

International College at Robert Gordon University
CPR QS9: Assessment Regulations
Version 1.17

1. Introduction

This document sets out the regulations that govern assessment which will apply in all Navitas UK Colleges. Where the terms of a particular College/University partnership require the application of different regulations for specific aspects of the assessment, these will be confirmed to the Navitas Quality and Standards Office (QaSO) and identified in the College Appendix of the Quality Manual.

2. Assessment Principles and General Assessment Regulations

2.1 The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes (LOs) of a given module and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met. To achieve this purpose, Navitas UK supports and promotes the following principles for assessment in each of its colleges:

- a) assessment will be valid in relation to its form, quantity, level/stage, content and learning outcomes assessed;
- b) assessment will be facilitative in its support and promotion of student learning by the provision of appropriate feedback on student performance both quantitatively and qualitatively;
- c) all parts of the assessment process will be made clear to all stakeholders;
- d) assessment decisions will be fair, reliable and consistent;
- e) assessment processes will be robust and all appropriate College staff and invigilators will be trained accordingly;
- f) assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability;
- g) the management of assessment will be just, with associated clearly documented procedures; and
- h) the policy and procedures of assessment will be subject to monitoring by QaSO.

2.2 Colleges operate a two-tier system of formal processes to agree assessment outcomes as follows:

- a) College Module Panel – confirms marks at module level for all students in a stage of study (see section 7).
- b) College Progression Board – makes decisions with regard to the progression of students to the next stage of study within the College (see section 8).

2.3 External moderation is normally carried out by the Partner University (see section. 5.5).

2.4 A student may only be assessed on modules for which he/she is enrolled and may not be considered for progression to the next stage of study unless he/she is enrolled on the College's records system.

2.5 Approved assessment regulations apply equally to all forms of assessment.

2.6 Guidelines for appointment and conduct of approved invigilators are given in appendix A.

2.7 Responsibilities

2.7.1 It is the responsibility of College Learning and Teaching Boards (CLTBs) to ensure that:

- a) students are assessed fairly;

- b) the regulations concerning scheduled examinations are published in a timely manner and are consistent with QaSO requirements;
- c) proper invigilation arrangements are made for scheduled examinations;
- d) results of student assessments are published;
- e) marks and grades are issued as scheduled and as requested to individual students;
- f) all reports of allegations concerning assessment malpractice are sent to QaSO for further instruction and/or investigation;
- g) student appeals are considered within policy guidelines; and
- h) it is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines.

Please refer to CPR QS11 for definition of examination malpractice.

2.7.2 It is the responsibility of each student to ensure that he/she:

- a) undertakes the learning activities specified for each module in which he/she is enrolled;
- b) attends examinations and submits work for assessment as required – note that where a student fails to attend an examination and/or to submit work punctually for assessment, without mitigating circumstances, the College Module Panel will determine that the student has failed the assessment concerned;
- c) notifies the College of any changes to his/her contact details;
- d) notifies the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment of a module to be or being undertaken;
- e) provides, in a timely manner, evidence and/or supporting documentation with regard to personal circumstances that may have affected performance and which may be presented to the Mitigation Circumstances Panel as grounds for mitigating circumstances (see section 9).
- f) undertakes assessments honestly and in a manner that does not attempt to gain unfair advantage;
- g) follows all policy guidelines and associated procedures set out in the Student Handbook and/or CPR 10 relating to appeals, grievance, deferral, withdrawal, suspension and exclusion from studies.

2.8 Assessment Information

2.8.1 At the commencement of each module Academic Services Officers will ensure that the information identified in Table 1 is posted on Student Portal and is additionally available to students in the Student Handbook and/or Module Guide.

Table 1. Student Assessment Information.

The Learning Outcomes of the module
The indicative module content
Details of each item of assessment for the module.
The weighting of each assessment component
The grading criteria for each assessment
Submission weeks for assessed coursework
Details of any fieldwork activity
Details of any supervision arrangements
A personal timetable

2.8.2 CLTBs must ensure that all information to students uses percentages where numerical marking schemes are in place, or percentage mark equivalents where grading schemes are in place. Pass percentages must be clearly designated in all such information.

2.8.3 Any information required by these policies and regulations to be delivered to a student shall be deemed to have been received by the student where one or more of the following has taken place:

- a) the instructor of a module identifies where the information can be found in either the Module Document (MD) in Moodle; or
- b) the information is delivered by hand to the student in person, or to the latest local address notified to the College; or
- c) the information is posted for at least five working days on a notice board to which an enrolled and current student will have access; or
- d) the information is posted for at least five working days on the Student Portal (Axis) and notice sent to the student's email address notified to the College; or

- e) the information is sent by 1st class mail to the student's local address and is couriered to their home country address notified to the College – it is assumed that receipt is made within ten working days.

