GUIDANCE FOR BOARDS OF EXAMINERS IN
PARTNER COLLEGES
HNCs and HNDs

Please note this guidance is for Boards of Examiners who are considering the performance of students on University of Kent HNC and HND programmes offered under licence i.e. cohorts of students registered after 1 August 2004.

Note: the guidance in this Manual has been extracted from Annex J (Meetings of Boards of Examiners), Annex K (External Examiners) and Annex O (Quality Assurance Procedures for Programmes of Study at Partner Colleges Leading to University Awards) of the Code of Practice for Taught Programmes and the Credit Framework for Taught Programmes of Study. The Code of Practice and Credit Framework can be accessed and read in full at: http://www.kent.ac.uk/teaching/qa/codes/. This guidance should be read in conjunction with the University’s Collaborative Provision: Policies and Procedures available at http://www.kent.ac.uk/teaching/qa/collaborative/index.html

CONTENTS

1.0 Boards of Examiners
1.1 Who sits on a Board of Examiners? 3
1.2 What are the responsibilities of the Board of Examiners? 3
1.3 How often does the Board of Examiners meet? 4
1.4 What does the External Examiner do? 4
1.5 What does the Deputy Chair do? 5
1.6 What does the Chair of the Board of Examiners do? 6
1.7 What does the Secretary do? 6
1.8 What is the role of the Academic School? 7
1.9 What is the role of the Partner College Administration Team? 7
1.10 What is the role of the Liaison Officer? 8
1.11 What is the role of the Programme Adviser 9

2.0 Conduct of Meetings
2.1 Confidentiality 9
2.2 Impartiality 9
2.3 Concessionary Committee 9
2.4 Pre-Meeting of the Board 10
2.5 Notification of Meeting and Supporting Papers 10
2.6 Sample Agenda 10
2.7 Mark Sheets 11
2.8 Notification to Students 12

3.0 Assessment and Classification Conventions for HNC and HND Programmes
3.1 Grading of Assignments 13
3.2 Overall Module Outcomes 13
3.3 Marking as a percentage 13
3.4 In Module Resubmission of Failed Assignments 13
3.5 Late Submitted Work 14
3.6 Condonement, Compensation and Concessions 14
3.7 Classification 14
3.8 Credit Transfer, Accreditation of Prior Certificated Learning (APCL) and other Forms of Accredited Learning 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Guidance</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9</td>
<td>Progression</td>
<td>15</td>
</tr>
<tr>
<td>3.10</td>
<td>Referral</td>
<td>15</td>
</tr>
<tr>
<td>3.11</td>
<td>Denial of a Referral Opportunity due to Disciplinary Reasons</td>
<td>16</td>
</tr>
<tr>
<td>3.12</td>
<td>Referral Arrangements</td>
<td>16</td>
</tr>
<tr>
<td>3.13</td>
<td>Trailing and Retrieving Credit</td>
<td>16</td>
</tr>
<tr>
<td>3.14</td>
<td>Deferral</td>
<td>17</td>
</tr>
<tr>
<td>3.15</td>
<td>Special Dispensation</td>
<td>17</td>
</tr>
</tbody>
</table>

**APPENDICES**

1. Guidance on the completion of composite marksheets and the written record
2. Examination procedures in Partner Colleges: Timetable
1.0 BOARDS OF EXAMINERS

1.1 Who sits on a Board of Examiners?

A Board of Examiners is appointed for each programme of study. The Board is made up of:

a) One or more external examiner(s), appointed by the University. Only persons of appropriate seniority and/or experience who are able to command authority should be appointed. They should normally hold a post at Senior Lecturer level or above at an ‘old’ University or Principal Lecturer level or above at a ‘new’ University or equivalent. Persons who have recently retired from such posts may be considered for appointment provided that there is evidence that they are familiar with current expectations in Higher Education. External Examiners may also be appointed from outside the higher education system on the basis of demonstrable professional qualifications and experience particularly in the case of vocational awards. The University will normally only appoint UK-based External Examiners. Only persons who can offer an informed view on UK Higher Education academic standards will be appointed.

b) At least one University of Kent examiner, who shall be appointed as Chair of the Board of Examiners by the relevant Faculty Board. For programmes managed under Franchised or Validated Plus arrangements, this will normally be the relevant School Liaison Officer.

c) College examiners i.e. those who normally teach on the programme who are appointed by the University on the College’s recommendation. One of these (normally the Programme Leader) acts as Deputy Chair. When recommending the appointment of staff as examiners, the College should provide the Faculty with copies of curriculum vitae for the staff concerned.

Meetings will also be attended by a secretary, appointed by the College and usually a representative of the relevant University Academic School who is able to advise on regulations and procedures.

