

**UNIVERSITY OF ESSEX / PORTOBELLO  
INSTITUTE**

**UNDERGRADUATE RULES OF ASSESSMENT**

**Applicable to Students Starting in  
Academic Stage 2022-23**

**BA (Hons) Early Childhood Care and Education**

**Contents**

Preamble.....	3
Stage One.....	4
Requirement to Pass Stage One .....	4
Pass With Distinction .....	7
Reassessment: General Principles.....	7
<b>Reassessment Opportunities</b> at the end of each Term .....	8
Reassessment Opportunities Following the Resit Assessment Period.....	9
<b>Withdrawal</b> .....	10
Mitigating Circumstances.....	10
Stage Two.....	11
Requirement to Pass Stage Two .....	11
Placement Modules .....	12
Reassessment: General Principles.....	12
Reassessment Opportunities at the End of each Term .....	13
Reassessment Opportunities Following the Resit Assessment Period.....	14
Placement Module Reassessment .....	15
Exit Awards.....	16

Withdrawal .....	16
Mitigating Circumstances.....	17
Stage Three .....	18
Requirement to Pass Stage Three.....	18
Placement Modules .....	19
Reassessment: General Principles.....	19
Reassessment Opportunities at the End of each Term .....	20
Reassessment Opportunities Following the Resit Assessment Period.....	21
Placement Module Reassessment .....	22
Exit Awards.....	23
Withdrawal .....	23
Mitigating Circumstances.....	24
Final Stage .....	25
Requirement to Pass the Final Stage .....	25
Placement Modules .....	25
Reassessment: General Principles.....	25
Reassessment Opportunities at the end of the Term.....	26
Compulsory Reassessment at the End of the Year .....	26
Reassessment Opportunities Following the Resit Assessment Period.....	27
Placement Module Reassessment .....	27
Exit Awards.....	28
Withdrawal .....	28
Mitigating Circumstances.....	29
Degree Eligibility and Classification.....	30

## Preamble

- 1.1** This course is delivered over three Terms each Year, with three intakes per Year in October, February and May. The Board of Examiners meets following the completion of each Term and the assessment for the modules studied that Term are presented to the Board of Examiners.
- 1.2** If reassessment is granted by the Board of Examiners, it will take place at the next available opportunity, either in-Year, during the next Term, or where applicable during the Summer Break.

# Stage One

## Requirement to Pass Stage One

- 1.3** To pass Stage One and proceed to Stage Two, you must pass all modules and achieve 120 credits in the Stage at Level 4.
- 1.4** You may be allowed to proceed to the next Stage, following an attempt at reassessment, having passed a minimum of 90 credits.
- 1.5** You can only fail 30 non-core credits across your degree. For example, if you fail 30 credits in Stage One, you cannot fail any more credits in your degree. Carrying forward failed credits to following Stages is called condonement. Where credits are condoned, the Module Mark will still be used to calculate the Stage Mark. Table 1.1 sets out the possibilities for condonement.

**Table 1.1: Condonement of credits across the course**

Stage	Possibilities for condonement
<b>One</b>	Following compulsory reassessment failure may be condoned in up to 30 non-core credits.
<b>Two</b>	<p>a) If you have failed 30 credits in Stage One, you must pass 150 credits in Stage Two.</p> <p>b) If you have failed 15 credits in Stage One, following reassessment, failure may be condoned in up to 15 non-core credits in Stage Two.</p> <p>c) If you have passed 120 credits in Stage One (i.e., you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Stage Two.</p> <p>d) If you entered directly into Stage Two, following reassessment, failure may be condoned in up to 30 non-core credits.</p> <p>e) Condonement is not available in placement modules.</p>

<b>Three</b>	<p>a) If you have failed a total of 30 credits in the previous Stages, you must pass 150 credits in Stage Three.</p> <p>b) If you have failed a total of 15 credits in the previous Stages, following reassessment, failure may be condoned in up to 15 non-core credits in Stage Three.</p> <p>c) If you passed a total of 270 credits in Stages One and Two (i.e., you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Stage Three.</p> <p>d) If you entered directly into Stage Two and passed 150 credits in that Stage (i.e., you had no failures), following reassessment, failure may be condoned in up to 30 non-core credits in Stage Three.</p> <p>e) Condonement is not available in placement modules.</p>
<b>Final</b>	<p>Within the Final Stage, <b>all modules must be passed</b> in order to obtain the classified degree. There is no condonement in the Final Stage.</p>