3 Conduct – Examinations

- 3.1 An examination is defined as any assessment undertaken over a controlled timeframe in a set location and where the candidate follows a specified rubric of instruction. Examination for academic purposes may include the following styles – closed book, open book, in-class test. They may take place mid-semester (in-class tests), or at the end of a semester. Presentations and laboratory reports are not referred to as examinations. Where normal examination styles do not apply, enrolled students must be notified at least five working days prior to the commencement of the examination.
- 3.2 Candidates must observe all instructions given by an invigilator.
- 3.3 A candidate alleged to have committed any examination offence will be subject to the disciplinary procedures of the CLTB (See CPR QS11).
- 3.4 Candidate conduct
- 3.4.1 Each candidate must have his/her Student ID card on show at all times from signing in to undertaking an examination. Where a candidate is unable to satisfy an invigilator of his/her identity, then the candidate will be excluded from the examination and asked to report to the College with immediate effect.
- 3.4.2 A candidate must be registered on the formal 'sign-in sheet' prior to the commencement of an examination to be eligible for entry to and sitting an examination. Sign-in sheets must be provided to the invigilators with any amendments at least one hour prior to an examination commencing.
- 3.4.3 Candidates may be admitted to the examination room no more than 15 minutes prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by the CLTB, then the CLTB may agree that admittance of the candidate in question may be made prior to the scheduled commencement to allow of usage of additional time.
- 3.4.4 A candidate may not enter an examination later than 30 minutes after the scheduled commencement.
- 3.4.5 A candidate wishing to attract the attention of an invigilator must remain seated in silence and raise his/her hand.
- 3.4.6 A candidate may leave an examination room for illness or other acceptable reason only after 30 minutes has passed from the commencement of the examination. Permission to leave the room must be granted by an invigilator. Where a candidate leaves without permission, he/she will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.
- 3.4.7 A candidate may not leave an examination room within the last 15 minutes of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an invigilator.
- 3.4.8 A candidate wishing to leave the examination room prior to the last 15 minutes of the examination must attract the attention of an invigilator and exit the room with minimum disturbance to other candidates.
- 3.4.9 At the end of an examination, all examination papers, scripts and associated materials must be collected from all candidates by an invigilator prior to any candidate exiting the room. All candidates remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a candidate from the room.
- 3.4.10 All candidates must collect their personal items, including any litter, as requested by an invigilator, on exit from an examination room.
- 3.4.11 A candidate arriving late to an examination will be required to finish at the scheduled time and as directed to do so by the invigilator.
- 3.4.12 Where a candidate is taken ill during an examination, an invigilator should be notified. The invigilator will then draw a *line underneath* the latest record of assessment (where the candidate has got to in answering an examination paper). Along the line the invigilator will state the time at which the illness occurred, date, state their name in full and sign. The candidate may then be granted permission to leave the room temporarily.
- 3.4.13 Where a candidate has been granted permission to leave an examination temporarily, either an invigilator or a member of College staff must accompany the candidate.
- 3.4.14 A candidate may not commence writing (or typing) until directed to do so by an invigilator.
- 3.4.15 A candidate may not continue writing (or typing) or working after directed to stop by an invigilator.
- 3.4.16 All candidates must complete the examination in silence and remain seated until given permission to leave.
- 3.4.17 All scripts and associated workings (inclusive of rough work) must be written in the booklets or on the relevant associated materials provided. All booklets and associated materials must be clearly marked by the candidate with their name and Student ID number (MAZE) and date.
- 3.4.18 Where approved calculators are allowed in an examination, the type is specified on Student Portal five working days prior to the examination and also on the examination paper. A candidate who does not comply with the

stated type of calculator is deemed to have committed an assessment offence, see section 11. ICRGU have approved the CASIO fx-83GT Plus.

- 3.4.19 The use of translation dictionaries, in any form, is prohibited in all examinations.
- 3.4.20 Invigilators have the right to inspect any and all materials and items in the examination room or in a candidate's possession at any time during the examination.
- 3.4.21 A candidate must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an invigilator only. No communication with any other persons, bar an invigilator, may take place during an examination.
- 3.4.22 A candidate may not bring food or drink into the examination room.
- 3.4.23 No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room they must be placed in part of the room away from the examination seating area and only as permitted by the invigilator. All such items are and remain the responsibility of the candidate regardless of where they are to be deposited for the duration of the examination.
- 3.4.24 A candidate in possession of a mobile phone or of other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the invigilator.
- 3.4.25 Except where stated (e.g. open book examinations), no candidate may bring into the examination room any form of written notes or like materials.
- 3.4.26 Where reasonable adjustment has been granted for computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. Only permitted software can be used.
- 3.4.27 Where another person takes the identity of a candidate in an examination, this is considered an examination offence.
- 3.4.28 Any form of cheating in examinations is considered malpractice and is treated as a serious examination offence.