1.2 What are the responsibilities of the Board of Examiners?

The Board of Examiners will act in accordance with the University Code of Practice Annex J – Meetings of Boards of Examiners which is available at http://www.kent.ac.uk/teaching/qa/codes/taught/annexj.html. The Board is responsible for:

a) Reviewing the marking and confirming the marks to be awarded;

b) Making recommendations with regard to progression to the next stage of study, referrals and termination of registration;

c) Making recommendations with regard to the award of Certificates and Diplomas to students who have successfully completed their programme of study.
d) All members of a Board of Examiners are required to attend meetings of the Board except that External Examiners are only required to attend meetings at which decisions are to be made about recommendations for the award of diplomas and/or degrees. External Examiners should be invited, but are not required, to attend meetings of Boards of Examiners convened to consider referral results and deferral results. Boards of Examiners will have considered students’ cases following the initial assessment and will set out provisional decisions in each student’s case pending the results of the referrals and the deferrals. External Examiners should nevertheless be involved in consideration of all referral and deferral students and in decisions concerning awards. This consultation can take place via email and telephone.

Where a Board of Examiners has been arranged but the External Examiner then advises that he/she is no longer able to attend on that day, that absence may only be approved by the Pro Vice Chancellor for Teaching and Learning and only under exceptional circumstances. Where such absence is not approved, the Board of Examiners must be re-arranged for the earliest date possible.

1.2.1 Representation
Individual members of Boards of Examiners should not take on a formal role of representing or advocating the interests of an individual student on examination panels.

1.2.2 Academic Discipline
Boards of Examiners are not the appropriate forum for considering the application of penalties for academic discipline offences. Academic discipline offences should have already been considered by College Disciplinary Committees and any penalties applied by that body.

1.3 How often does the Board of Examiners meet?
The Board of Examiners will meet at least annually.

1.4 What does the External Examiner do?
No University qualification shall be awarded without participation in the examining process by at least one External Examiner, who should be a full member of the relevant Board of Examiners, except as set out in the note below. External Examiners are responsible to the University Senate which authorizes the award of qualifications. They are strongly encouraged to attend progression meetings.

The responsibilities of the External Examiner are as follows:

a) To participate as a full member of the Board(s) of Examiners of which s/he is a member;

b) To monitor and report on the standards set by the University for its awards in the subject area concerned in comparison with those of other institutions;

c) To review and comment, in advance, on examination question papers (including those for referrals and deferrals) which contribute to the classification of an award.

d) To attend all meetings of the Board(s) of Examiners of which s/he is a member and at which decisions may be taken about awards to students and to confirm his/her agreement to the decisions reached;

e) To monitor and report on the achievement of students;
f) To monitor and report on the proceedings of the Board of Examiners and in particular on whether these ensure that students are treated fairly and consistently within institutional regulations and guidance;

g) To monitor and report on whether the assessment used permits students to demonstrate achievement of the stated learning outcomes;

h) To monitor and report on whether marking is undertaken rigorously and in accordance with assessment criteria, in particular by reviewing the marking of samples of student work (including work for referrals and deferrals);

i) Where appropriate, to observe student work, for example in the performing arts;

j) To monitor and report on whether students are offered appropriate opportunities to realise learning outcomes through work based learning, placement and employer links and its associated assessment (if applicable);

k) Where appropriate, to conduct viva voce examinations, for example to assist the Board of Examiners to reach a decision about a particular student;

l) To discuss with internal examiners and to report on steps which might be taken to enhance the experience of students, the assessment process and the proceedings of the Board of Examiners;

m) To report on good practice identified within the College;

n) To submit an annual report to the University within four weeks of the main annual meeting of the Board of Examiners.

External examiners must submit the annual report electronically to the University via the External Examiner Report Submission System which can be accessed via the Office for Quality Assurance and Validation web site at:

http://www.kent.ac.uk/ualt/quality/extexaminers/index.html

External examiners must complete their report in sufficient detail so as to be of effective use to the College. Where a report is considered to be incomplete, the College concerned or the Quality Assurance Office may request the external examiner to revise the report.

The Quality Assurance & Validation Office will be responsible for distributing reports to Partner Colleges and University Liaison Officers/External Advisers if they do not have access to the EERS system.

Prior consent is required from the Quality Assurance Office where the number of visits by the external examiner will exceed six in any one academic year.

1.5 What does the Deputy Chair do?

The Deputy Chair, appointed from among the College examiners, is responsible for

a) making arrangements for meetings and for informing members of those arrangements in good time. (This may require some negotiation with Board members so they should be contacted as early as possible.)

b) ensuring that all members of the Board of Examiners receive detailed information about the programme, including assessment requirements and the programme syllabus.
c) ensuring that arrangements for the approval of assessments and the monitoring of internal marking are agreed between the Chair and the external examiner(s).

d) ensuring that assessments are checked for level, spread, accuracy, clarity and appropriateness, that where questions are divided into parts the marks allocated to each part are shown on the paper, and that any draft examination papers are sent to the appropriate External Examiner for comment and approval.

