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GENERAL REGULATIONS FOR ASSESSMENT & AWARD

GR 1

- (a) informs and promotes learning by providing students with feedback on the quality of their work
- (b) measures students' academic achievement thereby informing progression within the programme and degree classification;
- (c) assures standards by demonstrating that the University's expectations of student achievement are consistent with other HEIs and employer expectations;
- (d) provides data which aids the ongoing development of teaching and learning approaches.

GR 12.2 All assessment will comply with these regulations unless otherwise specifically approved by the University through established due process and for good reasons (for example to meet professional or statutory requirements within a professionally accredited or

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GR 21.2 Departments must ensure programmes are designed such that a suitably significant proportion of assessment is individual assessment. Individual assessment is that which can be demonstrated to be a student's own work. Departments should ensure student module choices could reasonably be expected to satisfy this requirement.

GR 21.3

there will be clear information provided to all interested parties as to which Officer is responsible for which elements of assessment.

GR 2.1.6 When setting examinations, departments should normally avoid recycling identical or very similar examination papers for a period of not less than five years. Exemptions from this regulation may be approved by faculty committees where appropriate; for example on pedagogical grounds or in cases where randomised question banks or multiple-choice questions are part of the assessment method

GR 21.7 Heads of departments or equivalent will ensure that the assessment schemes for programme(s), and their operation, are monitored through annual quality review processes.

## GR 22 ADMINISTRATION OF ASSESSMENT

### Guidance to students

GR 22.1 Assessment takes place in a number of formats: essays, examinations, oral presentations, practical assessments, performance, portfolios of work, poster presentations, etc. Clear and accessible guidelines on assessment submission and/or examination procedures will be provided as applicable to all registered students. Disabled students will have details of assessment related reasonable adjustments defined within an ILSFP. Production of assessment guidelines is delegated to appropriate bodies (academic departments or equivalent Student and Programme Administration Disability Service etc.). Guidelines will include submission arrangements (for example means of recording performance, presentation format for group work, provision of receipt, requirement for student to retain copies, use of cover sheet), submission deadlines, submission format (electronic and/or hard copy), referencing requirements, marking criteria, plagiarism processes, examination arrangements (including alternative arrangements for disabled students), reassessment arrangements, etc.

### Declaration of own work

GR 22.2

GR 2.3





GR 2.313 Where a student believes it is inappropriate for their mark to be recorded as F4 (0% for PG students), they shall petition the department's exceptional circumstances committee claiming 'good cause' for the late or non-submission.

GR 2.314 Where the committee considers there was 'good cause' for a late submission, the mark of F4 (0% for PG students) shall be set aside, and the submission shall be marked and graded on merit

GR 2.315 Where the committee considers that there was 'good cause' for a failure to submit, they shall allow a further assessment.

## GR 24 MARKING AND MODERATION OF ASSESSMENT

### Undergraduate Programmes

GR 24.1 There will be agreed grading and marking criteria for all types of assessment and these will be made available to students at the appropriate times.

GR 24.2 Any individual piece of assessment which is worth more than 7.5 credits, all assessment marked by more than one marker and all examination scripts (regardless of the weighting) should be subjected to the method of moderating marks assigned to the module when it was validated, i.e.:

- (a) unseen double marking, where student work is independently assessed by a second marker without the knowledge of marks assigned by the first marker;
- (b) second marking, where student work is assessed by more than one marker, but the second marker knows the mark allocated by the first marker;
- (c) sampling, where second markers review a representative sample of work first marked by other colleagues for the purpose of: checking the consistent application of marking criteria and moderating marks awarded (a sample is taken to mean square root  $n$  where  $n$  is the number of scripts for the course with a minimum result of five scripts), where more than one marker is involved, the square root rule should apply separately to each marker. Note that where calibration is employed, work marked using calibration should form part of the sample presented for moderation, but does not need to be over and above that sample<sup>6</sup> or

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<sup>4</sup> For avoidance of doubt, throughout these regulations the use of an average mark

- (d) analyses of marking trends, where work is marked by only one marker, undertaking a comparative analysis of marking trends to compare individual students' consequential marks on an individual course with their average mark on all their other courses and
- (e) calibration, whereby departments use initial calibration exercises within marker teams in advance of marking and moderation periods, to foster a shared set of norms for marking teams. Guidance on the use of calibration can be found in the [Curriculum and Education Development Academy's webpage](#). Note that calibration exercises do not replace marking moderation, but may be used in conjunction to guide this process. The use of calibration is encouraged wherever there is more than one marker for any assessment/module

