UNDERGRADUATE - KEY ASSESSMENT RELATED REGULATIONS AND UPDATES – 2017-18

This document outlines briefly some of the key assessment related regulations and pertinent changes for 2017-18. For further details you are strongly encouraged to read the *Undergraduate* and associated regulations and a summary of the key new regulations/ changes which are available on:
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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1. GENERAL

1.1 Course designations

All course units are now designated as follows:

New nomenclature	Old nomenclature	Clarification
Mandatory (condonable fail)*	Core	Courses that you must take but do not have to pass to progress to the next stage of your programme or to qualify for a particular degree title
Mandatory (non-condonable fail)	Compulsory courses or Core (Pass Required) courses.	Courses that you must take and must pass for progression to the next stage of your programme or to qualify for a particular degree title
Optional (Condonable fail)*	Optional/ elective	Most programmes have groups of optional courses that you can choose from. You do not usually have to pass these for progression or degree title. For some minor/ combined degree titles (with English/ with Philosophy) you are required to pass a certain number of credits in optional courses to qualify for a particular degree title. Please read your Programme Specification and any relevant departmental literature in this regard: http://www.rhul.ac.uk/coursecatalogue/home.aspx

*NB: If you are commenced your first year with the College in or after September 2015 (see Section 3 below) you should be aware that there are now restrictions on how many course units (credits) can be failed at various stages of your programme of study and also the minimum failing mark you can achieve.

1.2 Penalties for over length work

The penalties for over length work have changed with effect from September 2017 for all students. See Section 13 of the ***Undergraduate Regulations*** and your Student Handbook for details.

(5) Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows:

(a) for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper limit by more than 10% and up to and including 20% ,the mark will be reduced by twenty percent of the mark initially awarded;

(c) for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

1.3 Progression requirements

The general regulations governing progression are detailed in Sections 10 – 16 of the ***Undergraduate Regulations*** while programme specific progression requirements are set out in your Programme specification (https://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx

What follows is a brief outline of key points.

1.3.1 Course unit outcomes

Section 13 of the ***Undergraduate Regulations*** requires that to qualify for final consideration in a course unit, the Sub-board of Examiners will take into consideration whether you have satisfied

(a) the attendance requirements stated in the course specification;
(b) the assessment requirements stated in the course specification.

The pass mark for a course units at Levels, 4, 5 and 6 (first, second and third year) is 40%
The pass mark for a course at Level 7 (Master's level) taken in the final stage of the MSci (assuming you initially registered for an MSci in or after September 2013) is 50%.

If you achieve less than 40 or 50% respectively you will be given an outcome of Fail (F).

1.3.2 Resits/ repeats

If you do not pass a course unit at a first attempt you may be given an opportunity to *resit* or *repeat* the course unit in line with Section 12 of the ***Undergraduate Regulations***. Please bear in mind that

decisions on which course units you may be permitted to resit or repeat and when (summer or following academic year) will be made by the Sub-board of examiners in line with the provisions of the ***Undergraduate Regulations.***

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Resit/ Repeat	Clarification
Resit of a failed course unit	Normally the opportunity to resit any failed parts of a course unit not passed will be during the following academic session (assuming you have met requirements to progress to the next academic year). If you do not meet regulatory requirements to progress at the end of an academic year AND you meet certain regulatory requirements you may be permitted to resit one or more course units over the summer (see Section 12 Part A and Part B of the ***Undergraduate Regulations***). Irrespective of when you resit, you do not have to attend any further classes and marks for work which has been passed will be carried forward. **You are required to register to resit course units**. The mark for a course being resat will be capped at 40%.
Repeat of a failed course unit	If you are given the opportunity to repeat a course unit in attendance you will need to register for the course unit for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the course unit. No marks from the previous attempt at the course unit are carried forward and no work completed as part of the first attempt at the course may be resubmitted for assessment. The mark for a course unit repeated in attendance is not capped at a minimum pass. If you are repeating in attendance you can substitute a new course unit for the one failed. The new course unit counts as a second attempt at the course. The substituted course unit must be at the same level as the failed course, e.g. you cannot substitute a first year course for a second year course that you have failed.