e) Convening a concessions committee meeting and a preliminary meeting of internal examiners to agree provisional marks (see 2.3 below).

f) ensuring that appropriate documentation, including an agenda, is provided at meetings of Boards of Examiners.

g) ensuring that University mark sheet for the programme is amended as appropriate during the meeting and signatures of the Chair and the external examiner (where present) are obtained. The official copy will be retained by the relevant University School Administration representative at the meeting.

h) ensuring that the Board of Examiners is informed of all medical evidence and other evidence of mitigating circumstances submitted by students (see para. 3.5 below in relation to limitations of condonement and compensation).

i) ensuring that students are informed of decisions made regarding their progress and the award of qualifications.

j) ensuring that where the Board of Examiners considers the work of students who have not, at that point, completed their programme of study, such examination scripts, extended essays and dissertations are properly and securely stored so that they are available if required for re-reading by the Examiners in the light of the final year performance of candidates.

k) The Deputy Chair will ensure that students are informed of decisions made regarding their results and any conditions which students have to fulfil in order to progress. Students should be informed that final year marks and classifications remain provisional until the pass list has been signed by the relevant Faculty Dean.

1.6 What does the Chair of the Board of Examiners do?

The Chair of Examiners is responsible for chairing the Board of Examiners on behalf of the University and for:

a) advising the Board with regard to regulations and conventions and their interpretation;

b) ensuring that the identities of candidates are not made known to examiners at any Board during the proceedings for confirming marks and awarding credit, or when determining the progression or classification of candidates. Only when such proceedings have been completed in full may the identities of candidates be revealed to the examiners, if required (to facilitate, for example, the award of prizes). Decisions on candidates, however, may not be revisited after their identities have been made known to the Board.

c) not permitting any concessionary case to be re-opened during Board proceedings.

d) ensuring that a record is kept of the decisions made by the Board and that these decisions are acted upon;
e) Where the Board makes a decision other than that indicated by the conventions, ensuring that the reasons for doing so are recorded on the official record of results;

f) asking the external examiner(s), where present, to sign the official record to confirm their acceptance of the decisions made by the Board.

1.7 What does the Secretary do?

The College will appoint a member of its staff to act as Secretary to the Board of Examiners. The Secretary will

a) attend meetings of the Board of Examiners;

b) be responsible for recording the decisions made by the Board including the consideration given to specific cases. Most decisions are recorded on the mark sheet which is signed and appended to the minutes. The format of the minutes should follow that of the agenda. The minutes record details of any special cases which are discussed and should accurately report all decisions and discussions clearly. (In the case of a subsequent appeal, the minutes are vital). The secretary should ensure that the Board has addressed all marginal and failing students with care and has made explicit the reasons for its decisions. Where a Board might have used some discretion but has chosen not to do so, this should also be recorded. (Guidance about the completion of composite marksheets and the written record is attached at annex 2);

c) ensure that all members of Boards of Examiners are provided with the relevant regulations and Examination Conventions;

d) ensure that other recommendations are notified to the University.

1.8 What is the role of the Academic School?

a) Send copies of agendas and minutes of relevant School meetings to Partner College Programme Directors/Co-ordinators.

b) Invite Partner College Programme Directors/Co-ordinators to attend School meetings as appropriate.

c) A representative from the cognate Academic School’s administrative staff will be in attendance at the Board (normally the School Administration Manager or nominee). This representative will receive the annotated marksheets from the Secretary after the Board meeting and will ensure that the final marks are recorded on the Student Data System, that the pass list is generated and signed by the relevant Dean and is circulated in the same way as pass lists for University programmes and is sent to the deputy chair in the College.

d) The representative from the cognate School’s administrative staff will also advise on regulations and conventions and their interpretation at the Board. In the case of HNC and HND programmes, specific Classification Conventions can be found at http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex12.html

1.9 What is the Role of the Partner College Administration Team?

a) The Partner College Administration Team prepare the composite mark sheets for the Boards of Examiners and update the student data system on receipt of the annotated composites after the meeting.
b) Partner College Administration Team will ensure that the student’s confirmed marks and transcript are published on the student data system and will produce an interim transcript for each student which will be sent to a nominated representative in each college. The final transcript will be given to students at graduation.

