

# Part 5

## Assessment of students

### 1 Principles

- 1.1 Assessment is a fundamental of the student learning experience and is the general description for a set of processes which measures the success of a student's education. In order to maintain uniform standards, our University applies to all its courses of study a set of general principles governing the assessment of students.
- 1.2 The term *assessment* means the process of making decisions or recommendations as to a student's suitability to receive an award, or a particular class of award, or to be credited with achievements which may be used for this purpose on a later occasion.
- 1.3 Assessment will be carried out by Assessment Boards set up for each course of study, and with a standard constitution as set out in Part 3 of this Manual. Any variations exceptionally permitted to regulations must be specified in the course regulations.
- 1.4 Assessment Boards derive their powers from the Academic Board, function as committees of that Board and are subject to such direction of the Board as may from time to time be applied.
- 1.5 Our University will appoint an appropriate number of external examiners to each of its designated courses of study in order to ensure that justice is done to the individual student and that the standard of our University's awards is maintained in accordance with national standards. A full description of the scheme is set out in the Quality Manual.
- 1.6 Assessment regulations for courses leading to University awards shall be formulated in accordance with the Assessment Policy, the Assessment Regulations in Part 3 of this Manual and the regulations specific to a particular course. For courses which lead to awards of external bodies, regulations will be drafted based on the principles of these Regulations but also conforming to the regulations of the external body concerned.

## **2 Extenuating circumstances (see Part 6)**

- 2.1 Unless otherwise stated in course regulations, provision shall be made for extenuating circumstances to be taken into account.
- 2.2 An Aegrotat award may be recommended, if the course specification so provides, when the Board does not have enough evidence of the student's performance to recommend the award for which the student was a candidate, or a lower award specified in the course regulations, but is satisfied that, but for illness or other valid cause, the student would have reached the standard required.
- 2.3 Before a recommendation is made to the Academic Board the student must have signified that he or she is willing to accept the award and understands that this implies waiving the right to be reassessed.
- 2.4 A candidate who, having been offered an Aegrotat award, elects instead to resit as if for the first time and fails may not claim the Aegrotat but may be re-examined for an award. Aegrotat awards do not carry any classification or distinction. The Aegrotat degree is an unclassified degree.
- 2.5 A Board shall only take account of such factors if a statement of the circumstances, together with appropriate evidence, has been received before the Board meets to consider the relevant assessment.
- 2.6 For students engaging in a sport at an elite level, the provisions of the *Policy on Supporting Elite Athletes' Academic Study* will apply.

## **3 Examination arrangements**

- 3.1 It is the responsibility of the dean of school to ensure that all students who might be involved are given adequate formal notice of all relevant matters relating to examination arrangements and conditions for a particular course.

### **3.2 Entry to Internal Examinations**

While students may, exceptionally and at the discretion of our University, be permitted to take elements of the assessment course prior to completing enrolment, our University reserves the right not to assess, or to withhold awards from, students who have not discharged all financial or other obligations

### **3.3 Entry to External Examinations**

- a) Responsibility for effecting entry to external examinations rests with the student. University staff will help and advise as far as possible.

- b) In the case of examinations which are governed by external rules relating to late entry, our University can only compromise on entry dates in very exceptional circumstances, and only with the approval in each case of the examining body concerned.

## **4 Conduct in examinations and assessment**

- 4.1 Candidates for assessment must conduct themselves in accordance with such instructions as our University may issue from time to time.
- 4.2 Any actions taken to ensure unfair advantage by misrepresenting the individual's personal, unaided attainments shall be deemed an assessment offence. Investigation of an alleged assessment offence shall be conducted in the manner prescribed in Part 8 of this Manual.
- 4.3 Arrangements for assessment, including the invigilation of examinations, are the responsibility of the dean of the relevant academic school, and shall accord with procedures which will be formulated from time to time.

