

University of Essex

Rules of Assessment for Part-Time Taught Masters Degrees delivered by University of Essex Online 2023-2024

1. Preamble

- a) These rules apply to part-time Masters programmes delivered by the University of Essex Online. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Outlines will give detail of assessment arrangements. The Programme Structure will identify which modules are core for the Programme;
- b) A taught module is any assessed component excluding the dissertation or equivalent. A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed;
- c) All Masters degrees can be awarded with Distinction or Merit;
- d) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied;
- e) Students will be considered under the Rules that are current at the time that the Board of Examiners meets.

A. In respect to all University of Essex Online awards offered by Kaplan Open Learning, and in addition to the University of Essex rules;

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

A.1. With the first two weeks of a module, a student may 'reverse start':

A.1.1. Students may only exercise the opportunity to 'reverse start' once per module. The incomplete module will not be treated as a Fail.

A.1.2. Marks earned 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.

A.1.3. 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.

A2. Where the student has completed more than two weeks of study or a Leave of Absence has not been agreed, marks for the module will be considered by the Board of Examiners in the normal way.

A3. In addition to the standard rules of progression:

A.3.1 In the event that a student does not submit work in at least 50% of the assessment for the module in a minimum of 30 credits in any 12-month period of study, and there are no substantiated extenuating circumstances, the student will be required to withdraw from the course.

A.3.2 Where the provisional mark for an attempt at assessment indicates that the student has failed the module, the student would be permitted to undertake reassessment prior to the next meeting of the Board of Examiners. All marks, including marks for initial attempts at assessment and following reassessment will be ratified by the earliest scheduled Board of Examiners following completion of the reassessment.

A.3.3 Where a student has two outstanding failed modules, they may not enrol onto a third module until they have successfully completed all resubmission work. Once

the internal examiners are satisfied that the student has achieved a pass mark for the reassessed work the student may enrol onto a new module.

If, after the examination board has met, the student has not met the requirements to progress, the student's studies will be suspended pending successful completion of the module(s).

2. Pass Mark

- a) The pass mark for all modules of the Masters degree is 50. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 is condoned, the credits are not awarded;
- b) For the purposes of these rules taught module averages, the overall weighted average for the taught modules and the mark for the dissertation or equivalent will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49

3. Eligibility for an Award

The Masters Degree

Pass

To be awarded a pass in the Masters a student should:

- a) Attempt 180 credits at Masters Level (Level 7) of which 140 must be passed, with the remaining credits condoned, subject to (d);
- b) Pass all the taught core modules and the dissertation or equivalent;
- c) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners;

- d) Failure with a mark of 40 or more, for up to 40 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50

3.1.A Pass with Merit or Distinction

3.1.1 Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 60 or more.

3.1.2 Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 70 or more.

3.2. The Postgraduate Diploma and Certificate

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Masters, then the award of either a Postgraduate Diploma or a Postgraduate Certificate will be considered. Students can be considered for the award of a Distinction and Merit for an exit award.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma. In many cases it will be possible to obtain the necessary credits for a PG Diploma by using dissertation or equivalent credits as well as taught module credits.

Dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

3.2.1 To be awarded a **Postgraduate Diploma** a student should:

- a) Attempt 120 credits at Masters Level (Level 7) of which 90 must be passed, with the remaining credits condoned, subject to (d);
- b) Pass at least 60 taught module credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners;
- c) Pass all taught core modules;
- d) Failure with a mark of 40 or more for up to 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50

Credits obtained for the dissertation or equivalent can normally be used when considering whether a Postgraduate Diploma can be awarded, provided that the above criteria have been met.

Dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

A Pass with Merit or Distinction

Where a student has more than 120 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 70 or more.

3.2.2 To be awarded a **Postgraduate Certificate** a student should:

- a) Attempt 60 credits at Masters Level (Level 7) of which 40 must be passed, with the remaining credits condoned, subject to (d);
- b) Pass all taught core modules;
- c) Pass 15 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners;
- d) Failure with a mark of 40 or more for up to 20 credits, in non-core modules, may be condoned

A Pass with Merit or Distinction

Where a student has more than 60 credits, the best credits compatible with the structure for the Postgraduate Certificate giving at least 60 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 70 or more.

4. Reassessment

4.1. Reassessment for taught modules

- a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 60 taught module credits;
- 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 the previous attempt at a failed module if it is higher than the mark for the most recent attempt;

4.1.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

4.1.3 Where the Board of Examiners permits a student 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.

4.1.4 A student cannot be permitted to repeat a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

4.1.5 Where a student has not met the requirements to pass and is eligible to undertake reassessment and/or have failed marks condoned, the Board of Examiners will give the student the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation or equivalent outcome is known.