1.10 What is the role of the Liaison Officer?

Where a School within the University has responsibility for a programme, the School will appoint a member of its staff to act as Liaison Officer who will:

a) Act as the Chair of the Board of Examiners for the programme concerned.

b) Be a source of advice on learning and teaching matters (e.g. assessment strategies and programme resource requirements);

c) Assist with curriculum development and receive proposals for new modules and programmes at an early stage in their development;

d) Assist the college in the nomination of external examiners and external periodic review panel members;

e) Ensure that the relevant School Learning and Teaching Committee has effective oversight of quality assurance procedures such as external examining, annual monitoring, and ensure that periodic programme reviews have been completed as required for the programme concerned;

f) Receive agendas and minutes of programme team meetings;

g) Be a suitable candidate to be a member of any review panels established to undertake periodic programme reviews in Schools with similar provision;

h) Facilitate liaison between relevant University staff and staff and students at the College, in particular with regard to progression from the College to the University;

i) Submit an annual report to the University via the Office for Quality Assurance and Validation on the quality of the programme and the learning experience of the students – see template at http://www.kent.ac.uk/teaching/qa/codes/. The report will be copied to the nominated Partner College contact and to the Faculties Support Office and will be considered by the Faculty Learning and Teaching Committee under annual monitoring procedures.

j) Agree a schedule of visits to the college during the academic year for the purpose of meeting the responsibilities set out above (at least three visits should be carried out per academic year, one of which must be the Board of Examiners).

k) Submit the official response to the External Examiner(s) report(s) via EERSS, first taking into consideration the commentary provided by the Deputy Chair of the Board.

School Liaison Officers should be academic members of staff in a related subject area and they should ideally be familiar with Higher Education in Further Education Colleges (e.g. HNC/D Edexcel qualifications), although training in this area can be provided.

For programmes taught under a Validated arrangement the University will nominate an administrative member of staff from the relevant School who will support the College and facilitate links with relevant Schools and Staff. The University will also provide a member of academic staff to act as the Chair of the Board of Examiners for the programme concerned to ensure that quality and standards are met and maintained.
1.11 What is the role of the Programme Adviser?

Where the University does not itself have appropriate subject expertise, it may appoint a Programme Adviser who will:

a) Receive agendas and minutes of programme team meetings;

b) Be a non-chairing member of the Board of Examiners;

c) The purpose of such inspection will not be to moderate internal marking but to obtain information about student learning and achievement;

d) Submit an annual report to the University via the Office for Quality Assurance and Validation on the quality of the programme and the learning experience of the students see template at: http://www.kent.ac.uk/teaching/qa/extexaminers/forms.html

e) The report will be copied to the relevant Partnership Development Officer, to the designated HE liaison staff within the Colleges and to the Faculties Support Officer. It will also be considered by the Faculty Learning and Teaching Committee when it considers the Annual Monitoring Report on the programme submitted by the College.

Following the proposal of candidates by the Partner College, the appointment of Programme Advisers will be undertaken by the Faculties and will require approval by the Pro Vice-Chancellor of the University with responsibility for Learning and Teaching. Programme Advisers will normally be appointed, in the first instance, for a period of four years and are eligible for reappointment at the end of the initial period if considered appropriate. Programme Advisers may not concurrently hold appointment as an External Examiner for the same programme.

The University will be responsible for payment of fees and expenses which will only be payable following receipt of an annual report. Programme Advisers will be paid a fee for each visit to the College which will be equal to the minimum fee payable to University of Kent External Examiners. Programme Advisers will normally be expected to make three visits per annum to the College, including attendance at the Board of Examiners’ meeting. Where more than three visits in one year are deemed necessary, the approval of the University’s Quality Assurance Manager should be obtained as the University will not pay fees and expenses in respect of such additional visits unless approval has been obtained.

2.0 Conduct of Meetings

2.1 Confidentiality

All discussion at meetings of Boards of Examiners shall be confidential and shall not be disclosed to students except where such disclosure is authorised by the Academic Registrar.

2.2 Impartiality

Any member of a Board of Examiners who has a particular interest in a student or students to be considered by the Board must declare such interest at the start of the meeting or in advance to the Chair of the Board. The Chair of the Board shall decide whether it would be appropriate for such a member to withdraw for part or all of the meeting. Individual members of academic staff should not take on a formal role of representing or advocating the interests of an individual student.
2.3 Concessionary Committee

Before each meeting of a Board of Examiners, the Deputy Chair shall convene a meeting of a small number of members of the Board of Examiners (i.e. the Deputy Chair and normally no more than three members) to agree recommendations to be made to the Board regarding students about whom medical or other concessionary evidence has been received. However, Deputy Chairs should note that the arrangements for HNC/Ds laid out in Annex 12 of the University of Kent Credit Framework which can be found at http://www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/creditinfoannex12.pdf which state that failing performance may not be condoned or compensated. Students may not submit concessionary applications or appeal on the grounds of mitigating circumstances or the failure of examiners to consider concessionary evidence, except where the appeal is made on documented concessionary grounds against the decision of examiners to reject or fail work for reason of lateness.

2.3.1 Consideration of Concessions Applications Regarding Non-attendance of Examination or Non-submission of Coursework

Therefore, where a student's concessionary submission indicates that s/he will be unable to attend an examination, the Concessionary Committee (or the Deputy Chair of the Board of Examiners acting on its behalf) is authorised, as it sees appropriate, to grant permission in advance for the absence and report this to the meeting of the Board of Examiners.