## **5 Special assessment arrangements**

- 5.1 The University shall take all reasonable steps to ensure that if a student is unable, through disability, pregnancy or fluctuating long-term health conditions, to be assessed by the normal methods, alternative methods of assessment of the learning outcomes shall be made available. Where practicable this should also be allowed for students who will be hospitalised during an assessment period so that such students can remain with their cohort.
- 5.2 Where a Teaching and Learning Requirements Form or Maternity, Paternity and Adoption Support Plan (MPASP) confirms that a student cannot be fairly assessed even with the provision of extra time and/or a modified environment, Chairs of Progression/Awards Boards shall approve, following a recommendation from Student Support and in consultation with the School of Study, alternative assessment instruments.
- 5.3 The Chair is responsible for ensuring that the modified instruments and tasks are appropriate bearing in mind the aims and learning outcomes of the module and/or course and the need to assess the student on equal terms with other students.
- 5.4 For a continuing student, with an approved course of study, such alternative instruments must normally be agreed no later than week 8 of teaching for long modules or week 4 of the Semester for short modules.
- 5.5 For a student newly registered with Student Support, or in the case of a modified Teaching and Learning Requirements Form or MPASP, such

alternative instruments shall be agreed as soon as practicable and where possible normally no later than 3 weeks prior to the due date for the assessment.

- 5.6 The Chair of the Progression/Awards Boards shall notify the Academic Registry and for Intermediate, Honours and Masters levels, the External Examiner, of agreed alternative assessment instruments. Clear guidance on the nature of the task and associated times for (as appropriate) collection and completion or submission shall be provided within the documentation provided to the student.
- 5.7 Where the alternative assessment replaces an examination, arrangements for providing the alternative assessment to the student shall be confirmed by Academic Registry and shall ensure that it is not provided before the scheduled start of the standard examination. Dependent on the type of adjustment recommended, adjustment to deadlines may be considered.
- 5.8 Where a student is being supported under the Fitness to Study Policy and Procedure via a Return to Study Plan, the plan may include alternative assessments. The recommendations of the Welfare Panel will be reported by means of a Teaching and Learning Requirements Form.
- 5.9 If the additional need arises after the course has started, the student should contact the DDT as soon as possible so that an appropriate assessment of need can be made.
- 5.10 Students who are new to UEL, or whose disability/ specific learning difficulty is newly acquired/ assessed, will be required to register with the DDT and have their disability/ specific learning difficulty endorsed by appropriate professional evidence by the stated deadlines. These deadlines will be published at the beginning of each academic year, and earlier if possible, on all relevant UEL websites and on all appropriate publicity and information material for applicants, students and staff.
- 5.11 Failure to meet the deadline will mean that UEL will not guarantee that the required reasonable adjustment(s) will be made, and the adjustment(s) will only be put in place where it is possible to do so effectively within the time allowed.
- 5.12 Claims for extenuating circumstances (see Part 6 of this Manual) will not normally be granted for pre-existing disabilities or dyslexia. However, if a student with a disability or dyslexia experiences a serious increase in their symptoms, which is unpreventable and unpredictable, then extenuating circumstances may be applicable.
- 5.13 The operational arrangements for the assessment arrangements for students with additional need are set out in the Assessment Policy.

## **6 Information for students**

- 6.1 Our University will ensure that the assessment requirements for courses of study are made known to students.
- 6.2 Our University will make available to students information about the grounds on which they may request that Assessment Boards be asked to review their decisions and about the arrangements for dealing with any such requests.

## **7 Student obligations in respect of assessment**

- 7.1 It is the responsibility of students to attend examinations, to submit work for assessment as required, to fulfil any other criteria relevant to the course and to follow prescribed procedures in applying for extenuation.
- 7.2 If a student fails, other than for reasons beyond his or her control, to follow prescribed procedures in applying for extenuation our University body authorised to consider requests for the review of an examiners' decision has authority to reject the request on those grounds.
- 7.3 If a student is found to have cheated or otherwise attempted to gain an unfair advantage, the matter will be investigated according to the procedures set out in Part 8 of this Manual.
- 7.4 It shall be the student's responsibility to notify a request for any special assessment arrangements made in the context of disability or special educational need (see para 5 above).

## **8 Publication of assessment results**

- 8.1 Except where the regulations of external awarding bodies preclude it the primary method of informing candidates of Assessment Board decisions will be by publication on UEL Direct on a date previously announced. Such notification shall have regard to the provisions of the Data Protection Act 2018.
- 8.2 In all cases of appeal where the Assessment Board is reconvened, students will receive individual notifications of the outcome.
- 8.3 No communication of an assessment result shall be regarded as official until it bears the signature of the Chair of the relevant Assessment Board.