4. Coursework Regulations

4.1 Submission

- 4.1.1 The CLTB must ensure that submission of coursework is recorded and that receipts are provided to students. It must also ensure that coursework is held securely and that return of coursework to the relevant students is timely and secure.
- 4.1.2 Extensions to submission dates for coursework may be granted only by the Chair of the CLTB and only via the Mitigating Circumstances process. A student who is unable to meet a submission date must complete a Mitigating Circumstances Form, see section 9.4.
- 4.1.3 Scheduled submission dates may be subject to change by the instructor or CLTB and all students will be notified of such via Student Portal and email.
- 4.1.4 In the case of practical laboratory assessments, students must attend, in a timely manner, the laboratory they are being assessed on. Students who fail to attend the laboratory, will be awarded a zero for that assessment, unless mitigating circumstances can be proved.
- 4.1.5 Coursework submitted on or before the scheduled submission date will be marked promptly and returned to the relevant students with the appropriate feedback from the instructor.
- 4.1.6 Coursework submitted no more than 10 working days after the scheduled submission date will be marked and the mark, if a pass, will be capped at the module pass mark. Limited feedback may be given by the instructor on the work submitted.
- 4.1.7 Coursework submitted more than 10 working days after the scheduled submission date will be marked but a mark of zero will be recorded against the student record. No feedback will be provided by the instructor.

4.2 Turnitin Submissions

- 4.2.1 All written coursework (including essay's, reports, PowerPoint presentations and Posters) must be submitted via Turnitin through the Colleges Moodle Virtual Learning Environment (see Appendix B-ICRGU Policy for the use of Originality checking software) alongside a hardcopy submission
- 4.2.2 Tutors must ensure that all coursework has a corresponding Turnitin submission as set out in the Tutors Handbook. Submission deadlines in Turnitin must match the Hardcopy submission given to students when setting the coursework
- 4.2.3 Late submission to Turnitin will count as a late submission overall and students will be subject to the sanctions set out in sections 4.16 and 4.17, this is regardless of whether a Hardcopy was submitted on time

5 Marking

5.1 Anonymity

- 5.1.1 Navitas supports a policy of anonymous marking of all final examination scripts (anonymity is assumed in all computer aided assessment software). As such all final assessments undertaken under normal examination conditions will be marked anonymously.
- 5.1.2 Where normal examination conditions do not apply and assessment is not to be marked anonymously, then the CLTB should ensure that this advice is cited on Student Portal five working days prior to the assessment taking place or submission deadline.
- 5.1.3 Examination answer booklets should include a fold over adhesive flap. Candidates must record their name in full in this area and then seal the information by folding over the adhesive flap. A candidate must record their Student ID on the front designated space of the answer booklet or coversheet, if required.
- 5.1.4 An attempt by a candidate to invalidate anonymity where the examination has been classified as such, will be considered as an assessment offence.
- 5.1.5 Anonymity applies only to formal examinations and not to coursework.

5.2 Internal verification of marks

- 5.2.1 All assessed work is subject to verification. The CLTB must ensure that a minimum of 10% of all assessed work is checked by another sessional or ASO to ensure that marks have been tabulated correctly and have been arrived at correctly. Where the assessment has a weighting of 40% and over, a 10% sample must be blind second marked by another sessional with appropriate subject knowledge. Where the second marker has a discrepancy with the original mark then the CLTB will ensure that the work is blind marked a third time. The three markers shall then meet to decide the final mark. Where a final mark can still not be agreed, then the relevant moderator will be asked to apply a mark which will then be referred to the College Module Panel.
- 5.2.2 Where disagreement has taken place between markers, the CLTB will investigate to determine that good practice has been maintained.

6 **Moderation**

- 6.1 The CLTB must ensure that assessment practices are controlled and maintained at all levels. Part of the control and benchmark mechanism is through the processes of internal and external moderation.
- 6.2 Colleges apply the following models as part of their ongoing quality management processes of all modules delivered under the Standard Delivery Model (SDM):
 - a) Undergraduate Pathway Stage 1, University Foundation – External Moderation - University
 - b) Undergraduate Pathway Stage 2, First Year Degree – External Moderation - University
 - c) Postgraduate Pathway Stage 1, Pre-Masters – External Moderation – University

6.3 Internal Moderation

- 6.3.1 Internal moderation is carried out on major module assessments only – that is the assessment with the highest weighting. Moderation is carried out annually or more frequently as required.
- 6.3.2 Internal moderation comprises the following:
 - a) Examination Papers: set by appropriate sessionals and approved by the CLTB.
 - b) Scripts: 30% sample taken for moderation reporting.
 - c) Report: moderation report sent by the CLTB and received by QaSO with confirmation of assigned marks.
 - d) Discrepancy: where there is an un-resolved discrepancy of marks, the regulations set down in para. 6.6 must be followed.

