**RATIFICATION AND REVOCATION OF AWARDS**

**APPROVAL AND SUSPENSION OF COLLEGE ACADEMIC REGULATIONS**

**REGULATIONS ON THE CONDUCT OF ASSESSMENT**

**SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2016/17**

***The wording in bold reflects the changed wording.***

**RATIFICATION AND REVOCATION OF AWARDS**

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| **Section number** | **Relevant paragraph(s)** | **Page(s)** |
| Section 2 (1) | *This amendment was required to reflect changes to the College’s statutes and Terms of reference of Academic Board.*  **College Awards**   1. Provision for the award of certificates and diplomas of Royal Holloway and Bedford New College is made within the **Terms of Reference of the Academic Board.** | 1 |

**APPROVAL AND SUSPENSION OF COLLEGE ACADEMIC REGULATIONS**

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| **Section number** | **Relevant paragraph(s)** | **Page(s)** |
| Section 2 (1) | *This amendment was required to reflect changes to the College’s statutes and Terms of reference of Academic Board.*  **Delegation by Academic Board**  (1) **The Terms of Reference of** the Academic Board **state that the Academic Board** may establish committees, boards or panels, and delegate responsibilities to such bodies as appropriate, in accordance with any requirements laid down by the Statutes or by Council. | 1 |

**REGULATIONS ON THE CONDUCT OF ASSESSMENT**

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| **Section number** | **Relevant paragraph(s)** | **Page(s)** |
| Section 5 (3g) | *The word ‘cognate’ has been replaced with the word ‘comparable’.*  **Appointment of External Examiners**  (3)(g) a member of staff of an institution for which a member of staff of the College is appointed to act as an External Examiner for **comparable** programmes, unless the Chair of the College Board of Examiners’ Executive Committee is satisfied that such a situation is unavoidable; | 5 |
| Section 5 (5c iii) | *This paragraph has been amended to include the requirement for the External Examiner to have oversight of some coursework assessments.*  iii) Approving draft examination papers **and new or amended summative coursework assessments which constitute more than 20% of the final grade for a course unit. In cases where students develop their own titles, the External Examiner should be sent the assessment guidelines.** | 6 |
| Section 12 (2 and 3) | *These amendments formalise the requirement in the Guidelines for Examiners and Assessors in relation to the moderation of failing work.*   1. Work submitted for assessment shall be marked using one of the following methods:   (a) single marking, where the work is marked by one Internal Examiner;  (b) single marking with moderation, where the work is marked in accordance with (2)(a) above, except a second Internal Examiner also marks a sample of the work, which shall include **a representative sample from all degree classifications and failed work** in order to ensure consistency with the approved marking scheme;  (c) double marking, where the work is marked by two Internal Examiners, or by an Internal Examiner and an Assessor, who shall together agree a single mark for each piece of work;  (d) blind double marking, where the work is marked in accordance with (2)c) above, except the second marker shall not have prior sight of the comments of the first marker.   1. Any piece of work which contributes towards a candidate’s award classification shall normally be assessed using one of the methods outlined in Section 12 (2) (b-d) of these regulations), except in the case of in-course assessments the form or timing of which renders this impractical. **Where a student has failed a course unit, substantial pieces (i.e., those which contribute 20% or more to the course unit) of the student’s work in that unit must be double marked. In exceptional circumstances the College Board of Examiners’ Executive Committee may suspend this requirement.** | 11 |