Unless you have extenuating circumstances you are only permitted two opportunities to pass a course unit in line with the provisions of Section 12Part A and Part B (7) of the ***Undergraduate Regulations***.

1.3.3 <u>Extenuating Circumstances</u>

If you miss an assessment or believe that your performance in an assessment was **severely** affected by adequately documented extenuating circumstances (unforeseen and unpreventable circumstances) which are acceptable to the Sub-board, the board has various options available as outlined below. For further details please see Section 14 of the ***Undergraduate Regulations***. All decisions are at the discretion of the Sub-board and are not open to appeal.

Affected Assessment	Possible outcomes
Cannot submit essay by deadline	Department will normally give an extension
Cannot attend an in-class assessment	Department may give an 'extension', that is permit you to take the test at a later date in the term
Cannot attend an examination	Sub-board may give First Sit (normally in the summer)
Complete examination/ submit essay but feel performance was severely affected by extenuating circumstances	Sub-board may give Allowed or First Sit for the affected examination / essay
Assessment worth less than third of final course outcome affected	Sub-board can give First Sit or scale up marks

1.4 Award of joint and combined honours degrees

The regulations relating to how many credits must be passed in the final year to qualify for a joint or combined honours degree were amended for all students with effect from September 2016 (See Section 20 (2)).

- For a **joint degree** to be awarded the two subjects studied must have approximately equal importance and each subject must constitute at least one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci.
- For a **combined degree** to be awarded the major subject must constitute at least half of the credits passed overall, while the supporting subject must constitute at least one quarter, but less than one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci .

2. ALL STUDENTS WHO COMMENCED THEIR STUDIES PRIOR TO SEPTEMBER 2015

The progression and award requirements referred to in this section apply to all students

(i) Who first registered for programmes prior to September 2015,
(ii) Direct entrants to the second or subsequent years of study in September 2015.

2.1 Progression requirements

The ***Undergraduate Regulations*** governing progression and award requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) and also more generally in the **Undergraduate Regulations**
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

You may be eligible for a summer resit if you are a second year undergraduate student on a BA, BMus, BSc or BSc (Econ), who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided you meet the following criteria:

(a) you must already have passed, been allowed, or been granted exemption from courses to a value of at least 60 credits;

(b) you may only resit the assessment from courses in which you have achieved a mark of at least 30% on the first attempt.

This opportunity will be offered **only** if you would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

If you have adequately documented extenuating circumstances acceptable to the Sub-board and have not satisfied the requirements to progress you may be able to complete missed assessments or resubmit work prior to the start of the next academic year even if you do not meet these requirements.

If you are an MSci student who does not meet the requirements to progress from the second to the third stage at the first attempt you will be transferred onto the BSc programme and will be given the opportunity of summer resits in order to progress onto the next stage of the BSc programme assuming you meet the criteria listed above. Similarly if you fail to meet the requirements to progress from the third to the final stage of the MSci at the first attempt you be transferred onto the BSc programme to repeat the year or for the award of the MSc.

NB: Some courses may not be available to take as summer resits given the nature of the assessment, e.g. a presentation. Your department can give you a list of those courses which cannot be resat over the summer.

2.3 Award requirements

The regulations governing award requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) and also more generally in the ***Undergraduate Regulations***
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

For Bachelor's degrees see Section 17 (2) and (4) and for the degree of MSci see Section 17 (5) and (6). You are also advised to read Sections 18 and 19 which sets out how stage averages, final averages and final award classifications are calculated. From 2015-16 final weighted averages are calculated to one not two decimal places.

3. STUDENTS FIRST REGISTERED FROM SEPTEMBER 2015 (FOR THEIR FIRST ATTEMPT AT THE FIRST YEAR)

If you commenced your first year of study at the College in or after September 2015, you are subject to the progression and award requirements outlined in this section. These are set out in the in the **Undergraduate Regulations** (Sections 12 - 19) http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx. Any programme specific requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx).