4.2. Re-submission of Dissertations or equivalent

- a) Re-submission of dissertations or equivalent is only permitted in the following circumstances:

- i. Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or
- ii. Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required to achieve a pass does not include any additional experimental or practical work.

- b) Re-submission is subject to the following conditions:

- i. A dissertation or equivalent must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;
- ii. A dissertation or equivalent which has been re-submitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

5. Assessment Procedures

5.1. 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 the mark for the dissertation or equivalent, including any mark for resubmission;
- c) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent; and any opportunities for condonement;
- d) Considering each student's marks' profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation or equivalent credits;
- e) Considering extenuating circumstances as necessary and their implications for results;
- f) Determining the appropriate award for each student;

- g) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

5.1.1 An Interim Board of Examiners Meeting shall normally be held at the end of the taught module assessment.

5.1.2 Where a student has not met the requirements to pass and is eligible to undertake reassessment and/or have failed marks condoned, the Board of Examiners will give the student the opportunity to undertake reassessment across the summer and/or wait until the final board when the dissertation or equivalent outcome is known.

5.1.3 Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of Assessment.

5.2. 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.

End

Senate July 2019

**Appendix A: Validated postgraduate courses and exit awards on University of
Essex Online programmes delivered by Kaplan Open Learning**

Programme	Maximum Period of Study	Award
Business & Management		
MSc Business and Management	6 Years	MSc
PGDip Business and Management PGCert Business and Management		Exit
PGDip Business and Management	3 Years	PGDip
PGCert Business and Management		Exit
PGCert Business and Management	2 Years	PGCert
MBA	6 years	MBA
PGDip Business Administration PGCert Business Administration		Exit
MBA - Finance	6 Years	MBA
PGDip Business Administration PGCert Business Administration		Exit
MBA – Human Resources	6 Years	MBA
PGDip Business Administration PGCert Business Administration		Exit
MBA - Marketing	6 Years	MBA
PGDip Business Administration PGCert Business Administration		Exit
PGDip Business Administration	3 Years	PGDip
PGCert Business Administration		Exit
PGCert Business Administration	2 Years	PGCert
MSc Project Management	6 Years	MSc
PG Dip Project Management	3 Years	PG Dip
PG Cert Project Management	2 Years	PG

		Cert
MSc Business with Finance	6 Years	MSc
PG Dip Business with Finance PG Cert Business with Management		Exit
PG Dip Business with Finance	3 Years	PG Dip
PG Cert Business and Management		Exit
MSc Business with Human Resources	6 Years	MSc
PG Dip Business with Human Resources PG Cert Business and Management		Exit
PG Dip Business with Human Resources	3 Years	PG Dip
PG Cert Business and Management		Exit
MSc Business with Marketing	6 Years	MSc
PG Dip Business with Marketing PG Cert Business and Management		Exit
PG Dip Business with Marketing	3 Years	PG Dip
PG Cert Business and Management		Exit
Health		
Public Health	6 Years	Masters
PGDip Public Health PGCert Public Health		Exit
PGDip Public Health	3 Years	PGDip
PGCert Public Health		Exit
PG Cert Public Health	2 Years	PGCert
Infection Control	6 Years	MSc
PGDip Infection Control PGCert Infection Control		Exit
PG Dip Infection Control	3 Years	PGDip
PGCert Infection Control		Exit
PG Cert Infection Control	2 Years	PGCert
MSc International Healthcare Management	6 Years	MSc
PG Dip International Healthcare Management		Exit

PG Cert International Healthcare Management		
PG Dip International Healthcare Management	3 Years	PGDip
PG Cert International Healthcare Management		Exit
PG Cert International Healthcare Management	2 Years	PGCert
Education		
Master of Education	6 Years	Masters
PG Dip Education		Exit
PG Cert Education (Educational Practice)		
PG Dip Education	3 Years	PGDip
PG Cert Education (Educational Practice)		Exit
PG Cert Education (Educational Practice)	2 Years	PGCert
Criminology		
MSc Criminology and Criminal Psychology	6 Years	MSc
PG Dip Criminology and Criminal Psychology		Exit
PG Cert Criminology and Criminal Psychology		
PG Dip Criminology and Criminal Psychology	3 Years	PG Dip
PG Cert Criminology and Criminal Psychology		Exit
PG Cert Criminology and Criminal Psychology	2 Years	PG Cert
PG Cert Policing and Criminal Investigation	2 Years	PG Cert
Law		
LLM International Trade and Commercial Law	6 Years	LLM
PG Dip International Trade and Commercial Law		Exit
PG Cert International Trade and Commercial Law		
PG Dip International Trade and Commercial Law	3 Years	PG Dip
PG Cert International Trade and Commercial Law		Exit
PG Cert International Trade and Commercial Law	2 Years	PG Cert

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 periods of study for the new course - increasing for students transferring to a longer programme and reducing for students transferring to a shorter programme.

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