

## **University of Essex Online**

### **Rules of Assessment Micro-Credential Taught Postgraduate Modules 2023-2024**

#### **1 Preamble**

a) These rules apply to the postgraduate taught modules which students may study as micro-credentials. The rules should be read in conjunction with the relevant Module Specification, which will give details of assessment arrangements.

b) A taught module is any assessed component excluding the dissertation or equivalent.

c) The maximum period for completion of studies using credit accumulation is six years. The maximum period of study is measured from the point at which a student first enrolls on a module that is later used towards an award.

d) The credit lifetime for any module is six years.

e) Upon completion of a taught module(s) students have the option to progress onto a Postgraduate Certificate, Postgraduate Diploma or Master's Degree. The Rules of Assessment for a Postgraduate Certificate, Postgraduate Diploma or Master's Degree are only applied once a student has enrolled on a course leading to an award.

1.1 In respect to all University of Essex Online taught modules offered by Kaplan Open Learning

a) Students will be considered under the Rules that are current at the time the Board of Examiners meets.

**2 In the event that a student does not complete a module that they have started:**

2.1 Within the first two weeks of a module a student may withdraw from a module with the ability to start this module again in the future as a fresh attempt, known as a reverse start.

2.2 Students may only exercise the opportunity to 'reverse start' once per module. The incomplete module will not be treated as a Fail.

2.3 Marks achieved in the first two weeks of the module cannot be re-instated when the module is started for a second time. Work submitted during the first period of study cannot be re-submitted when the module is restarted.

2.4. For modules with a work-based project, it will be at the module leader's discretion, taking into account the student's employment situation, whether or not an entirely new project needs to be used when the module is started for a second time.

2.5 Where the student has completed more than two weeks of study or a Leave of Absence has not been agreed, or where they have re-enrolled onto the module following a 'reverse start', marks for the module will be considered by the Board of Examiners in the normal way.

### **3 Pass Mark**

a) The pass mark for all modules is 50. Credits are only awarded if the module is passed.

b) For the purposes of these rules taught module averages will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

### **4 Reassessment for Taught Modules**

4.1 Students who have failed any taught module may have a second attempt at the assessment for the module(s);

a) Where the provisional mark for a module indicates that the student has failed the module, the student would be permitted to undertake reassessment in the module prior to the next meeting of the Board of Examiners. All marks, including marks for initial attempts at assessment and the reassessment, will be ratified by the earliest scheduled Board of Examiners following completion of the reassessment.

b) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

c) The Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt;

4.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed and the student will be required to withdraw unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

4.3 Where a student is permitted to have a second attempt at the assessment for a module this only applies to any individual assignment / examination for the module that has been failed. A student cannot be permitted to repeat a module unless

permitted by the Board of Examiners because of substantiated extenuating circumstances.

## **5 Powers of the Board of Examiners**

The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any marks for reassessment presented to the Board, and awarding credit.
- b) Confirming any opportunities for reassessment for modules.
- c) Considering extenuating circumstances as necessary and their implications for results.
- d) Requiring any student who fails a module on the second attempt to withdraw from the module.

## **6 Extenuating Circumstances**

If you submit Extenuating Circumstances and they are accepted as valid, the Board of Examiners may be able to offer additional assessment opportunities, such as reassessment for uncapped module marks or voluntary reassessment, in line with the Extenuating Circumstances [Policy](#) and [guidelines](#). When extenuating circumstances are accepted, the Board of Examiners will use its discretion to determine what if any action should be taken in accordance with the powers set out in the Policy. Except in the case of accepted extenuating circumstances, Boards of Examiners do not have powers of discretion in relation to the application of the rules of assessment.

## **7. Notes Relating to Maximum Period of Study**

The maximum period of study is set from the date when the student is enrolled onto the first module that contributes towards a University of Essex Online course.

Transfers of course are still included in the original maximum period. Unless there are exceptional reasons, periods of intermission will still count towards the original maximum period, with the exception of transfers between courses of different lengths. In these cases, the maximum period will be adjusted in line with the maximum period of study for the new course - increasing for students transferring to a longer programme and reducing for students transferring to a shorter programme.

End

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