**1.6** As an alternative to condonement, up to 30 non-core credits of reassessment can be carried forward to the next Stage of your course. Carrying forward the reassessment in failed credits to the following Stage is called trailing. Where credits are trailed, the mark for the reassessment will be recorded as part of the previous Stage's marks. Trailing is only offered where the failed credits are eligible for condonement (see Table 1.1). You are only able to trail credits from one Stage of study into the next Stage, i.e., Stage One credits can be trailed into Stage Two but cannot be subsequently trailed into Stage Three. They will either need to be passed or condoned prior to progression to the Final Stage. Table 1.2 sets out the possibilities for trailing.

**Table 1.2: Trailing of credits across the course**

<b>Stage</b>	<b>Possibilities for trailing</b>
<b>One</b>	Following compulsory reassessment trailed reassessment may be permitted in up to 30 failed non-core credits.
<b>Two</b>	<ul style="list-style-type: none"><li>a) If you are carrying 30 failed credits from Stage One you must pass 150 credits in Stage Two, no trailing will be permitted.</li><li>b) If you are carrying 15 failed credits from Stage One, following compulsory reassessment, trailing may be permitted in up to 15 failed non-core credits in Stage Two.</li><li>c) If you passed all modules in Stage One (i.e. you had no failures), following compulsory reassessment, trailing may be permitted in up to 30 failed non-core credits in Stage Two.</li><li>d) If you have entered directly into Stage Two, following compulsory reassessment, trailing may be permitted in up to 30 failed non-core credits in Stage Two.</li><li>e) Trailing is not possible in placement modules.</li></ul>

<b>Three</b>	<p>a) If you are carrying 30 failed credits from previous Stages, you must pass 150 credits in Stage Three, no trailing will be permitted.</p> <p>b) If you are carrying 15 failed credits from previous Stages, following reassessment, trailing may be permitted in up to 15 failed non-core credits in Stage Three.</p> <p>c) If you passed 270 credits in Stages One and Two, following reassessment, trailing may be permitted in up to 30 failed non-core credits in Stage Three.</p> <p>d) If you have entered directly into Stage Two and passed 150 credits in that Stage, following reassessment, trailing may be permitted in up to 30 failed non-core credits in Stage Three.</p> <p>e) Trailing is not possible in placement modules.</p>
--------------	--

## Pass With Distinction

**1.7** To achieve a Distinction in Stage One, you must have the following, either:

- a) A Stage Mark of 70 or above; or
- b) 60 credits at 70 or above with a Stage Mark of 68 or 69.

## Reassessment: General Principles

**1.8** If you have failed any module(s) after you have completed all your assessments for a Term but have achieved marks of 20 or above in all modules undertaken, you will need to take reassessment during the next Term, or where applicable during the Summer Break, before you can progress to the next Stage of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Stage unless you have been offered trailed reassessment (see 1.4).

**1.9** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.

- 1.10** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.11** If you have attempted the reassessment of a module and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Stage (either full-time or part-time), the marks you achieve during your repeat Stage will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Stage or attempt, even if they are higher.
- 1.12** Following reassessment, if you have failed up to 30 non-core credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Stage of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Stage Mark.
  - b) Where reassessment in failed credits are trailed into the next Stage of study the mark for the reassessment will be recorded as part of the previous Stage's Mark.

## **Reassessment Opportunities at the end of each Term**

- 1.13** Reassessment is offered to students following the Board of Examiners meeting at the end of each Term.
- 1.14** If you do not pass the Term but have achieved marks of 20 or above in all modules, you may be offered reassessment.
- 1.15** If you fail up to 60 credits during a Stage of study you will be offered compulsory reassessment during the next Term or where applicable, during the Summer Break. Your Module Mark(s) will be capped at 40.



- 1.16** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.

