equivalent unit
5.2.5. Compensation cannot be applied to supplementary units taken on 260 credit courses where these units constitute meeting the requirements of the named award
5.2.6. Units that are assessed on a Pass/Fail basis are not eligible for compensation

6. **Continuation to dissertation**

6.1. Postgraduate courses are divided into two stages: the taught component; and the Master’s level independent work or dissertation (called ‘dissertation’ throughout this document). The taught component on the 180 credit masters will consist of 120 credits, or, 200 credits on the 260 credit masters. The dissertation stage will amount to 60 credits.

6.2. To continue to the dissertation stage, you must have:

6.2.1. Attempted 120 credits of taught units from the 180, or 200 on the 260 and passed at least 30 credits (for the 260 credit courses, this must be from the substantive units)
6.2.2. Met any other requirements applicable to your course which will be detailed in your Course Information Form.

6.3. If you have submitted an appeal, mitigation claim or are subject to an Academic Conduct Panel, the Examination Board may allow you to continue to the next stage of study provided you have passed a minimum of 30 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.
7. Award classification

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

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

7.2. 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.

7.3. We use all the unit marks to calculate a grade average for the award outcome, 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.

7.4. If you have satisfied the above requirements, a Master's degree will be awarded with Distinction if you have gained a 65% grade average overall and gained 70% or more in the dissertation stage.

7.5. If you have satisfied the above requirements, a Master's degree will be awarded with Commendation if you have gained a 55% grade average overall and gained 60% or more in the dissertation stage.

7.6. If you have satisfied the requirements for a Postgraduate Diploma (120 credits passed) you will be given an award with Distinction if you have gained a 65% grade average overall and gained 70% or more in at least 60 academic credits.

7.7. If you have satisfied the requirements for a Postgraduate Diploma (120 credits passed) you will be given an award with Commendation if you have gained a 55% grade average overall and gained 60% or more in at least 60 academic credits.

7.8. If you have satisfied the requirements for a Postgraduate Certificate (60 credits passed) you will be given an award with Distinction if you have gained a 65% grade average overall and gained 70% or more in at least 30 academic credits.

7.9. If you have satisfied the requirements for a Postgraduate Certificate (60 credits passed) you will be given an award with Commendation if you have gained a 55% grade average overall and gained 60% or more in at least 30 academic credits.

7.10. If you have met the entry requirements for a Master's/Postgraduate Diploma/Postgraduate Certificate award using recognition of prior learning (RPL) you will be considered for enhanced award status if your overall average meets the criteria in points 7.4-7.9. If you have met the requirements for a Master's, your dissertation will also be included.
7.11. If you have satisfied the requirements for an Integrated Master's degree (480 credits passed) you will be given an award with Distinction if you achieve marks of 70% or higher in a minimum of 60 credits at Level 7.

7.12. If you have satisfied the requirements for an Integrated Master's degree (480 credits passed) you will be given an award with merit if you achieve marks of 60% or higher in a minimum of 60 credits at Level 7.

7.13. A candidate for any postgraduate award who fails to satisfy the requirements for the intended award but satisfies those for a lower award will be eligible for the lower award.

8. Examination Boards

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

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

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

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

9. Academic Offences

9.1. 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.

10. Appeals against Examination Board decisions

10.1. 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>
<td></td>
</tr>
<tr>
<td>85</td>
<td></td>
<td></td>
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<td>78</td>
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<tr>
<td>75</td>
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<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>
</tr>
<tr>
<td>58</td>
<td>Lower Second Class</td>
<td>Pass</td>
</tr>
<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>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>Fail</td>
</tr>
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<td>35</td>
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<td>32</td>
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</tr>
<tr>
<td>0</td>
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</table>

Note: Numerical scales correspond to specific classification levels, which determine the Pass/Merit/Distinction Scale.
### Appendix B - University Grading Scheme

<table>
<thead>
<tr>
<th>Grade letter</th>
<th>Mark Band %</th>
<th>Grade Descriptor</th>
<th>Award enhancement</th>
<th>Grade average &amp; Dissertation stage</th>
<th>Enhancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>80-100</td>
<td>Outstanding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>75-79</td>
<td>Excellent</td>
<td>65% or above and 70% or above</td>
<td>Distinction</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>70-74</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>67-69</td>
<td>Commendable</td>
<td>55% or above and 60% or above</td>
<td>Commendation</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>64-66</td>
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</tr>
<tr>
<td>B-</td>
<td>60-63</td>
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</tr>
<tr>
<td>C+</td>
<td>57-59</td>
<td>Good</td>
<td>Below 55% average</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>54-56</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>C-</td>
<td>50-53</td>
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</tr>
<tr>
<td>D+</td>
<td>47-49</td>
<td>Satisfactory</td>
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</tr>
<tr>
<td>D</td>
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</tr>
<tr>
<td>D-</td>
<td>40-43</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>30-39</td>
<td>Marginal Fail</td>
<td>FAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>25-29</td>
<td>Fail</td>
<td>FAIL</td>
<td></td>
<td></td>
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<td>F-</td>
<td>1-24</td>
<td>Fail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>0</td>
<td>Non-submission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination board outcome:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NZ</td>
<td>0</td>
<td>Non-submission exit</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>