Where a student's concessionary submission indicates that s/he will be unable to submit an item or items of coursework by the published deadline, the Concessionary Committee (or the Deputy Chair of the Board of Examiners acting on its behalf) is authorised, as it sees appropriate, to set a new deadline or deadlines for the submission of the coursework concerned. Where the item of coursework in question constitutes the final piece of coursework for the module, such matters should normally be considered prior to the published deadline for that item.

A written record shall be kept of all decisions reached at the Concessionary Committee meetings or decisions made on its behalf by the Deputy Chair, the rationales for the decisions, and of the concessionary evidence considered.

2.4 Pre-meeting of the Board

Before each meeting of a Board of Examiners, and separate to the Concessionary Committee meeting, the Deputy Chair will convene a pre-meeting to consider other matters as deemed appropriate. Such matters might include deciding, based on the profile of marks, which candidates should be drawn to the attention of the External Examiner, recommendations to be made regarding borderline candidates, candidates for viva voce examinations and reviewing the range of marks awarded for each module and identification of other issues requiring discussion by the Board of Examiners. The identities of candidates shall not be made known to examiners during the course of this meeting.

The meeting is to ensure that any internal discussion of marks and other issues are resolved before the Board of Examiners’ meeting. A written note of the meeting should be kept to record decisions made. This meeting should be held at least one week in advance of the Board of Examiners.

2.5 Notification of Board of Examiners and Supporting Papers

The Deputy Chair of the Board of Examiners is responsible for ensuring that all members of the Board are notified in good time of the time, date and location of the meeting and that they receive in advance or at the meeting:
2.6 Sample Agenda

The work to be undertaken by Boards of Examiners will vary. For example, some meetings will be concerned primarily with deciding awards, others will be concerned primarily with progression between stages. The agenda for a meeting of a Board of Examiners might include the items listed below but will need adjustment to reflect the purposes of the meeting.

a) Introductions and Welcome to New Members
b) Apologies for Absence
c) Declarations of Interests
d) Chair's Communications
e) Comments of External Examiner(s)
f) Report on Concessionary Meeting and Preliminary Meeting.
g) Consideration of Marks on Modules
   i. To consider statistical information on module marks
   ii. To confirm module marks for students for whom there is no concessionary evidence
   iii. To confirm module marks for students for whom there is concessionary evidence
h) To agree recommendations for the award of degrees and other qualifications
i) To consider the award of prizes
j) To agree recommendations with regard to progression to the next stage of the programme.
k) To agree recommendations with regard to students who have not met the requirements for an award or to progress and to appoint a panel to deal with referrals/deferrals and agree when and how these will be managed.
l) Confirmation of Decisions: Secretary to confirm record of decisions with Chair and obtain signature(s) of external examiner(s). Meeting to note names of students who are in debt to the University.
m) To note the names of the students who are in debt to the University or to the College.
n) Concluding Remarks from External Examiner(s)

o) Date of Next Meeting

p) Any Other Business

2.7 Mark Sheets

Deputy Chairs are required to submit the provisional marks for each programme of study in advance of the Board of Examiners meeting. Coursework marks should be entered directly onto the University’s Student Data System. (In order to do this all relevant College staff will need to obtain a University of Kent login and the necessary permissions to use the system. Partnership Development Officers can advise on how to do this. The University will provide training on the system.) Exam marks and marks for resitting students should be sent to the Partner College Administration Team (collegeadmin@kent.ac.uk) who will input the marks. Once the University has received and verified the marks, the Partner College Administration Team will produce the necessary mark sheets. Tutors are asked to submit marks at least ten days before the date of the Board of Examiners to allow time for the production of mark sheets.

The mark sheets will be sent to the Deputy Chair (and the Academic School) in time for the Board of Examiners. Any amendments to marks at the meeting should be noted on these sheets which must be signed by the Chair of the Board of Examiners and the External Examiner and returned, via the Academic School representative to the University. Student marks are final once they have been agreed at the Board of Examiners’ meeting. Students can be informed of their marks once the pass list for the course has been signed by the relevant University faculty dean (unless they owe fees to the University). The Partner College Administration Team will ensure that the students’ transcripts are published to the student data system and a copy of the transcripts will be sent to the college who will then forward these to students as required.

2.8 Notification to Students

Franchised students, who have claimed their University login, will be able to see their results on the Student Data System. Validated plus and validated students do not currently have access to SDS so the college will be responsible for informing students of their results. The college will also be responsible for informing students of any conditions which they have to fulfil in order to progress.
3.0 Assessment and Classification Conventions for HNC and HND Programmes

HNC and HND programmes leading to awards of the University of Kent under licence are subject to the conventions and procedures of the Credit Framework except insofar as they are amended or qualified by Annex 12 of the Credit Framework (see below). The following conventions apply:

3.1 Grading of Assignments

The marks for individual assignments will be recorded as one of the following outcomes:

i. 'Fail'
ii. 'Pass'
iii. 'Merit'
iv. 'Distinction'

3.2 Overall Module Outcomes

**Pass**
To achieve the overall module outcome of 'Pass', the student must have achieved all learning outcomes or criteria for the module, with all assignments graded at 'pass' level or higher.