## Reassessment Opportunities Following the Resit Assessment Period

- 1.17** Following reassessment, and at the end of the Stage of study, if you do not meet the requirements to progress, but achieve a Stage Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.
- 1.18** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer you one or more of the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Stage One and take reassessment (see 1.15);
  - b) If you have not had three attempts at the failed module(s), you can progress to Stage Two and trail the reassessment in your failed module(s) (see Table 1.2);

- c) If you have not had three attempts at the failed module(s), you can progress to Stage Two carrying the failed credits and have no further reassessment attempts at the failed module(s);
- d) If you have had three attempts at the module(s) but have still not achieved the Pass Mark, you can proceed to Stage Two carrying the failed credits. You can only fail 30 non-core credits across your degree (see Table 1.1).

## Withdrawal

**1.19** You will be required to leave the course if:

- a) At the end of a Term you have achieved a mark less than 20 in any module; or
- b) Your Stage Mark is less than 20; or
- c) You were required to take compulsory reassessment and you undertook none of the reassessment; or
- d) You have failed the same module after three attempts and you need the module credits in order to progress to the next Stage; or
- e) You have failed a placement module at the second attempt or have failed two placement modules at First Attempt; or
- f) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

**1.20** If you submit Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the [Portobello Online Learner Environment](#).

# Stage Two

## Requirement to Pass Stage Two

- 1.21** To pass Stage Two and proceed to the next Stage, you must pass all modules and achieve 150 credits in the Stage, with 120 credits at Level 4 and 30 credits at Level 5.
- 1.22** You may be allowed to proceed to the next Stage, following an attempt at reassessment, having passed a minimum of 120 credits, provided that:
- a) You have passed all the core modules for the Stage; and
  - b) You have sufficient credits from the previous Stage.
- 1.23** You will need a minimum of:
- a) 240 credits from Stage One and Stage Two to be allowed to proceed, or;
  - b) 120 credits from Stage Two (if admitted directly to Stage Two) to be allowed to proceed.
- 1.24** You can only fail 30 non-core credits across your degree (see Table 1.1). If you are carrying:
- a) 15 non-core failed credits from Stage One, you can only fail an additional 15 non-core credits across both Stage Two and Stage Three;
  - b) 30 non-core failed credits from Stage One, you cannot fail any more credits.
- 1.25** You can only trail reassessment of failed non-core credits into your next Stage of study where these credits fall within the condonable range (see Table 1.2). If you are carrying:
- a) No failed credits from Stage One, you can trail reassessment in up to 30 failed non-core credits into your next Stage of study;
  - b) 15 failed credits from Stage One, you can trail reassessment in up to 15 failed non-core credits into your next Stage of study;

- c) 30 failed credits from Stage One, you cannot trail reassessment in any credits;
- d) No failed credits as you entered directly into Stage Two, you can trail reassessment in up to 30 non-core failed credits into your next Stage of study.

## Placement Modules

- 1.26** You must pass all placements.
- 1.27** Stage Two contains the following Level 4 placement-based module, Practice and Professional Development (60 credits).
- 1.28** For specific work-based modules there are two components involved in passing the placement:
  - a) Completion of the Portfolio
  - b) Placement Attendance
- 1.29** If you fail the Portfolio component of a placement, you may be offered reassessment (see 1.31). You are only permitted one further attempt at reassessment in the Portfolio component of a placement.
- 1.30** You must accumulate a minimum number of placement hours to pass the 'Placement Attendance' component. The minimum number will be provided within the relevant module outline.
- 1.31** If you fail the 'Placement Attendance' component, you will be offered two further attempts at completing the required number of hours (see 1.46).

## Reassessment: General Principles

- 1.32** If you have failed any module(s) after you have completed all your assessments for a Term but have achieved marks of 20 or above in all modules undertaken, you will need to take reassessment during the next Term, or where applicable during the Summer Break, before you can progress to the next Stage of study. It is not possible to progress and take the

reassessment or repeat the module while you are studying in the next Stage unless you have been offered trailed reassessment (see 1.4).

- 1.33** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.34** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.35** If you have attempted the reassessment of a module, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Stage (either full-time or part-time), the marks you achieve during your repeat Stage will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Stage or attempt, even if they are higher.
- 1.36** Following reassessment, if you have failed up to 30 non-core credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Stage of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
  - a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Stage Mark and the Degree Mark.
  - b) Where reassessment in failed credits are trailed into the next Stage of study, the mark for the reassessment will be recorded as part of the previous Stage's Mark.

