

**Information for Students, Teachers and Examiners**

**Annex 12: Assessment and Classification Conventions  
for HNC and HND Programmes**

- 1 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.

The following conventions apply:

2 **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 **Overall Module Outcomes**

3.1 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.

3.2 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.

3.3 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.

4 **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

5 **In-Module Resubmission of Failed Assignments**

- 5.1 Failed assignments may be resubmitted on one further occasion during the module.

- 5.2 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.

- 5.3 Such resubmitted assignments may achieve no higher mark than 'pass'.

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- 5.4 Two failures of an assignment will entail the failure of the module.
- 5.5 Failed HN modules will be subject to the conventions of the Credit Framework with regard to the number and nature of further attempts permitted.

**6 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'.

**7 Condonement, Compensation and Concessions**

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.

**8 Classification**

HNC/D programmes will be classified according to the following rubric:

- |                                    |   |   |
|------------------------------------|---|---|
| Qualify for HND                    | - | Achieve credit for all [normally 16] modules;   |
| Qualify for HND with Merit         | - | 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;   |
| Qualify for HND with Distinction   | - | 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; |
| * Qualify for HNC                  | - | Achieve credit for all [normally 8] modules;  |
| * Qualify for HNC with Merit       | - | 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;   |
| * Qualify for HNC with Distinction | - | 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.   |

\* **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 -

- |                 |   |   |
|-----------------|---|---|
| Qualify for HNC | - | Achieve credit for all [normally 10] modules; |
|-----------------|---|---|

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- |                                  |   |  |
|----------------------------------|---|--|
| Qualify for HNC with Merit       | - | 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;   |
| Qualify for HNC with Distinction | - | 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. |

**9 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:

- i) 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;
- ii) 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;
- iii) Credit awarded via other forms of accredited learning, such as the accreditation of prior experiential learning (see Annex R of the Code of Practice for Taught Programmes of Study), will be treated as a pass for the purposes of classification.