SECTION 3

ASSESSMENT AND EXAMINATIONS

1. All assessments and examinations associated with the University’s courses take place within the framework of the University’s Assessment Regulations, which are detailed in Section 4 of this Handbook. The Regulations embody the following general principles:

   1.1 the University reserves the right to conduct examinations in a manner appropriate to each case prior to any decision which would indicate the academic/technical proficiency of a student of the University;

   1.2 examination requirements shall be defined in advance of the beginning of each year and the arrangements for the conduct of the examinations shall be notified to the staff and students involved in sufficient time for all necessary preparations to take place without due haste;

   1.3 in-class tests shall be defined at the point of validation of the module specifications which will indicate whether the in-class test is to be conducted in accordance with the regulations and arrangements for assessments or examinations. The arrangements for the conduct of the in-class tests shall be notified to the staff and students involved in sufficient time for all necessary preparations to take place without undue haste;

   1.4 the Head of Registry, or a nominated deputy, shall be generally responsible for ensuring, to the satisfaction of the Vice-Chancellor, and of the Senate, that all examinations are conducted in a proper manner, in accordance with regulations, and that the outcomes of such examinations are properly recorded and published as appropriate;

   1.5 the results of any examinations and the decisions which follow shall be as shown in official records held on the University ASIS database. Only results published under the authority of the Head of Registry shall be deemed authentic. Any other communications, of any form, shall be regarded as a courtesy which will not be acknowledged in the event of a dispute.

2. The responsibilities of students in relation to assessment are set out in section E1.5 of the University’s Regulations for Awards, which reads as follows:

   2.1 It is the responsibility of students to attend examinations and submit work for assessment by the agreed submission date and to provide the examiners in advance of their meeting with any relevant information on personal circumstances which may have affected performance and which they wish the examiners to take into account. By attending the examination students are confirming that they are fit to sit and undertake that examination.

   2.2 If a student fails to attend examinations or submit work for assessment without good cause, the examiners have authority to deem the student to have failed the assessments concerned. The submission of work is receipted. In cases of dispute over submission, claims by students to have
submitted work will only be considered in cases where the student provides a copy of the receipt to demonstrate submission.

2.3 Assessed work which is submitted late but within five working days of the agreed submission date will be accepted and the maximum mark available for that piece of assessment will be 40%. This facility does not apply to the submission of assessed work relating to Tutor Reassessment, referral or deferral requirements but does apply to previously agreed extended or renegotiated deadlines.

2.4 If a student fails, without good cause, to provide the examiners in advance of their meeting with information about any personal circumstances that may have affected performance in assessments, the Senate or other body authorised by it to consider appeals against an examiner’s decision has authority to reject the appeal on those grounds.

2.5 If a student is found to have cheated or attempted to gain an unfair advantage, the Academic Integrity Officer or Deputy and the Academic Integrity Committee have authority to deem the student to have failed part or all of the assessments and the authority to determine whether or not the student shall be permitted to be reassessed.

2.6 The four areas of the Assessment Regulations which are of most direct concern to students are set out in the following pages:

Assessment Regulation 2 deals with the conduct of students in examinations and assignments.

Assessment Regulation 3 deals with the academic integrity of students in all elements of assessed work.

Assessment Regulation 4 sets out the procedure which is followed when a breach of the academic integrity regulations is reported to the Academic Integrity Officer or deputy.

Assessment Regulation 7 explains the circumstances in which a student may appeal against a decision taken by an assessment board.