6.4 External Moderation

- 6.4.1 External moderation is undertaken for all stage 2 modules on each major module assessment – that is the assessment with the highest weighting.
- 6.4.2 This form of moderation is carried out on each module delivered in a given semester. Hence this normally occurs each semester per year basis or more frequently as required.
- 6.4.3 External moderation is carried out by Robert Gordon University (by staff nominated by the appropriate School/Department of the University).
- 6.4.4 External moderation comprises the following:
 - a) Exam Papers: are set by appropriate sessionals and sent to the Link Tutor or nominee by the Academic Services Officer, for approval by prior to sitting.
 - b) Scripts: a 30% sample is sent to the Link Tutor for moderation reporting.
 - c) Report: moderation report sent via Link Tutor to the College Academic Services Officer with confirmation of assigned marks.
 - d) Discrepancy: where an un-resolved discrepancy of marks occurs, the regulations set down in paragraph 6.6 must be followed.

6.5 Moderator Conduct

6.5.1 All moderators, must:

- a) Judge each student individually and without prior influence and compare his/her performance with that of his/her peers.
- b) Have the right to examine any student viva voce as per re-assessment regulations, see section 12.
- c) Ensure that all students have been assessed fairly in relation to the curriculum and regulations associated with a stage of study and the stated LOs.
- d) Report to the CLTB on any matters of serious concern arising from the assessments.
- e) Approve and moderate the form and content of proposed examination/assessment papers, marking criteria (model solutions and marking schedules) and where appropriate a selection of examination scripts/assessment work.
- f) Have the right to sample major in-course assessments.
- g) Have the right to recommend changes to the marks awarded, but always in the context of fairness to each candidate.

6.6 Moderation Resolution

6.6.1 Where irreconcilable disagreements arise in the assignment of marks, involving sessionals and moderators/external examiners, then the matter should be considered by the College Module Panel with all parties present. Where a decision is made in the conferment of marks the situation must be reported via the Academic Report to the AAC.

6.6.2 Where a decision cannot be reached at the Panel, recommendation for consideration is made to the following Progression Board. All parties must be present. Where a decision is made in the conferment of marks the situation must be reported as above.

6.6.3 The CLTB may request a written report of the dispute from both parties and recommend that QaSO liaise with the appropriate Head of Department/School in an emergency meeting.

6.6.4 Where the disagreement over marking discrepancies persists, QaSO will ensure that a third moderator is appointed from outside of Navitas and the Partner University and who must be a subject specialist with due standing. Such an appointment must be approved by the Partner University Quality and Standards Office or equivalent.

6.6.5 In all such circumstances, the student/s involved must be informed in writing of the recommendation/s or where a decision/s has been deferred pending a resolution and to what meeting.

6.7 External Examiners

Where a college employs the use of external examiners, the details are defined in the College Operations Manual.

7 Feedback

7.1 Feedback must be available to all students on their in-course assessed work. CLTBs should monitor the provision and operation of feedback.

7.2 Feedback should, as a minimum, consist of:

- a) provisional/raw mark – after any penalties have been applied and recorded as such;
- b) any major shortcomings; and
- c) ways in which the mark could have been improved.

7.3 Feedback on assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/or DMD.

7.4 The form of feedback may vary depending on the discipline and type of assessment but will generally be written and oral.

7.5 The CLTB should ensure that instructors make feedback available to students directly within 10 working days of the scheduled submission deadline. Where feedback is unexpectedly delayed, the sessional should inform the CLTB and students should be notified immediately.

7.6 The CLTB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and as approved by the Module Panel.

7.7 Late submission of work for assessment (after 10 working days from the scheduled deadline) will forfeit the right to any associated feedback unless there are approved Mitigating Circumstances.

