

Regulations for INTO UEA International Foundation Certificate, International Year One (Leading to Certificate of Higher Education) and International Graduate Diploma Awards

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards for International Foundation Certificate, International Year One (Leading to Certificate of Higher Education) and International Graduate Diploma.
- 1.2 These Regulations govern students on courses at FHEQ level 3, FHEQ level 4 and FHEQ Level 6 from the academic year 2016-7, onwards.
- 1.3 These Regulations apply to full-time INTO UEA students.
- 1.4 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

2 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University the student must:

- (a) satisfy the general entrance requirements of the University, INTO UEA and any entrance requirements relevant to the course; and
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

3 COURSE REQUIREMENTS

3.1 INTO UEA shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module.

3.2 Courses may consist entirely of compulsory modules or may be a mix

of compulsory and elective modules chosen from a list of defined modules. Each module will be worth at least 10 credits.

3.3 Table of Awards

QUALIFICATION	L E V E L	OVERALL CREDITS TO BE STUDIED	RANGE OF CREDITS REQUIRED	NORMAL LENGTH OF PROGRAMME (Full-time unless stated)
International Graduate Diploma	6	120	<ul style="list-style-type: none"> • 30 credits English language and Study Skills • 60 credits subject specific • 30 credits research skills 	9 months
International Year One (Leading to Certificate of Higher Education)	4	120	<ul style="list-style-type: none"> • 120 credits subject specific • A non credit bearing module in English Language and Study Skills at NQF Level 3 	9 months
International Foundation Certificate	3	120	A total of 120 credits including a minimum of: <ul style="list-style-type: none"> • 80 credits subject specific • 30 credits English Language and Study Skills 	9 months
All courses			Students will not take modules at a higher level than their stage of study	

4 DURATION OF COURSE

4.1 Students must enroll for and complete the course within the timescales published in the Programme Specification and summarised in the table in Regulation 3.3.

4.2 Extension to a period of study

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by intercalation or repetition, of a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

5 MODULE ENROLMENT

5.1 Students shall be required to enroll for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline set by INTO UEA.

5.2 No student shall register for modules that have clashing teaching

events.

5.3 Course Profiles and the availability of modules are subject to change.

6 ASSESSMENT

6.1 Each course shall have an assessment strategy, defined in its Programme Specification, linking specific modules and their assessment to the learning outcomes of the course.

6.2 The method and timings of each assessment shall be published in Module Outlines, on the INTO UEA's Virtual Learning Environment or intranet and in examination timetables as appropriate. Assessment timings will be in accordance with the following:

6.2.1 Formal examinations will be held throughout the year in line with the assessment schedule.

6.2.2 Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or module outline.

6.3 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.

6.4 The pass mark for all modules shall be 40% unless otherwise stated.

6.5 All marks will be recorded and displayed to two decimal places. For the purposes of progression, module marks will be treated as if rounded to the nearest integer:

6.5.1 Module marks within 0.5% of a pass mark will be awarded a pass;

6.6 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.

6.7 Where appropriate, individual modules or components may be assessed on a Pass/Fail or Distinction/Pass/Fail basis.

7 THE BOARD OF EXAMINERS

7.1 Membership of Boards of Examiners

7.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Centre Director or Chair of the Extenuating Circumstances Panel), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Joint Board of Study.

- 7.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.
- 7.1.3 There shall be an Extenuating Circumstances Panel which act as an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 7.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the Learning and Teaching Committee of Senate has approved their absence in advance. In the case of reassessment for the final awards, the Learning and Teaching Committee of Senate may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.
- 7.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

7.2 The Chair

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its sub-groups;
- (b) the production of examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny;
- (d) the chairing of the meetings of the Board;
- (e) ensuring that any decisions on the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel;
- (h) the recording of decisions made by the Board of Examiners and

ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists;

- (i) ensuring that the Board of Examiners awards prizes in accordance with the expressed wishes of the benefactors as approved by the INTO UEA,
- (j) ensuring compliance with the relevant Regulations; and
- (k) undertaking such other tasks as the Senate shall require.

7.3 The External Examiner

7.3.1 The role of the external examiner is to ensure that:

- (a) internal marking is consistent, fairly applied and of an appropriate standard;
- (b) assessment has enabled learning outcomes to be achieved and demonstrated;
- (c) academic standards are appropriate for the level of the award;
- (d) recommendations for awards are consistent, fair, fairly applied and of an appropriate standard.

7.3.2 The external examiner shall undertake duties as described in the Code of Practice for the External Examiner System for Awards (INTO UEA) including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

7.3.3 The external examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate signature sheet;

7.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- (a) where the marking standards are judged to be acceptable, that no further action is required;
- (b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking

standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;

- (c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the progression of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

7.4 Voting

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

7.5 Meetings of the Boards of Examiners

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by INTO UEA, in consultation with Academic Partnerships. The dates of the Boards of Examiners should be published by partner institutions on their student portal.

7.6 Provision of Assessment Information

7.6.1 Boards of Examiners shall receive module marks and any contributing component marks achieved by each student taking the module;

7.6.2 Results will be presented as follows:

- (i) Marks shall be displayed to two decimal places for all marks,;
- (ii) Where appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Pass/Fail.

