

Office of Academic Appeals & Regulation

Exclusion from Assessment

Ordinance IX First Degrees and Undergraduate Awards (paragraph 10 of the section entitled Regulations for First Degrees and Undergraduate Awards) and **Ordinance XI Taught Postgraduate Awards** (paragraph 7 of the section entitled Regulations for Taught Postgraduate Awards):

‘Candidates must present themselves for the University examinations and assessments arranged in connection with any modules/courses prescribed in their programme of study. However, candidates will not be permitted to present themselves for such examinations or assessments unless they have satisfactorily attended the prescribed module/course and performed any required class, practical and/or clinical work to the satisfaction of the Head of Faculty/College providing the module/course. Candidates must present themselves for such oral examinations as may be required by the examiners in accordance with the requirements laid down in relation to the programme of study.’

If a student is not attending the normal informal warning and Formal Warnings should be sent (ie under the normal Unsatisfactory Students Procedure).

It should be made clear to the student that failure to attend can result in them being prevented from sitting assessments.

In accordance with the above regulation, if a student does not, in the opinion of the Head of the Teaching School or the Parent Department, attend sufficiently in order to prepare for an assessment the Head of the Teaching School (in agreement with the Parent School) will make the decision to exclude the student from taking the assessment. (Note – by this point the student must have received warnings regarding non-attendance, and be fully aware of the implications.)

A meeting should be arranged between the Head of School or nominee and the student, and should be instigated no later than the penultimate week of teaching. The student should be informed that they are being prevented from sitting the assessment and that either a mark of 0 on the 0-100 scale or a mark of 20 on the 20-90 scale will be recorded for the module¹. They will retain this mark for their first attempt and it will appear on their transcript².

¹ Having been excluded from assessment the only mark the student can be awarded is a 0 or a 20, even if they have already submitted and passed other elements of the module.

² When translated for the transcript the mark on either scale will be a 0.

The student would be required to resit the module³ for a second attempt with teaching at the next available time (see points 1-4).

The student has the opportunity to bring forward any reasons for their failure to attend at the meeting, although any reason does not completely excuse non-attendance, it may be that the student is permitted to resit the module (with teaching) for a first attempt subject to any mitigation they may have being accepted.

Following the meeting the student should be sent a letter confirming the exclusion from assessment. If the student fails to attend the meeting a letter should be sent out to the student confirming the exclusion from assessment.

1. If the module is compulsory:

The student must resit the module internally with teaching when it is next taught. If the student is eligible to progress, the Parent School must assess whether or not the student would be capable of studying the module in question in addition to the normal 120-credits.

If the student is a weak student then it is advisable that progression is deferred until completion of the module.

2. If the module is pass-for-progression (PFP):

The student must resit the module internally with teaching before being permitted to progress to the next level of study with no exceptions.

3. If the module is an elective:

The student can choose not to resit and accept the fail mark. The student must be informed of the impact of this upon their classification and transcript.

4. Transfer to a new module:

The student may, subject to permission and availability, transfer to a new module. However, the new module will not be for a first attempt - the student will retain the number of attempts available from the module it is replacing (ie the new module will be for a second attempt and a capped mark).

³ It would be at the discretion of the School as to whether or not any elements of the module already submitted and passed would be carried forward.