## Reassessment Opportunities at the End of each Term

- 1.37** Reassessment is offered to students following the Board of Examiners meeting at the end of each Term.

- 1.38** If you do not pass the Term but have achieved marks of 20 or above in all modules, you may be offered reassessment.
- 1.39** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Stage. Your Module Mark(s) will be capped at 40.
- 1.40** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 135 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.

## Reassessment Opportunities Following the Resit Assessment Period

- 1.41** Following reassessment at the end of the Stage of study, if you do not meet the requirements to progress, but achieve a Stage Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 135 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.
- 1.42** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Stage Two and take reassessment (see 1.37);

- b) If you have not had three attempts at the failed module(s), you can progress to Stage Three whilst trailing the reassessment in your failed module(s) (see Table 1.2);
- c) If you have not had three attempts at the failed module(s), you can progress to Stage Three carrying the failed credits and have no further reassessment attempts at the failed module(s);
- d) If you have had three attempts at the module(s) but have still not achieved the Pass Mark, you can proceed to Stage Three carrying the failed credits. You can only fail a total of 30 non-core credits across your degree (see Table 1.1).

## Placement Module Reassessment

**1.43** You must pass all placements.

**1.44** If you fail a placement, you will be required to undertake reassessment in the failed placement component. This reassessment will be offered at the next available opportunity.

**1.45** If you fail a placement on reassessment or fail two placements at First Attempt you will be required to withdraw from the course unless you have Mitigating Circumstances accepted as valid by the Board of Examiners.

**1.46** For placement-based modules where the Board of Examiners permits reassessment, it will be offered as follows:

- a) For failure in the Portfolio, reassessment will be offered at the next available opportunity. You are only permitted one further attempt at reassessment in the Portfolio.
- b) If you fail to accumulate the minimum required placement hours, you will be provided with the opportunity to accumulate these hours within the next Term, or if applicable over the Summer Break.
- c) If you fail to attend the minimum required placement hours following the reassessment period, the following options will be considered:

- i. If you have accumulated 40% of the minimum required placement hours, you will be permitted to progress to your next stage of study whilst continuing to accumulate the required hours across the next Term or Stage; or
  - ii. If you have not accumulated 40% of the minimum required placement hours, you will not be able to progress to your next stage of study and will be required to repeat the whole module.
- d) Failure in the placement module cannot be condoned.
- e) Failure in the placement module cannot be trailed, however if you have met the 40% attendance criteria you can have an extension into the next Term/Stage to allow you to accumulate the required number of hours (see 1.43.c(i)). This can only be permitted once during your course.

## Exit Awards

- 1.47** If you cannot complete your studies or you are withdrawn from your course for any reason, the Board of Examiners will consider you for an Exit Award.
- 1.48** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.

## Withdrawal

- 1.49** You will be required to leave the course if:
- a) At the end of a Term you have achieved a Module Mark less than 20 in any module; or
  - b) Your Stage Mark is less than 20; or
  - c) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - d) You have failed the same module after three attempts and you need the module credits in order to progress to the next Stage; or



- e) You have failed a placement module at the second attempt or have failed two placement modules at first attempt; or
- f) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

- 1.50** If you submit Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the [Portobello Online Learner Environment](#).

# Stage Three

## Requirement to Pass Stage Three

- 1.51** To pass Stage Three and proceed to the next Stage, you must pass all modules and achieve 150 credits in the Stage, with 90 credits at Level 5 and 60 at Level 6.
- 1.52** You may be allowed to proceed to the next Stage, following an attempt at reassessment, having passed a minimum of 120 credits, provided that:
- a) You have passed all the core modules for the Stage; and
  - b) You have sufficient credits from the previous Stages.
- 1.53** You will need a minimum of:
- a) 390 credits from Stages One, Two and Three to be allowed to proceed; or
  - b) 270 credits from Stage Two and Stage Three (if admitted directly to Stage Two) be allowed to proceed.
- 1.54** You can only fail 30 non-core credits across your degree (see Table 1.1). If you are carrying:
- a) 15 failed non-core credits from previous Stages, you can only fail an additional 15 credits across Stage Three;
  - b) 30 failed non-core credits from previous Stages, you cannot fail any more credits.
- 1.55** You can only trail reassessment of failed non-core credits into the Final Stage of study where these credits fall within the condonable range (see Table 1.2). If you are carrying:
- a) No failed credits from previous Stages, you can trail reassessment in up to 30 failed non-core credits into your next Stage of study;
  - b) 15 failed credits from previous Stages, you can trail reassessment in up to 15 failed non-core credits into your next Stage of study;