8 College Examination and Progression Board

- 8.1 The CLTB shall ensure that a College Examination and Progression Board is convened once a semester, once all provisional/raw marks have been assigned. All modules that have been offered in a semester must be listed and included for consideration. Boards may be called more frequently given the requirements of a module.
- 8.2 The College Examination and Progression Board shall oversee the assessment of modules, taking account of the module LOs, and confirm marks/grades in accordance with the regulations.
- 8.3 Where a student has chosen at the outset to take a module without undertaking the formal assessment associated with that module, he/she will be assigned at AT (attendance only) grade.
- 8.4 Where mitigating circumstance have been proved a Board must:
- waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
 - record all decisions reached in respect of valid mitigating circumstances.
- 8.5 College Examination and Progression Boards may not decide on pass standards – pass standards are determined in accordance with curriculum development requirements and must be approved by the Partner University.
- 8.6 College Examination and Progression Boards may not confer awards or any award associated with the University.
- 8.7 The Chair is responsible for ensuring that the College Examination and Progression Board fulfils its responsibilities in accordance with these regulations.
- 8.8 The appointed Secretary to the College Examination and Progression Board shall ensure that all stakeholders to the Panel receive minutes and notes arising within a reasonable time period.
- 8.9 Membership
- Chair – CP/D
 - Academic Services Officer
 - Relevant teaching staff
 - Moderators
 - External Examiners (where appointed)
 - Link Tutor(s)
- Secretary
Academic Services Officer
- 8.10 The College Examination and Progression Board shall receive and consider:
- Minutes and actions of the prior meeting or any intervening meeting or from the CLTB.
 - For each module:
 - List of candidates by name and their SID
 - Moderator/s reports
 - External examiner/s report (where applicable)
 - For each student:
 - The mark achieved for each assessment, and his/her overall mark
 - Any individual marks assigned by an Mitigating Circumstances Panel Exemption (where appropriate)
 - Record of allegation of misconduct and actions taken to date relating to an assessment offence (as appropriate)
 - Any known disability
 - Exemption (where applicable)
- 8.11 The College Examination and Progression Board shall:

- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- b) Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information) and identify any anomalies or other cause for concern.
- c) Make decisions in relation to each student and after taking an action arising from consideration of, e.g. penalties.
- d) Confirm the marks or grades of each student.
- e) Determine the requirements for repeat assessment.
- f) Determine whether to defer confirmation of a mark or grade until any specified conditions have been met within an agreed timescale.
- g) Consider the reports of each moderator and/or external examiner.
- h) Exercise discretion concerning valid mitigating circumstances in the application to assessment and overall module marks.
- i) Have no discretion to waive penalties imposed in accordance with any Learning and Teaching Board disciplinary procedures or where such penalties invalidate any mitigating circumstances.
- j) Determine for each candidate whether he/she has successfully met the completion criteria within the Stage/Programme Specification regulations to progress to the next stage. Where the next stage involves articulation to a prescribed degree programme/scheme at the University, to confer a Confirmation of Attainment.
- k) Note all decisions made about each student with one of the following designations:
 - overall percentage mark;
 - overall grade;
 - withdrawal from candidature;
 - Exclusion from candidature;
 - Deferment of decision to another meeting, procedural delay, or action of another approved assessment to determine a final mark or grade.
- n) Reported module marks as an integer using the following conditions:
 - a decimal of 0.5 or greater should be rounded up to the next integer; or
 - A decimal of 0.4 or lower should be rounded down to the next integer.
- o) In exceptional situations and where a module management issue has arisen and a strict application of these regulations would be unjust a student or students, the Board has discretion to depart from the regulations. However, in such cases the CDP must be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision must be recorded on the List of Candidates.
- p) In exceptional circumstances, for example to aid decisions on the re-assessment of candidates with valid mitigating circumstance or in cases of suspected plagiarism, the Panel may request a *viva voce* examination, see section 12.

8.12 Progression Rules

- a) Unless stated otherwise, the timing of points of progression from one College stage of study to the next, is considered to be the first day of the following semester after the meeting of the Progression Board that confirmed completion of the prior stage.
- b) Unless stated otherwise, the timing of points of progression from a College stage of study to the University, can be considered as the first day of the prescribed academic year (semester A/1) or in some circumstances the first day of semester B/2, after the meeting of the College Progression Board that confirmed completion of the prior stage.
- c) On the authority of the College Progression Board, a student may commence the study of a module/s at the next stage before the Board has met to consider the results of the assessment at the preceding stage.
- d) A student may progress without having had assigned the requisite credit and only where such credit has been the result of a deferred assessment arising from valid mitigating circumstance. This may normally only occur where a student is being managed within College stages of study and not where it involves an articulation point.
- e) Where a student undertakes assessment and/or is awarded credit for prior learning such that the maximum required for progression is exceeded, the Progression Board will, in the first instance, take account of the performance of the student in all mandatory modules. Only in the second instance shall the performance in non-mandatory modules be considered up to the total required with all other assessments being disregarded.
- f) All decisions relating to progression rests with the College Progression Board.