8 CONFIRMATION OF MARKS

8.1 All marks are provisional until these have been confirmed by the Board of Examiners which shall receive the marks presented for each module, and contributing components being assessed and for which it is responsible.

8.2 It is the role of the Board of Examiners to confirm that internal and

external moderation has been completed and that the marking standards for the module are appropriate.

8.4 Adjustment of Marks

8.4.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

8.4.2 In some circumstances it may be appropriate for the assessment item to be remarked.

8.4.3 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be taken into account at the relevant Final Assessment Board meeting.

8.5 After completing the above process, the Board shall confirm all marks.

8.6 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Distinction.

8.7 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:

(a) to correct an error in recording or transcription;

(b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date

9 EXTENUATING CIRCUMSTANCES

9.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University and INTO UEA's Extenuating Circumstances Regulations.

9.2 The Board of Examiners shall formally approve the compensation or

other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

- 9.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

10 DELAYED ASSESSMENT

- 10.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University and INTO UEA's Extenuating Circumstances Regulations.
- 10.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.
- 10.3 In a case where a Delayed Assessment is approved even though the initial assessment has been attempted, the original mark for the initial assessment will be voided. The mark for Delayed Assessment will be used to calculate progression and final classification.

11 REASSESSMENT

- 11.1 Each module shall be reassessed by a method published by INTO UEA, which is compatible with the overall learning outcomes of the module. Where passing a module depends on passing specific elements in that module, reassessment shall include all such failed elements.
- 11.2 Reassessment will normally be offered on one occasion only.
- 11.3 Reassessment for each module shall be completed in accordance with the timetable specified by INTO UEA.
- 11.4 Module marks following reassessment are calculated as follows:
- (i) All marks achieved at reassessment are stored on the Student Record System;
 - (ii) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped back to the pass mark. This capped mark will be the mark used for progression purposes.
 - (iii) For 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

12 FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after the completion of their programme of study.

12.1 The Final Assessment Board shall:

- 12.1.1 receive and consider confirmed module marks and grades completed during the programme of study and an aggregate mark for the programme for each student expressed as a percentage and taking into account weightings of all modules;
- 12.1.2 receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances.

12.2 The Board of Examiners shall confirm that a student has satisfactorily completed the programme where the student has achieved the following:

- 12.2.1 at least the pass mark for numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- 12.2.2 a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- 12.2.3 any additional requirement/s for the programme as specified in the appropriate Programme Specification.

12.3 Failure to complete the programme satisfactorily

- 12.3.1 There is no automatic right to reassessment for students who achieve a module mark of below 20%.
- 12.3.2 For a student who has failed to complete the programme satisfactorily, the Board of Examiners shall either:
 - (a) refer the student to reassessment, where the student has achieved **at least 20%** in the module;
 - or
 - (b) in the case of a student who has obtained a mark of **below 20%** in a module:
 - i. For a student whose marks of below 20% are as a result of an application of a penalty for late submission or plagiarism and collusion, offer a reassessment opportunity in the affected module(s).
 - ii. For any other student, the Board of Examiners shall consider the overall performance of the student, taking into account factors including the number

of failed modules, the student's attendance and progress to date, the level of study, and any recommendations of the Extenuating Circumstances Panel, and may take one of the following actions:

1. Offer a reassessment opportunity in the affected module(s);
 2. On the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of intercalation;
 3. Recommend that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the Centre
- iii. A student may not be referred to reassessment in a module until they have completed any delayed assessments in that module.

14 FINAL REASSESSMENT BOARD

There shall be a Final Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed module marks achieved for each student following their reassessment. It may act as a Final Assessment Board for students who have sat delayed assessments.

14.1 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module or component that was reassessed;
- (b) the actual mark achieved at Reassessment;
- (c) the overall module mark calculated following Reassessment; the capped mark will be recorded against the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in progression purposes.

14.2 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel and information from the Module Assessment Board and Final Assessment Board as appropriate.

14.3 The Board of Examiners shall confirm that a student has satisfactorily completed the programme where the student has achieved the following:

- (a) at least the pass mark for all numerically-marked modules, including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- (c) any additional progression requirement/s for the programme as specified in the appropriate Programme Specification.

14.4 Consideration of extenuating circumstances at the Reassessment Board

- 14.4.1 Where a student has been granted a delayed assessment, in accordance with the Extenuating Circumstances Regulations the Board of Examiners shall:
- (a) for a student who has met the required conditions, confirm provisional progression, pending passing the outstanding delayed assessment or reassessment by the deadline published by INTO UEA;
 - (b) for any other student, require the student to intercalate and return to undergo the delayed assessment at the next available opportunity.
- 14.4.2 For all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

14.5 Failure to complete the programme satisfactorily

Where a student has not completed the programme satisfactorily as specified above, and there are no recommendations from the Extenuating Circumstances Panel, the Board of Examiners shall require the student to withdraw

15 DISCLOSURE OF RESULTS

- 15.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see 15.4 below);
- 15.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 15.3 Students will be formally advised of the outcome of the consideration of

their academic performance by a Board of Examiners in accordance with procedures approved by UEA and INTO UEA;

- 15.4 As part of an informal or formal Academic Appeal or Academic Complaint the Centre Director, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by INTO UEA to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the General Data Protection Regulations.