GR 24.3 For any assessed work where double marking or second marking is used, departments must follow a clear procedure for determining final marks and grades where the two markers are in disagreement, and there must be a clear audit trail to show how the final mark or grade was reached. For small disagreements, taking a simple average may be appropriate, but where the difference is significant (e.g. a difference of 10 percentage points or a full grade or more), and where the two markers remain unable to reconcile their differences even after discussion, an appropriate procedure is for the programme director or other appropriate person to ask a third internal marker to adjudicate.

GR 24.4 Students will be advised about assessments that will be anonymously marked by the identity of students is masked from markers

GR 2.45 Where anonymous assessment is implemented, anonymity should normally be maintained until the marking process is complete.

GR 2.46 Where a student breaches their own anonymity, for example, by writing their name

- (e) groupwork;
  - (f) portfolios, projects and dissertations
  - (g) directly linked pieces of assessment where the students' response to earlier feedback contributes to the development process and/or marking criteria for a
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- GR 2.4.13 Student work in the final year (Level 7) of the Integrated Masters will be marked using the percentage marking scale set out in [Appendix 1 of the Postgraduate Taught Assessment Regulation](#). Module marks should be calculated by averaging the percentage mark first and then converting this percentage average to an aggregate score.
- GR 24.14 Under certain circumstances it may be appropriate for marks to be scaled. See the relevant appendices of the [Undergraduate Assessment Regulations](#) and the [Postgraduate Taught Assessment Regulation](#) for details of when and how scaling might be applied.
- GR 24.15 (s)-103 (c)-1.3 (i)-3r1 ( )JTJ 0at Aulaa (n)5.2 (s)JTJ EMC ege

Postgraduate Taught Programmes

GR 24.21



- (i) summative assessment that accounts for a small part of the module credit (up to a maximum of 15%) and where provision of individualised feedback is an inherent part of the assessment design
- (j) computer-marked (automated) assessments

Any further exemptions must be approved by the relevant Faculty Education Committee, reported to ASQA and details published by departments for students.

- GR 24.30 Judgement will be made through direct reference to the primary level descriptors for intended learning outcomes as set out in Appendix 1 of the Postgraduate Taught Assessment Regulations. As well as the subsidiary information, departments are encouraged to amplify the primary level descriptors with more detailed secondary level descriptors specific to a particular field or level of study.
- GR 24.31 Under certain circumstances it may be appropriate for marks to be scaled. See Appendix 2 of the Postgraduate Taught Assessment Regulations for details of when and how scaling might be applied.
- GR 24.32 Aggregation to establish a result for a module will require the computation of the mean (to one decimal place) of the relevant percentage marks of the component assessments. Where appropriate the computation will employ weights as specified in the course documentation. The overall average for the module, correct to one decimal place, should be used for the purposes of calculating the final degree classification.
- GR 24.33 Academic judgement on all forms of assessment (examination, practical/professional competency, written submission, etc.), subject to the moderation arrangements described above and confirmed through exam boards, or equivalent, are final and cannot be disputed by students. Nor can academic judgement form the basis of an academic appeal or student complaint. Procedures for academic appeals are described in the chapter on [Academic Appeals](#)
- GR 24.34