9 Deferment, Referral and Re-enrolment

- 9.1 The College Examination and Progression Board may, in proven mitigating circumstances, allow a student to undertake a deferred assessment. Note that deferment pending decisions of an academic nature should not be confused with the approval given to a student to defer studies, that is take a leave of absence, from studies.
- 9.2 A candidate who has not passed the assessment of a module at his/her first attempt may undertake a referred assessment, that is, to take a re-assessment opportunity in a given module, in the following situations:
- Where a student has failed to achieve the relevant pass mark in his/her final summative examination, the Panel may recommend that the student be granted the opportunity to take a referred examination in Week 12/13, or dedicated examination period of the following semester only.
 - Where a module is based on coursework assessment alone and a student has failed the major piece of coursework, then the Panel may recommend that the student be granted the opportunity to take a referred assessment within a specified period of time.
- 9.3 Approved referral of assessment confirms that a student may be placed on :
- Current enrolled status or
 - Deferred status
- 9.4 A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at first diet (includes any relevant reassessment and/or resubmission). In recommending re-take of an entire module, the College Examination and Progression Board or CLTB may consider that the student requires substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance.
- 9.5 Students may not elect to repeat a module in an attempt to improve their grading.
- 9.6 The grade achieved for a re-enrolled module will not be constrained, unless agreed otherwise by a College Examination and Progression Board.
- 9.7 Where a stage of study is delivered by the College as part of a SDM, a student may re-enrol in a module twice, that is, two times before progression to the next stage is barred (total number of assessment attempts is three).
- 9.8 A candidate for re-enrolment may not demand reassessment in elements that are no longer current in the module. It is therefore the candidate's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Examination and Progression Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the first attempt.
- 9.9 Where an enrolled student has been found to commit a criminal offence, under the laws of the United Kingdom, they will not be permitted to continue their chosen pathway and will be excluded by the CLTB and thus candidature terminated. In such cases, the College Principal or nominee will issue a formal Letter of Exclusion to the student on behalf of the College. The Academic Services Officer will advise the Partner University to allow reporting to the UKVI. This will be followed by a reference to the occurrence in the following Academic Report to the AAC.
- 9.10 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, to continue the pathway after consultation by the CLTB, the Board may impose certain constraints in the enrolment. In these circumstances CLTB will inform QaSO and the Partner University.
- 9.11 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, he/she may progress to another suitable pathway that would not warrant their direct exclusion if:
- the student's past conduct would not prevent them from gaining any license to practice or render them ineligible for membership of any professional body for which the new award would qualify the holder;
 - a place is available on the pathway; and
 - the student meets the entry requirements for the pathway and is deemed suitable by the CLTB.
- In such circumstances, the student will be suspended from the College until he or she enrolls in the new pathway.

- 9.12 The College Examination and Progression Board shall, by resolution, delegate authority to the Chair in relation to the confirmation of marks and grades arising from deferment decisions.
- 9.13 The College Examination and Progression Board shall delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to Appeal (see CPRQS10) against decisions made by the Board.

10 Mitigating Circumstances

- 10.1 Mitigating circumstances refer to events that must only relate to the health and/or personal matters and which occurred during or before the period of assessment to which they apply.
- 10.2 If a student has problems or difficulties significantly affecting his/her performance on a given module of study, then this should be discussed with the College and appropriate action taken via the Mitigating Circumstance Panel, see section 9.9.
- 10.3 In emergency and critical situations the CDP must be informed immediately and referral of the case to the Mitigating Circumstances Panel for potential UKVI reporting.
- 10.4 The procedures concerning mitigating circumstances are intended:
- a) to apply to individuals only; and
 - b) do not apply where there has been a management failure with regard to arrangements that may have disrupted the learning and assessment process – such issues are dealt with via the normal grievance process, see CPRQS10.
- 10.5 It is the responsibility of the student in question to notify the College as to the circumstances, in writing at the earliest possible time. The Mitigating Circumstance Form, should be used as a basis for a written statement. The written statement should contain full details and include supplementary evidence and testimony from independent or third parties, for example a medical certificate indicating the time, nature and probable effect of the circumstances.
- 10.6 A written statement on a student's behalf, when not accompanied by a Mitigating Circumstance Form, may be considered on the proviso that it is given with the full consent of the student and that this consent is detailed within the report. No further intervention on behalf of a student may be considered unless where there are grounds for serious and confidential mitigating circumstances. In such situations, the student and person acting on his/her behalf will be informed of the final College decision.
- 10.7 All completed and submitted Mitigating Circumstance Forms and supporting written/visual evidence must be placed on the student file.
- 10.8 Where there are grounds for serious or confidential mitigating circumstances, the student in question may notify the CDP directly. Where the student feels more comfortable approaching another member of College or Navitas staff then they are able to do so under the proviso that the matter is brought to the attention of the CDP. The CDP will then judge whether any intervention on the student's behalf can be accepted. Where the intervention is upheld, the CDP will note for the record only the student's name, the fact that serious and confidential procedure has been applied and which assessments the extenuation refers to. The student shall then be informed of the decision.
- 10.9 Mitigating Circumstances Panel
Mitigating circumstance decisions are made by the Mitigating Circumstance Panel. Membership of the panel is as follows:
- Chair – CDP
 - A person who is not immediately associated with the module/s or student in question e.g. a member of QaSO
 - Administrator – College Student Services Officer
 - Additional members as appropriate appointed by the CDP.
- 10.10 Panels shall meet at the end of each semester and ideally prior to the relevant College Examination and Progression Boards. They can be called more frequently as required.