**Merit**
To achieve the overall module outcome of 'Merit', the student must have achieved all learning outcomes or criteria for the module, with a preponderance of assignments graded at 'merit' or 'distinction' level.

**Distinction**
To achieve the overall module outcome of 'Distinction', the student must have achieved all learning outcomes or criteria for the module, with a preponderance of assignments graded at 'distinction' level.

3.3 Marking as a Percentage

The University has agreed a conversion scale to enable both numerical and P/M/D marks to be given for HNC and HND programmes. This scale is:

- Fail: 39% and under
- Pass: 40 – 59%
- Merit: 60 – 69%
- Distinction: 70% and over

3.4 In-Module Resubmission of Failed Assignments

a) Failed assignments may be resubmitted on one further occasion during the module.

b) Revised deadlines for resubmitted assignments must allow sufficient time for such assignments to be marked and, as appropriate, considered by the External Examiner ahead of the Board of Examiners.

c) Such resubmitted assignments may achieve no higher mark than ‘pass’.

d) Two failures of an assignment will entail the failure of the module.

e) Failed HN modules will be subject to the conventions of the Credit Framework (see below) with regard to the number and nature of further attempts permitted.
3.5 Late Submitted Work

Unauthorised late-submitted work will be accepted for marking at the discretion of the tutor concerned, and providing there is sufficient time allowing before the Board of Examiners, but may receive a mark no higher than ‘pass’.

3.6 Condonement, Compensation and Concessions

Failing performance may not be condoned or compensated. Students may not submit concessionary applications or appeals on the grounds of mitigating circumstances or the failure of examiners to consider concessionary evidence, except where the appeal is made on documentary concessionary grounds against the decision of examiners to reject or fail work for reason of lateness.

3.7 Classification

HNC/D programmes will be classified as follows:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Requirements</th>
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<tr>
<td>Qualify for HND</td>
<td>Achieve credit for all [normally 16] modules;</td>
</tr>
<tr>
<td>Qualify for HND with Merit</td>
<td>Achieve credit for all [normally 16] modules with at least 55% or more of the credits [normally 9 modules] obtained at merit or distinction grade of which at least 5 must be at Stage 2;</td>
</tr>
<tr>
<td>Qualify for HND with Distinction</td>
<td>Achieve credit for all [normally 16] modules with at least 50% or more of the credits [normally 8 modules] obtained at distinction grade of which at least 5 must be at Stage 2 and at least 50% or more of the remaining credits [normally 4 modules] obtained at either merit or distinction grade;</td>
</tr>
<tr>
<td>* Qualify for HNC</td>
<td>Achieve credit for all [normally 8] modules;</td>
</tr>
<tr>
<td>* Qualify for HNC with Merit</td>
<td>Achieve credit for all [normally 8] modules with at least 55% or more of the credits [normally 5 modules] obtained at merit or distinction grade;</td>
</tr>
<tr>
<td>* Qualify for HNC with Distinction</td>
<td>Achieve credit for all [normally 8] modules with at least 50% or more of the credits [normally 4 modules] obtained at distinction grade and at least 50% or more of the remaining credits [normally 2 modules] obtained at either merit or distinction grade.</td>
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Note: This reflects the credit requirements (minimum of 120) for new HNCs from September 2010. For existing BTEC HNC awards commencing up to 31 December 2010, the normal requirements are:

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<tr>
<th>Qualification</th>
<th>Requirements</th>
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<tr>
<td>Qualify for HNC</td>
<td>Achieve credit for all [normally 10] modules;</td>
</tr>
<tr>
<td>Qualify for HNC with Merit</td>
<td>Achieve credit for all [normally 10] modules with at least 55% or more of the credits [normally 6 modules] obtained at merit or distinction grade;</td>
</tr>
<tr>
<td>Qualify for HNC with Distinction</td>
<td>Achieve credit for all [normally 10] modules with at least 50% or more of the credits [normally 5 modules] obtained at distinction grade and at least 50% or more of the remaining credits [normally 3 modules] obtained at either merit or distinction grade.</td>
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</tbody>
</table>
3.8 Credit Transfer, Accreditation of Prior Certificated Learning (APCL) and other Forms of Accredited Learning

Where considered appropriate by the Board of Examiners, and within the limits set by the University, the following conventions will apply:

a) Where credit is imported via credit transfer, the marks achieved by a candidate at another institution on a cognate HNC or HND programme will be used for the purposes of classification;

b) Where credit is awarded for prior certificated learning on a cognate HNC or HND programme, the marks achieved will be used for the purposes of classification;

c) Credit awarded via other forms of accredited learning, such as the accreditation of prior experiential learning, will be treated as a pass for the purposes of classification.