There are a number of key principles:

(i) There is an expectation that students should pass all courses of their programme:

(ii) A "Condonable Fail" may be awarded at the first attempt for achievement of marks between 30%-39%, where a Stage Average of at least 40% has been achieved in:
(a) a maximum of 30 credits to progress from Stage One;
(b) a maximum of 30 cumulative credits across Stage One and Stage Two to progress to

Stage Three.

(iii) A condonable fail is awarded at the first attempt where possible to enable progression (in up to 30 credits). After summer resits condonable fails may also be awarded, where at that point, the student meets progression requirements in terms of the regulations. For further details on principles the award of an outcome of fail at the first attempt for progression or classification please see Section 12 Part B of the ***Undergraduate Regulations***.

(iv) Students who meet progression requirements *may* resit "Condonable Fail" courses during the next academic year but are not permitted to resit condonable fails in the summer.

(v) Summer Resits will be offered in the minimum number of credits required to enable progression, where the student has failed to meet the requirements for progression by 15 or 30 credits.

(vi) Where there are **extenuating circumstances**, the Sub-board of Examiners may permit students to (re)take the affected assessments (First Sits) in course units worth more than 30 credits.

3.1 Bachelor degree programmes

The following tables outline the new progression and award requirements. You are strongly advised to read the relevant sections in the *Undergraduate Regulations* for more details. This applies particularly if you are on a programme which includes a period of extramural study between the third and final stages, e.g. Period of Residence abroad, international year, year in business. In this latter case you should consult your Programme Specification for details on the condoning of failing marks obtained during the period of extramural study.

Progression	Course outcomes	Stage Average	Regulation
Stage One to Stage Two	**Either** (a) a PASS in 120 credits; or (b) a PASS in 90-105 credits and a "Condonable Fail" in the remaining credits	**Stage average of 40%**	**Section 15: Part B (3)**
Stage Two to Stage Three	**Either** (a) a PASS in 240 cumulative credits from Stage One and Stage Two; or (b) a PASS in 210-225 cumulative credits from Stage One and Stage Two and a "Condonable Fail" in the remaining credits.	**Stage average of 40%**	**Section 15: Part B (4)**
Final stage	**To be eligible for an Honours Award** students will be required to PASS at least 90 credits in the Final Stage (a cumulative total of at least 300 credits).	**NA**	**Section 17 (3)**

	Condonable fails of 0 – 39% can be given in up to 30 credits in the Final Stage.		

3.2 MSci progression and award

You are strongly advised to read the relevant sections in the Undergraduate Regulations for more details. This applies particularly if you are on a programme which includes a period of extramural study between the second and third or third and final stages, e.g. year in industry. In this latter case you should consult your Programme Specification for details on the condoning of failing marks obtained during the period of extramural study.

Progression	Course outcomes	Stage Average	Regulation
Stage One to Stage Two	**EITHER** (a) a PASS in 120 credits; or (b) (b) a PASS in 90-105 credits and a "Condonable Fail" in the remaining credits	**Stage average of 40%**	**Section 15: Part B (3)**
Stage Two to Stage Three	**EITHER** (a) a PASS in 240 cumulative credits from Stage One and Stage Two; or (b) a PASS in 210-225 cumulative credits from Stage One and Stage Two and a "Condonable Fail" in the remaining credits.	**Stage average of 50%**	**Section 15: Part B (5)**
Stage Three to next Stage (final or extramural)	**EITHER** (a) a PASS in 360 cumulative credits from Stages One, Two and Three; or (b) a PASS in 300 cumulative credits from Stages One, Two and Three and a "Condonable Fail" in the remaining credits.	**Stage average of 55%**	**Section 15: Part B (6)**
Final Stage	**To be eligible for an MSci Award** students will be required to PASS at least 90 credits in the Final Stage (a cumulative total of at least 390 credits).	**The pass mark for course units in the final stage of the MSci is 50% (not 40% as in previous stages)**	**Section 17 (5)**