- 10.11 Students will be informed of a Panel decision within 10 working days from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.
- 10.12 Assessment penalties imposed for late submission, may, due to valid mitigating circumstances, be lifted by the Chair at a meeting of the Panel.
- 10.13 A student may qualify for the right to be assessed again where the Panel decides that his/her performance in a specific assessment has been affected by valid mitigating circumstance – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College Module Panel may vary the assessment to be re-taken in order to assess the student performance across a module.
- 10.14 The Mitigating Circumstance Panel will inform the College Examination and Progression Board where valid mitigating circumstances apply to named students in specific module assessments.
- 10.15 College Examination and Progression Boards must:
- waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
 - record all decisions reached in respect of valid mitigating circumstances.
- 10.16 College Examination and Progression Boards may:
- permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates;
 - permit the relevant assessment of the module in a different approved mode which must be defined and made known to the student along with the specified date/s; or
 - where valid mitigating circumstances have prevented the student from completing an assessment task but sufficient evidence can be shown that the Specific LOs of the module have been met from at least two other completed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module.
- 10.17 The Academic Services Officer will inform the College Examination and Progression Boards what valid mitigating circumstances apply to a named student and in what module/s.
- 10.18 When a College Examination and Progression Board offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of his/her intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again it cannot be to his/her detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.
- 10.19 Mitigating circumstances may not form the basis of an academic appeal.

11 Adjustments for Students with Disability

- 11.1 A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon his/her ability to carry out 'day-to-day' activities. Within the environment of a College, 'day-to-day' activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.
- 11.2 The CLTB in consultation with the University's Disability Services and QaSO is responsible for ensuring that reasonable adjustments are made for such students, by way of a Student Management Plan. This Plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment task as all other students in the cohort.

- 11.3 The nature of any reasonable adjustment must be determined by the specific needs of an individual student and may include the provision of:
- extra time
 - a rest break
 - assessment in a separate room or in an approved off-campus site
 - alternative formats
 - a reader, scribe or amanuensis
 - word processing packages and/or assistive technology
- 11.4 When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by QaSO and the University's Disability Services.
- 10.5 It is the responsibility of the student to notify the College of his/her condition in a timely manner and to allow any reasonable adjustments to be considered and, where approved, made prior to the assessment event. All such notification must be supported by professionally documented medical or other evidence.
- 11.6 The exact nature of approved reasonable adjustments should be communicated and confirmed with the student via an outline schedule and plan in person and delivered by hand. Where this is not possible it should be posted to the latest local address notified to the College. This information should then be confirmed by courier to their home country address notified to the College, five working days prior to the assessment event.
- 11.7 Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File, the minutes of the CLTB, QaSO, and where appropriate to the University Disability Services.
- 11.8 If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then where possible the student shall undertake the assessment in the same way as the other students and use the mitigating circumstances procedures to bring the matter to the College Progression Board.
- 11.9 Where the CLTB is satisfied that any delay in production of evidence is due to justifiable circumstances, then the adjustments may be made to the assessment as if the evidence was made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 11.10 Reasonable adjustments do not include extensions to submission dates for coursework unless such extension is considered as part of an agreed structural adjustment to a normal stage of study as determined in the Student Management Plan. Where there is an unforeseen worsening of a student's condition, and he/she is unable to meet a submission date for coursework, then mitigating/extenuating circumstances procedures should be used.
- 11.11 Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 11.12 The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.
- 11.13 The CLTB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases the Board shall consult with QaSO and University Disability Services.
- 11.14 Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction then the CLTB will ensure that reasonable adjustments in timed assessments are made as guided by the University's Disability services.
- 11.15 Where the approved reasonable adjustment includes the appointment of a scribe or amanuensis, the following procedures should apply:
- a) Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student.

- b) The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly.
- c) The scribe/amanuensis may not be a member of College staff, an instructor to the student, another student of the College, or anyone who has acted as a scribe/amanuensis for the student during their normal studies.
- d) Arrangements for any approved rest periods relating to the use of a scribe/amanuensis must be scheduled and approved prior to the assessment and the total time allowance recorded and adjusted accordingly; and
- e) Separate rooms must be provided for students where approval has been granted for the use of a scribe/amanuensis or word processor and where there will be disruption to other students.

