UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 5b: ASSESSMENT REGULATIONS FOR POSTGRADUATE TAUGHT STUDIES

Document record

| Document title                          | Academic Regulations  
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| Document history                       | Changes to previous version:  
|                                        | • Removal of Section 2 and 3, these are contained within the Quality Handbook Chapter 8.  
|                                        | • 1.1 Amended language for ease of reading and clarifying purpose of this regulatory section.  
|                                        | • Changes across Section 5b to reflect the house style including the use of plain English and active verbs for ease of reading and understanding.  
|                                        | • Renumbering as appropriate.  
|                                        | **APPROVED by Academic Board September 2020** |
| Changes to previous version:  
| Amendment to Regulation 4.1 and 4.2 to include reference to the University's simplified percentage marking scheme to be applied to marking at assessment level.  
| New regulation at 6.4 requiring a viva examination of students who do not take all assessments in a unit and pass on aggregate on the basis of a single assessment.  
| **APPROVED by Academic Board 22 August 2018** |
| Changes to previous version:  
| Academic year amended  
| Minor amendments made to clarify Regulation 7.7  
| Minor corrections made to Regulations 2.3; 5 Table A - enhancement title; 6.7 correction of Regulation number;  
| 6.3 removal of ‘each element of assessment’ and inclusion of sentence to confirm the impact of assessing different learning outcomes.  
| 6.5 Inclusion of new Regulation to ensure higher mark of 1st sit or repeat assessment is used in unit result and award outcome.  
| 6.8 Clarification of regulations regarding retake dissertation/project.  
| 7.3 removal of existing requirement for student to pass a unit on which the dissertation depends.  
| **APPROVED by Academic Board 4 September 2017** |
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 Relationship based Social Work Practice for Children and Families (Frontline) –
MSc Mentorship and Support for Professional Practice (level 7) – Short course
Nurse and Midwife Independent and Supplementary Prescribing (V300) level 7 – Short course
Nursing with Registration (Adult) – MSc
Nursing with Registration (Mental Health) - MSc
Practice Teacher Preparation – Short course
Social Work – MSc
Specialist Community Public Health Nursing (Health Visiting) - MSc
Specialist Community Public Health Nursing (Health Visiting) – Postgraduate Diploma
Specialist Community Public Health Nursing (School Nursing) - MSc
Specialist Community Public Health Nursing (School Nursing) - Postgraduate Diploma
Specialist Practitioner Community District Nursing - MSc
Specialist Practitioner Community District Nursing – Postgraduate Diploma
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1. Introduction

1.1. The 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/studentexperience/academic-information/academic-discipline-policy).

2.10. If you do not achieve a minimum of 30 credits by the end of a stage, (including after repeat assessment), the Examination Board will require you to leave your course due to failure to make sufficient academic progress.

2.11. We mark and grade your assessment anonymously. However, some assessment cannot be marked and graded in this way, for example performance, presentations.
2.12. 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 don’t submit by the submission deadline, we will class 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 repeat assessment attempt. Some courses do not allow repeat assessment for non-submission. This is detailed in the course information form.

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

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

3.5. If a unit has more than one assessment and these assess different learning outcomes, you must achieve the pass mark in all assessments in order to pass the unit.

3.6. 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.

3.7. If you do not submit all the assessment required by a unit, but achieve an aggregate pass mark, you will be asked to attend and satisfy a unit viva before your pass can be confirmed.

3.8. Grades for reassessment, whether taken early or not, 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 re-attempt the failed assessment elements at the next available opportunity as designated by the University.

3.10. We will use the higher of marks you achieved at either your first or reassessment attempt to calculate the final unit result and any award the result contributes to.

3.11. If you fail reassessment at unit level, 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.

3.12. 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. However, if you fail your first attempt at your retaken unit, your reassessment attempt will be capped at the minimum pass mark of 40%.

3.13. If you fail the unit you have retaken, we will allow you a final opportunity to repeat the failed assessment at the next available opportunity as designated by the University.

3.14. 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.

3.15. The greater of the two marks; 1st or repeat assessment outcome will be used to calculate the final unit result and any subsequent award outcomes.

4. Progression

4.1. 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 will consist of 120 credits and the dissertation stage will amount to 60 credits.

4.2. You must have met all the progression criteria before you are eligible to progress to the dissertation stage:

4.2.1. You must have attempted all assessments,

4.2.2. You must have passed units to the value of 90 credits,

4.2.3. Any repeat assessment you have to take in the remaining 30 credits must not be due to an academic offence.

4.3. 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.

4.4. 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.
4.5. If you have not gained a minimum of 30 credits by the end of the taught stage i.e. after repeat assessment the Examination Board will require you to leave your course.

5. Award classification
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 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.

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

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

5.5. If you have satisfied the requirements for a Postgraduate Diploma (120 credits passed) you may 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.

5.6. If you have satisfied the requirements for a Postgraduate Diploma (120 credits passed) you may 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.

5.7. If you have satisfied the requirements for a Postgraduate Certificate (60 credits passed) you may 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.

5.8. If you have satisfied the requirements for a Postgraduate Certificate (60 credits passed) you may 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.

5.9. If you have met the requirements for either a Master's/Postgraduate Diploma/Postgraduate Certificate award with recognition of prior learning (RPL)
attached to your study you will be considered for enhanced award status based on 50% of the University of Bedfordshire's credit only.

5.10. 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.

5.11. When used as exit awards the Postgraduate Certificate and Postgraduate Diploma may be awarded as an unnamed exit award in accordance with and adopting generic learning outcomes as specified in Section 2: Awards and Courses.

5.12. The Postgraduate Certificate and Postgraduate Diploma may be established as named exit awards for a course and also conferred as named awards where the requirements, including relevant assessment, are defined through the course approval process.

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 three levels of operation: Unit Boards; Portfolio Examination Boards and the Scheme Examination Board.

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/aboutus/quality/regulations.
## Appendix A

### Simplified Marking Scheme

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### Appendix B

#### University Grading Scheme

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