- GR 26 EXCEPTIONAL CIRCUMSTANCES COMMITTEE
- GR 26.1 All departments or equivalent will have an Exceptional Circumstances Committee whose primary responsibility it is to consider claims of good cause for the programmes they administer. Any such claims would be subject to confirmation by the Examining bodies at a later date. The Exceptional Circumstances Committee would be required to meet at least once per annum prior to the final Examining bodies, but might usefully meet to consider claims of good cause on a more frequent basis. The Exceptional Circumstances Committee will produce minutes of its meetings to be submitted to the appropriate examination body
- GR 26.2 Exceptional circumstances can be considered as such actions or events outside the control of the student which result in any circumstances which are thought reasonably to have caused an individual student:
- (a) to fail to complete all the required assessment for a programme or contributing module by a stipulated deadline (e.g. missed exam or CWA deadline);
  - (b) to complete assessed work to a lesser standard of academic performance than might reasonably have been expected on the basis of performance elsewhere during their study (where the same circumstances have not applied).
- GR 26.3 These circumstances might need to be mitigated in order to arrive at a fair and correct judgement of the student's academic performance. Such exceptional circumstances might then be the basis for setting aside for review those marks thought to be atypical in calculating the overall degree result.
- GR 26.4 Exceptional circumstances are, by definition, *post hoc* that is they are only considered after a submission deadline. Each department will have agreed arrangements and procedures for deadline extension.
- GR 26.5 Exceptional circumstances would not normally include reasonable adjustments already made for a disabled student, as defined in LSP.
- GR 26.6 Academic departments of the University, or equivalent, are required to undertake a systematic process to ensure that exceptional circumstances for which evidence has been provided are reviewed in advance of the awarding examination board. This will be by means of an Exceptional Circumstances Committee within the department. By these means the University must be able to demonstrate its fair and careful approach in advising examination boards upon their final academic judgement.
- GR 26.7 For Undergraduate students, Student and Programme Administration, or equivalent, is required to publish a deadline each year for Part II students to submit their formal notification of exceptional circumstances to the University. Typically, this deadline occurs after the end of Part II examinations (end of week 8, Summer Term). For Postgraduate students, the department, or equivalent, is required to publish a deadline each year for students to submit their formal notification of exceptional circumstances to the University. Typically, this deadline occurs after the end of the examination period for the programme.

- GR 26.8 Where a student is unable to attend a formal examination, Student and Programme Administration and the department (or equivalent) must be notified within 48 hours after the scheduled examination start time. Any notifications received later than the 48 hour window without 'good cause' will not normally be accepted. Written evidence of the circumstances that prevented attendance must then be supplied to the University as soon as is practicable. The Exceptional Circumstances Committee shall not make a recommendation in respect of an absence without written evidence being received.
- GR 26.9 Exceptional Circumstances Committee (ECC) within each academic department or equivalent will undertake the following activity.
- (a) Review reported circumstances, for which due written evidence has been provided to the department, in order to reach a judgement on whether those circumstances have been detrimental to a student's academic performance. Where circumstances are agreed to have applied in such a case, the ECC propose a remedy for consideration by the examination board.
  - (b) Where exceptional circumstances have previously been addressed in the conduct of assessment e.g. extra time for examination, extended coursework deadline— the ECC must consider whether circumstances were sufficiently compensated by that earlier response.
  - (c) Preparation of information on decisions which will be brought forward to the examination board to inform final academic judgement. Formal minutes will record cases discussed; the ECC judgement on applicability of exceptional circumstances; and proposed remedy per each case. Minutes will contain such details of particular circumstances as is appropriate, but detailed discussion of circumstances will not be undertaken at the examination board or other meetings of examiners.
- GR 26.10 An Exceptional Circumstances Committee may propose a number of actions including (but not limited to):
- (a) the opportunity to take a further examination or submit new coursework as a first sitting (for which therefore there will be no fee, the marks will not be capped and there will be a subsequent resit opportunity if required)
  - (b) The opportunity to retake modules with attendance (either capped or uncapped depending on individual circumstances) after all other reassessment opportunities have been exhausted;
  - (c) (for a graduating student) recommending a class of award higher than that obtained by applying the rules in the normal way.

However, it may not propose changing the marks obtained for any assessment; nor may

GR 26.11 Exceptional Circumstances Committee (ECC) will consist of the following members.

- (a) A Chair, being an experienced academic member of staff who may hold (or have recently held) position as a Director of Study, Head of Department or other senior administrative role. The Chair for the ECC is recommended not to undertake the role of Chair of the final examination board simultaneously – i.e. within the same academic session or year.
- (b) A Secretary, being an academic or administrative member of the department.
- (c) Members of the Committee must be drawn from the department's examiners, each with sufficient experience of teaching and assessment to advise upon cases brought before the ECC. A membership of between one and four examiners (excluding the Chair and/or Secretary) is recommended.
- (d) The External Examiner(s) are entitled to attend the ECC and will be briefed on the decisions if unable to attend prior to any examination board.

GR 26.12 The Exceptional Circumstances Committee will meet at least once shortly in advance of the final examination board per academic session or year. (Departments may find it useful or practicable to maintain a standing Committee to review and evaluate cases involving exceptional circumstances as they present throughout the academic year, for efficiency in the case of large programmes and/or to monitor consistency of approach throughout the period. The standing Committee may be conducted via electronic means in the course of the academic year should that be more practicable from time to time. However, electronic conduct would not normally be permitted for the final, summative ECC meeting shortly before the examination board.)