12 Assessment Offences

12.1 The Student Handbook must include a section on cheating, plagiarism and other academic misconduct/offence.

12.2 Plagiarism

12.2.1 College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- a) Importing phrases from another person's work without using quotation marks and identifying the source.
- b) Making a copy of all or part of another person's work and presenting it as one's own.
- c) Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
- d) The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
- e) Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.

12.2.2 Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures.

12.2.3 For reasons of parity, each College will consider the directives of its Partner University's policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students must consent to copies of their work being submitted to any plagiarism detection service employed by a College, or Partner University. Where a student is not the rights holder of his or her work, it is the student's responsibility to notify the College.

12.3 Contract Cheating

12.3.1 Contract cheating is similar to the above and occurs where a student submits assessment work which has been created for them by a third party. This refers to obtaining assignments from web-based companies or essay sites (known as "essay mills"), where the student will usually purchase the assignment, or from an individual such as a lecturer, colleague, friend or relative.

12.4 Collusion

12.4.1 Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:

- a) the representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
- b) taking credit for individual merit of a work when all or part thereof was constructed by another person.

12.4.2 It is important that, unless group work is identified, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and strategies does not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.

12.4.3 Students should be aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.

12.4.4 Any student/s found conferring, in any form, in a closed book examination will be disqualified and be assigned 0% for the examination.

12.5 Examination Malpractice

12.5.1 An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line the

invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.

- 12.5.2 The candidate will then be supplied with new materials and permitted to continue the examination. The candidate is not expected to start the examination again.
- 12.5.3 On completion of the examination the invigilator will complete and submit a written report, (see Alleged Malpractice Form), to the College Director/Principal (CDP) along with the record of assessment removed and signed.
- 12.5.4 The CDP will then alert the CLTB and the candidate may continue through the examination period in the normal way pending further inquiry.

12.6 Assessment Offences Procedure

- 12.6.1 All cases of alleged assessment offence must be reported to the CP/D.
- 12.6.2 The College Principal/Director (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.
- 12.6.3 Plagiarism/Contract Cheating/Collusion/Academic Misconduct Offences

The College Principal/Director will:

- a) notify the student in writing of the alleged offence – a Letter of Allegation;
- b) investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people. If appropriate, samples of the students previous work will be reviewed along with patterns of achievement to date. Viva voce examinations may also be utilised where necessary (see 13 below).
- c) inform the candidate in writing of the outcome of the investigation – a Letter of Resolution. Any other member of College or University staff are expressly forbidden from communicating such an outcome.

- 12.6.4 The College Principal/Director (or nominee) will make a report of an investigation and/or record of presentation of a student to the CLTB, and to the Chair of the relevant College Examination and Progression Board.
- 12.6.5 The College Learning and Teaching Board may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism/collusion or other form of academic misconduct for a FIRST offence:
 - a) The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.
 - b) Award 0% for the assessment in which the plagiarism/collusion/academic misconduct occurred.
 - c) In cases of extremely serious academic misconduct, suspension or expulsion.
- 12.6.6 The student is informed of the decision by the College Principal/Director - a Letter of Resolution: First Offence. The letter contains a warning that stronger penalties may be applied in any subsequent proven cases of academic misconduct.
- 12.6.7 The College Learning and Teaching Board may, at its sole discretion, include the additional following penalties in a proven case of plagiarism/collusion or other form of academic misconduct for a SECOND (and subsequent) offence (s):
 - a) Award 0% for the entire module in which the offence occurred
 - b) Termination of candidature from the college
- 12.6.8 The student is informed of the decision by the College Principal/Director - a Letter of Resolution: Second Offence.
- 12.6.9 If required, the College will report to the relevant PSRB as per the QAA recommendations.
- 12.6.10 Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the CLTB either in writing to the College Principal/Director within five working days of the date of the Letter of Resolution.

13 Viva Voce Examinations

- 13.1 Viva Voce examinations may be used in exceptional circumstances, including to aid decisions on the re-assessment of candidates with valid mitigating circumstance or in cases of suspected plagiarism/contract cheating.
- 13.2 In the rare instance that a viva voce examination is used, the Senior Manager of Academic and Support Services or nominee must be present along with a nominated examiner (normally a subject specialist or nominated moderator where an issue of unfair practice is under review; or the appropriate sessional for all other situations). All outcomes and marking rationales must be reported to the following College Examination and Progression Board and the Learning and Teaching Board.

Appendix A - Invigilator Guidelines

Appendix B- ICRGU Policy for the use of Originality checking software

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