3.9 Progression

When a student has completed a stage of a programme of study, other than the final stage, the appropriate Board of Examiners will decide whether the student may progress to the next stage of the programme of study or to another programme, if appropriate. The normal requirement for progression from one stage of a programme of study to the next is that the student should have obtained at least 75% of the credits for the stage and should have obtained credits for those modules which the programme specification indicates must be obtained before progression is permitted.

3.10 Referral

Where a student is not permitted to progress to the next stage of a programme or, on completion of a programme of study, fails to meet the requirements for that award, the Board of Examiners may permit the student to undertake further assessment in failed modules. The Board of Examiners will specify which elements of assessment the student is required to undertake and the date by which the work has to be submitted. Except in cases where students have been informed in advance that alternative assessment will not be permitted, elements of assessment that are unrepeatable, e.g. seminar contributions, should be substituted by other assignments testing the same learning outcomes. In cases where alternative assessment is not permitted, students failing unrepeatable elements may only retrieve credit by repeating the entire module. Marks already obtained for elements of assessment which the student is not required to undertake again will be carried forward unless the Board of Examiners specifies otherwise. At most two such opportunities per module will be permitted, the first of these to be automatically permitted unless denied for disciplinary reasons and normally available during the long vacation following the initial failure.

A student who is so referred in a module may be required to, or may elect to, repeat the module, before progressing to the next stage of the programme, provided that it is being taught in the year in question, or may choose to take a different module provided that the requirements of the programme of study are still met, but must do so before progressing to the next stage of the programme. At most two such opportunities per module will be permitted, the first of these to be automatically permitted unless denied for disciplinary reasons and normally available during the long vacation following the initial failure. Marks for modules in which a student has been referred or which a student has repeated or in which a student has attempted to retrieve an initial failure should be treated as set out in the table below:
In cases where a student has failed to obtain half or more of the credit required to progress to the next stage of study, it is advisable for the Board of Examiners to recommend that the student be required to repeat these modules in attendance during the following academic year rather than undertake further assessment during the long vacation. In these cases the student's first opportunity to undertake further assessment would take place in April/May the following year with their final referral opportunity being offered to them in August of the following year. In cases where students have been recommended to repeat the modules by the Board of Examiners, but are unable to do so, they may be permitted by the Boards of Examiners to re-sit examinations only in April/May of the following year. This recommendation would be based on academic judgement and there is, therefore, no grounds for appealing against the recommendation.

### 3.11 Denial of a referral opportunity due to disciplinary reasons

A denial of a first referral opportunity due to disciplinary reasons can be applied by Boards of Examiners in cases where students have received appropriate written warnings about their poor performance (as outlined in Section 8 (Academic Discipline) of the General Regulations or in cases where students have failed to take assessments (on their first opportunity) without providing any explanation for this failure.

### 3.12 Referral Arrangements

Arrangements for dealing with resits/referrals should be agreed at the Board of Examiners. The Board should appoint representatives for the resit Board who act on behalf of the full Board of Examiners and these arrangements should be approved by the Dean on behalf of the Faculty Board. These arrangements should be minuted in the record of the full Board of Examiners. The external examiner is not required to be at any resit Board but should be consulted about the results by telephone or email.

### 3.13 Trailing and Retrieving Credit

Where a student is permitted to progress to the next stage of a programme but has not been awarded full credit for the previous stage, the student will still need to obtain credits for modules for which s/he has so far not been awarded credit in order to meet requirements for the award of the certificate, diploma or degree for which he/she is registered. The student may be permitted to ‘retrieve’ such credits, up to a maximum of 25% of the credits for the stage, in one of two ways as follows:

a) By undertaking further assessment, for example a resit examination, before the start of the next academic year. A student who is permitted to retrieve credit in this way may elect to repeat the module, provided that it is being taught in the year in question, or may choose to take a different module, provided that the requirements of the programme of study are still met.

b) By progressing to the next stage of the programme and simultaneously undertaking such further requirements as the Board of Examiners specifies in relation to the failed modules. This is known as trailing credit. Where credit is trailed, the Board of Examiners may permit the student to repeat the failed module(s) provided it/they are available and the timetable permits or to take an

<table>
<thead>
<tr>
<th>Initial Result</th>
<th>Resit Result</th>
<th>Marks to be used for award of credit</th>
<th>Marks to be used for classification/transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>Fail</td>
<td>Fail</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass/Merit/Distinction</td>
<td>Best Mark</td>
<td>Pass</td>
</tr>
</tbody>
</table>
alternative module as permitted by the programme specification or may specify assessment to be undertaken satisfactorily for the award of the credits in question. Where a student trails credit in this way and again fails to obtain the credits, the credit may not be trailed to the next stage of the programme e.g. a student will not be permitted to progress to stage 3 of a programme unless he/she has obtained all stage 1 credits and met the minimum progression requirements in stage 2.

At most two such retrieval opportunities per module will be permitted, the first of these to be automatically permitted unless denied for disciplinary reasons and normally available during the long vacation following the initial failure.