## GR 27 EXAMINATION BOARDS

### Establishment of examination boards

GR 27.1 There shall be a board of examiners for each degree programme which comprises external and internal examiners. External examiners (at least one for each approved degree programme) shall be appointed in accordance with the procedures set out in the chapter on [External Examiners \(Taught Programmes\)](#) and internal examiners [to](#)

may nominate instead another departmental representative, and ~~they~~ <sup>she</sup> will also have the discretion to allow attendance at meetings of ~~non~~ <sup>representative</sup> representatives.

GR 27.4 No member of the Part I Board shall be eligible to be the Chairperson or a member of an Academic Appeal or Review Panel as defined in the chapter on [Academic Appeals](#)

GR 27.5 Proceedings of the Part I Board shall be restricted to:

- (a) members of the board itself;
- (b) those officers allowed to act ~~on~~ <sup>on</sup> behalf of the Committee of ~~the~~ <sup>the</sup> Senate;
- (c) members of Academic Appeal and Review Panels as defined in the chapter on [Academic Appeals](#)

GR 27.6 Student and Programme Administration ~~will~~ <sup>will</sup> send departments information about the timing of the Part I Board, the deadline for submission of marks and the format and medium in which the marks are to be submitted.

GR 27.7 Departments shall ensure that Part I marks are entered into the student records system by the deadline specified in advance by Student and Programme Administration ~~which~~ <sup>which</sup> will process all the marks for individual Part I modules in accordance with 0.003 Tw -32..6 (r)1.9 ( m

members of staff with primary responsibility for specified programmes or modules will be termed "assessors". They will not be entitled to full membership of examination boards and will not be entitled to vote on decisions but they will be invited to have input into examination board discussions and may, subject to the discretion of the heads of

- GR 27.18 If an approved external examiner is also a registered student of the University on a degree programme within the University other than the one for which they have been appointed as external examiner, then this will not disqualify them from carrying out normal examining duties on degree programmes in departments other than the one(s) in which they are registered.
- GR 27.19 Any examiner or assessor who is aware of any potential conflict of interest (for example being related to, or a close friend of, any student registered on the degree programme for which that person is an examiner) must declare their interest as soon as the possibility arises and must not be the sole examiner for the student. Any examiner who is aware of any potential conflict of interest (for example being related to, or a close friend of, any student registered on the degree programme for which that person is an examiner) must declare their interest as soon as the possibility arises and must not be the sole examiner for the student.

a module in their subject. However they will be required to send a representative if the

- GR 27.27 The examination board will consider the results of examinations and final marks and make recommendations to the Committee of Senate with non-standard cases referred for consideration and recommendation via the Classification and Assessment Review Board as to the award of degrees (and the classes of degrees) within approved degree programme classification regulations. Examination boards for undergraduate programmes will also consider and confirm marks derived from all final year modules taken and examined in the academic year under consideration.
- GR 2.7.28 Examination boards should be conducted anonymously using student ID number, subject to any PSRB requirement.
- GR 2.7.29 Designated members of examination boards should have access to medical and other evidence of exceptional circumstances naming the students concerned. They should communicate any necessary information to the board using the student ID, maintaining student anonymity.
- GR 27.30 In considering marks, examination boards will take due cognisance of the recommendations of the Exceptional Circumstances Committee. Only in rare circumstances should an examination board overturn or disregard a decision of the Exceptional Circumstances Committee and all such decisions must be reported explicitly to the Classification and Assessment Review Board.
- GR 27.31 Examination boards will normally note and confirm those students whose aggregation score places them wholly within the range of a degree classification. Only in rare circumstances, based on either academic or professional grounds as opposed to exceptional circumstances, should an examination board recommend a classification other than that which is determined from the aggregation score and all such circumstances must be reported explicitly to the Classification and Assessment Review Board for final confirmation of the student's result.
- GR 27.32 Examination boards have the discretion to require a viva voce examination of individual students whose aggregation score falls in the borderline ranges after all other required assessment has been completed and reassessment opportunities exhausted. Boards decide upon an appropriate degree classification. Students are expected to be available if such an examination is required and therefore timely information about the likely dates of any viva voce examinations will be published. A viva voce examination will involve at least one external examiner.
- GR 27.33 Where the overall degree classification or the overall result for a unit of assessment remains unresolved as a result of differing opinions amongst examination board members then significant weight should be attached to the opinion of the external examiner(s) in reaching a decision. Final decisions however are subject to approval and