- c) 30 failed non-core credits from previous Stages, you cannot trail reassessment in any credits.

## Placement Modules

- 1.56** You must pass all placements.
- 1.57** Stage Three contains the following Level 5 placement-based module, Professional Development in the Community of Practice (60 credits).
- 1.58** For specific work-based modules there are two components involved in passing the placement:
  - a) Completion of the Portfolio
  - b) Placement Attendance
- 1.59** If you fail the Portfolio component of a placement, you may be offered reassessment (see 1.31). You are only permitted one further attempt at reassessment in the Portfolio component of a placement.
- 1.60** You must accumulate a minimum number of placement hours to pass the 'Placement Attendance' component. The minimum number will be provided within the relevant module outline.
- 1.61** If you fail the 'Placement Attendance' component, you will be offered two further attempts at completing the required number of hours (see 1.46).

## Reassessment: General Principles

- 1.62** If you have failed any module(s) after you have completed all your assessments for a Term but have achieved marks of 20 or above in all modules undertaken, you will need to take reassessment during the next Term, or where applicable during the Summer Break, before you can progress to the next Stage of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Stage unless you have been offered trailed reassessment (see 1.4).

- 1.63** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.64** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.65** If you have attempted the reassessment of a module, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Stage (either full-time or part-time), the marks you achieve during your repeat Stage will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Stage or attempt, even if they are higher.
- 1.66** Following reassessment, if you have failed up to 30 non-core credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Stage of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Stage Mark and the Degree Mark.
  - b) Where reassessment in failed credits are trailed into the next Stage of study, the mark for the reassessment will be recorded as part of the previous Stage's Mark.

## Reassessment Opportunities at the End of each Term

- 1.67** Reassessment is offered to students following the Board of Examiners meeting at the end of each Term.
- 1.68** If you do not pass the Term but have achieved marks of 20 or above in all modules, you may be offered reassessment.

- 1.69** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Stage. Your Module Mark(s) will be capped at 40.
- 1.70** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 135 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.

## Reassessment Opportunities Following the Resit Assessment Period

- 1.71** Following reassessment at the end of the Stage of study, if you do not meet the requirements to progress, but achieve a Stage Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat Stage for uncapped Module Marks;
  - b) A part-time repeat Stage for up to 135 credits for uncapped Module Marks;
  - c) Reassessment in the following Stage without attendance for capped Module Marks.
- 1.72** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Stage Three and take reassessment (see 1.65);
  - b) If you have not had three attempts at the failed module(s), you can progress to the Final Stage whilst trailing the reassessment in your failed module(s) (see Table 1.2);

- c) If you have not had three attempts at the failed module(s), you can progress to the Final Stage carrying the failed credits and have no further reassessment attempts at the failed module(s);
- d) If you have had three attempts at the module(s) but have still not achieved the Pass Mark, you can proceed to the Final Stage carrying the failed credits. You can only fail a total of 30 credits across your degree (see Table 1.1).

## Placement Module Reassessment

**1.73** You must pass all placements.

**1.74** If you fail a placement, you will be required to undertake reassessment in the failed placement component. This reassessment will be offered at the next available opportunity.

**1.75** If you fail a placement on reassessment or fail two placements at First Attempt you will be required to withdraw from the course unless you have Mitigating Circumstances accepted as valid by the Board of Examiners.