Students on undergraduate top up degrees will not normally be able to take advantage of these arrangements as the degree is a single stage programme and is complete in itself.

3.14 Deferral

Where a student has been unable to complete assessment requirements or performance has been affected by circumstances such as illness, and where there is written evidence to support this, the Board of Examiners may permit the student to undertake some or all of the assessment for some or all of the modules comprising the stage at a later date and as for the first time. A student who has met requirements for progression to the next stage of the programme, he/she may be permitted to 'trail' the deferred assessment i.e. to proceed to the next stage and simultaneously undertake the deferred assessment as for the first time.

3.15 Special Dispensation

The University Learning and Teaching Board is authorised to approve exceptions to the requirements of the Credit Framework for Taught Programmes in individual cases under special circumstances provided that it is satisfied that there is good reason to do so
ANNEX 1

GUIDANCE ON THE COMPLETION OF COMPOSITE MARKSHEETS AND THE WRITTEN RECORD

Composite mark sheets will bear the student’s examination number as a means of identifying the student. These may be produced individually for each student or may take the form of a table listing all students on a programme.

The majority of students dealt with by a Board of Examiners will be straightforward and will only require a tick on the marksheet. It is not necessary for these students to be mentioned in the written record. The secretary must make a record on the marksheet with further details in the written record when there is a discussion on an individual student, particularly where that student is borderline. The following is a range of examples with guidance on what should be recorded in each case and where.

<table>
<thead>
<tr>
<th>RESULT</th>
<th>RECORD TO BE MADE</th>
</tr>
</thead>
</table>
| Student passes every module and computer generates correct result | On Marksheet  
Tick the result |
| Computer generates a fail | On Marksheet  
Record if this is a fail referral, a deferral or a fail with no further opportunity (NFO). If fail referral, indicate which modules and what the student has to do.  
If it is a fail NFO and the student has not used up all their opportunities, you must record the reasons for NFO. |
| If no result on the composite due to missing marks | On Marksheet  
Write in the missing marks, the overall average and the result |
| If no result on the composite because a Stage 2 student is trailing a Stage 1 module | On Marksheet  
Write on the programme result |
| If fail but Board decides to trail* | On Marksheet  
Identify the modules to be trailed+ and overall result  
In Written Record  
Give reason for permission to trail. |
| If Board of Examiners raises the classification from that generated by the computer | On Marksheet  
Brief explanation of why raised  
In Written Record  
Further details of the discussion |
| If flagged as borderline but Board does not raise the classification | On Marksheet  
Note that discussed  
In Written Record  
Details for discussion and reason for not raising |

On the front sheet of the marksheet, there is a signature sheet which be signed by the external examiner and the University Chair before the composites are returned to the University for processing.

* Trailing of a module is only permissible for students who have failed 25% or less of the credit available for the stage
### ANNEX 2

**EXAMINATION PROCEDURES IN PARTNER COLLEGES:**  
**TIMETABLE**

<table>
<thead>
<tr>
<th>Month</th>
<th>Action by University</th>
<th>Action by College</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>External Examiners appointments confirmed. New external examiners appointed on advice of College where necessary. School representatives for PC courses appointed and College informed.</td>
<td>College confirms names of internal examiners for coming year and provides CVs for new staff/examiners. Student module registrations to University finalised by end of January.</td>
</tr>
<tr>
<td>February</td>
<td>Training provided for Boards of Examiners.</td>
<td>Dates agreed for Board of Examiners with External Examiner and University representatives – by end of February.</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Comprehensive list/database of dates and names of examiners is produced by mid April.</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Partner College Administration record and verify proposed marks and prepare marksheets in time for Board of Examiners.</td>
<td>College tutors enter proposed marks into University student record system at least ten days before the Board of Examiners’ meeting. Concessionary meetings and preliminary meetings take place.</td>
</tr>
<tr>
<td>July</td>
<td>Amend student records after examiners have met. Generate pass lists and publish results on web.</td>
<td>Exam Boards take place Minutes and signed, amended composite mark sheets returned to University (via the Academic School representative). Copy retained by college for own records. Colleges notify students of any conditions to progression.</td>
</tr>
<tr>
<td>August</td>
<td>External Examiner reports submitted to University and copied to Colleges Transcripts prepared and forwarded to Colleges. Congregations Office notified about graduating students.</td>
<td>Copies of transcripts sent to college for records. Colleges prepare response to External Examiner’s report and send to School Liaison Officer.</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>School Liaison Officer prepares University response to External Examiner report and writes Liaison Officer Report.</td>
<td>Annual monitoring reports submitted to the Schools via the Liaison Officer or nominated member of the School.</td>
</tr>
<tr>
<td>November</td>
<td>Annual Monitoring Reports and School Liaison Officer Reports considered by Schools and reported to Faculty Learning and Teaching Committees.</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>