GR 2.7.5

- GR 28.5 The Committee of Senate acknowledges the expertise and specialist knowledge of departmental Boards of Examiners in respect of:
- (a) custom, practice and conventions in the Lancaster departments concerned;
  - (b) custom, practice and conventions in their specSubtype /HS 3sic subjecSubtypet in other

- GR 29.2 With the exception of Part I students, it is University policy that no student shall normally be allowed to automatically replace modules in which they have performed poorly or failed by taking a different module in order to achieve better marks. Exceptional permission to do so may be granted by relevant examination boards on the recommendations of exceptional circumstances committees. Beyond the timescales of the normal examination board processes, permission to repeat work may be granted by: the designated Pro Vice-Chancellor of the University, the Academic Dean, by an Academic Appeal or Review Panel, as defined in the chapter on [Academic Appeals](#), the Intercollegiate Committee or by the Standing Academic Committee in cases where a student's academic performance has been adversely affected by personal, health or financial problems and where such cases have been properly documented.
- GR 29.3 Part I students may undertake a repeat of their first year under the procedures for progression and reassessment as set out in the Undergraduate Assessment Regulations, which include provision for registering on a new degree programme or new modules where the eligibility criteria have been met.

### GR3 CONDITIONS OF GRADUATION

- GR3.1 Students with a significant tuition fee debt to the University shall not be permitted to graduate until they have paid the debt or made acceptable arrangements for payment.
- GR3.2 Students whose awards have been confirmed by the Committee of Senate (or a body or individual empowered by the Senate to act on its behalf) shall be eligible to attend a ceremony for the conferment of degrees.

### GR 4 AWARD OF DEGREES POSTHUMOUSLY

- GR4.1 The Classification and Assessment Review Board acting on behalf of Senate shall consider referrals for posthumous degrees. After considering the academic attainment and progress of the student, they shall make such award as appears equitable to them.
- GR4.2 Where necessary, the Classification and Assessment Review Board will note during deliberations any regulatory compliance stipulated by Professional, Statutory and Regulatory Bodies in relation to specific awards available.
- GR4.3 The certificate in respect of the qualification awarded shall bear a date earlier than that of the candidate's death and shall be sent to the next of kin as soon as possible after the grant of the award.

### GR5 ADMINISTRATION OF UNIVERSITY EXAMINATIONS (UNDERGRADUATE)

- GR 5.1 ROLES AND RESPONSIBILITIES
- GR 5.1.1 University examinations are held at times agreed by Senate.
- GR 5.1.2 Student and Programme Administration shall be responsible for communicating information about examination schedules and deadlines to departments and students.

GR 5.1.3 Heads of departments shall be responsible for providing the Student and Programme Administration on request and by specified dates, details of the modules for which there is to be a University examination. The number of written and practical papers to be taken by categories of students shall be specified, as shall the title and duration of each paper, the sequence in which papers are to be taken (if relevant), and any special requirements (e.g. the provision of graph paper, calculators, ~~statist~~ Student

Students will be advised that names are not to be disclosed on the provided sheets.

GR 5.1.10

may specify or limit the types and facilities of electronic calculators or other electronic devices which can be used in particular examinations.

GR 5.3 SECURITY AND CONFIDENTIALITY OF EXAMINATION PAPERS AND SCRIPTS

GR 5.3.1 Student and Programme Administration will request examination papers from academic departments at due times and will give guidance as to any submission deadlines.

GR 5.3.2 The manuscripts of examination papers, as agreed with external examiner(s) and in a finalised form, shall be made available to Student and Programme Administration. Examination papers shall be securely provided to Student and Programme Administration in accordance with the procedure set out by the Academic Registrar (or nominated deputy). This procedure shall also specify the formatting and manner of submission of examination papers to Student and Programme Administration, and give guidance as to the layout of examination papers. Student and Programme Administration shall arrange for any necessary checking of the paper and for its secure storage until the date of the examination.

GR 5.3.3 With the exception of open book examinations, those requiring advance preparatory tasks, the content of questions in examination papers is both restricted and reserved material (i.e. not to be disclosed to or discussed with students or to be discussed until after the