**1.76** For placement-based modules where the Board of Examiners permits reassessment, it will be offered as follows:

- a) For failure in the Portfolio, reassessment will be offered at the next available opportunity. You are only permitted one further attempt at reassessment in the Portfolio.
- b) If you fail to accumulate the minimum required placement hours, you will be provided with the opportunity to accumulate these hours within the next Term, or if applicable over the Summer Break.
- c) If you fail to attend the minimum required placement hours following the reassessment period, the following options will be considered:
  - i. If you have accumulated 40% of the minimum required placement hours, you will be permitted to progress to your next stage of study whilst continuing to accumulate the required hours across the next Term or Stage; or

- ii. If you have not accumulated 40% of the minimum required placement hours, you will not be able to progress to your next stage of study and will be required to repeat the whole module.
- d) Failure in the placement module cannot be condoned.
- e) Failure in the placement module cannot be trailed, however if you have met the 40% attendance criteria you can have an extension into the next Term/Stage to allow you to accumulate the required number of hours (see 1.70.c(i)). This can only be permitted once during your course.

## Exit Awards

- 1.77** If you cannot complete your studies or you are withdrawn from the course for any reason, the Board of Examiners will consider you for an Exit Award.
- 1.78** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 1.79** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more (with 105 credits at Level 5 or above), the Board of Examiners will consider you for a Diploma of Higher Education.

## Withdrawal

- 1.80** You will be required to leave the course if:
  - a) At the end of a Term you have achieved a Module Mark less than 20 in any module; or
  - b) Your Stage Mark is less than 20; or
  - c) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - d) You have failed the same module after three attempts and that module is either a core module, or you need the module credits in order to progress to the next Stage; or

- e) You have failed a placement module at the second attempt or have failed two placement modules at first attempt; or
- f) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

- 1.81** If you submit Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the [Portobello Online Learner Environment](#).



# Final Stage

## Requirement to Pass the Final Stage

- 1.82** To pass the Final Stage, you must pass all modules and achieve 60 credits in the Stage, with all 60 credits at Level 6.
- 1.83** All credits in the Final Stage are Core and therefore, must be passed.

## Placement Modules

- 1.84** You must pass all placements.
- 1.85** The Final Stage contains the following Level 6 placement-based module, Professional Development: Sharing the Learning (15 credits).
- 1.86** For specific work-based modules there are two components involved in passing the placement:
  - a) Completion of the Portfolio
  - b) Placement Attendance
- 1.87** If you fail the Portfolio component of a placement, you may be offered reassessment (see 1.31). You are only permitted one further attempt at reassessment in the Portfolio component of a placement.
- 1.88** You must accumulate a minimum number of placement hours to pass the 'Placement Attendance' component. The minimum number will be provided within the relevant module outline.
- 1.89** If you fail the 'Placement Attendance' component, you will be offered two further attempts at completing the required number of hours (see 1.46).

## Reassessment: General Principles

- 1.90** If you have failed any module(s) after you have completed all your assessments for a Term but have achieved marks of 20 or above in all modules undertaken, you will need to take reassessment during the next Term, or where applicable during the Summer Break. All failed modules which

are core must be reassessed. You must pass a minimum of 450 credits, with 90 credits at Level 6, to be awarded your degree.

- 1.91** The Board of Examiners can permit up to two further attempts at a module if the reassessment is required before you can be awarded your degree. This is called 'compulsory reassessment'. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.92** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.93** If you have attempted the reassessment of a module, and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can receive your degree. However, if you repeat the Stage (either full-time or part-time), the marks you achieve during your repeat Stage will be the marks that are used by the Board of Examiners to determine the final Degree Mark. They will not take account of marks from a previous Stage or attempt, even if they are higher.

## Reassessment Opportunities at the end of the Term

- 1.94** Reassessment is offered to students following the Board of Examiners meeting at the end of each Term. If you do not pass the Term but have achieved marks of 20 or above in all modules, you may be offered reassessment.
- 1.95** If you fail any reassessment during the Final Stage you will be offered compulsory reassessment in the next Term, or where applicable during the Summer Break. Your Module Mark(s) will be capped at 40.

## Compulsory Reassessment at the End of the Year

- 1.96** If you do not meet the requirements to pass and complete your degree, but you achieve a Year Mark of 20 or above, you may be offered reassessment.
- 1.97** In the Final Stage you will be offered compulsory reassessment in all failed Final Stage credits, before the new study Year begins.

## Reassessment Opportunities Following the Resit Assessment Period

- 1.98** Following reassessment, if you do not meet the requirements to be awarded your degree but you have achieved a Stage Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat Stage for uncapped Module Marks; or
  - b) A part-time repeat Stage for up to 45 credits for uncapped Module Marks; or
  - c) Reassessment in the following Stage without attendance for capped Module Marks.

## Placement Module Reassessment

- 1.99** You must pass all placements.
- 1.100** If you fail a placement, you will be required to undertake reassessment in the failed placement component. This reassessment will be offered at the next available opportunity.
- 1.101** If you fail a placement on reassessment or fail two placements at First Attempt you will be required to withdraw from the course unless you have Mitigating Circumstances accepted as valid by the Board of Examiners.
- 1.102** For placement-based modules where the Board of Examiners permits reassessment, it will be offered as follows:
- a) For failure in the Portfolio, reassessment will be offered at the next available opportunity. You are only permitted one further attempt at reassessment in the Portfolio.
  - b) If you fail to accumulate the minimum required placement hours, you will be provided with the opportunity to accumulate these hours within the next Term, or if applicable over the Summer Break.

- c) If you fail to attend the minimum required placement hours following the reassessment period, you will be required to repeat the whole module.
- d) Failure in the placement module cannot be condoned.

## Exit Awards

- 1.103** If you cannot complete your studies or you are withdrawn from your course for any reason, the Board of Examiners will consider you for an Exit Award.
- 1.104** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 1.105** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more (including at least 105 credits at Level 5 or above), the Board of Examiners will consider you for a Diploma of Higher Education.

## Withdrawal

- 1.106** You will be required to leave the course if:
  - a) At the end of a Term you have achieved a mark less than 20 in any module; or
  - b) Your Stage Mark is less than 20; or
  - c) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - d) You have failed the same module after three attempts and that module is either a core module or you need the module credits in order to be awarded your degree; or
  - e) You have failed a placement module at the second attempt or have failed two placement modules at first attempt; or
  - f) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

**1.107** If you submit Mitigating 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 Mitigating Circumstances Policy and guidelines which can be found on the [Portobello Online Learner Environment](#).

## Degree Eligibility and Classification

**1.108** To achieve an Honours Degree you must:

- a) If you started your course at Stage One, attempt 480 credits and pass at least 450 credits across your degree with at least 90 credits at Level 6. All Core modules and placement modules must be passed.
- b) If you started your course at Stage Two, you must attempt 360 credits and pass at least 330 credits across your degree with at least 90 credits at Level 6. All Core modules and placement modules must be passed.

**1.109** Stage Marks are calculated as weighted averages using your rounded Module Aggregate Marks. Your Module Aggregate Marks are used to calculate this based on the credit value of the module, i.e., a 30-credit module counts as twice as much as a 15-credit module towards your overall Stage Mark.

**1.110** The Level 5 marks from Stages Two and Three and the Level 6 marks from Stage Three and the Final Stage are used to calculate an overall Degree Mark. Your Level 5 mark counts as 40% and your Level 6 Mark counts as 60%. The Degree Mark is used to determine your Degree Class. This is set out in Table 1.3.

**1.111** Your degree is classified using your Degree Mark. If your Degree Mark is within two marks of the next Classification, you will receive the higher Class if you have at least 120 of your credits across Level 5 or 6 in the higher Class (as set out in Table 1.3).

**1.112** Module Aggregate Marks, Stage Marks and your Degree Mark are rounded to the nearest whole number, with half marks (i.e., 0.5) or more being rounded up.

**Table 1.3: Honours Degree Classifications**

<b>Classification</b>	<b>Requirement to achieve this Classification</b>
First Class Honours (1)	Either: a) A Degree Mark of 70 or more; or b) 120 credits (from Level 5 and Level 6 modules) at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either: a) A Degree Mark of 60 or more; or b) 120 credits (from Level 5 and Level 6 modules) at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either: a) A Degree Mark of 50 or more; or b) 120 credits (from Level 5 and Level 6 modules) at 50 or above with a Degree Mark of 48 or 49.
Third Class Honours (3)	Meet the criteria for the award of an Honours Degree (see 1.101) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher.