
A – Z Glossary of terms

Assessment:

Your first attempt at an assessment activity.

An assessment/assessment activity:

An activity you undertake that is assigned an individual mark, and which comprises or contributes to an overall module mark, e.g. examinations, coursework, practicals and set exercises or other types of formally marked activities undertaken as part of a programme.

Award:

The final degree, diploma or certificate that you achieve at the end of your programme or studies.

Boards of Examiners:

Formally convened bodies, comprising members of the University and one or more External Examiners that approve marks and decide on your programme progression and achievements.

Closest reassessment period:

The next period of time, agreed by the University, for reassessment to take place.

Compensation:

If you do not achieve a module pass mark but you meet specific criteria, a Board of Examiners may confirm a Compensated Pass for a module, which allows you to pass a Level of Study and progress or achieve an award¹

¹ Some programmes and awards have approved Special Regulations that do not permit Compensation due to professional and/or employer requirements

Continuous progression:

The process whereby you complete your programme in the expected period of time without interrupting your studies, taking a repeat year or undertaking reassessment with attendance e.g. you register for a three-year programme and complete within three years.

Credits:

A numerical value agreed across the Higher Education sector that indicates the amount of learning undertaken. Credits can also guide the number of hours of expected study, for example, 10 credits relates to a notional 100 hours of learning time. A module typically consists of 20 credits, 40 credits or occasionally 10 credits.

Credit transfer:

The process of importing previously achieved credits from one programme into a different programme in order to achieve a full or higher award.

Deferral of an assessment activity:

Where an approved delay for the completion of an assessment activity is granted (by a Board of Examiners).

Degree classification:

The overall grade of a programme, which is awarded by a Board of Examiners according to your weighted average raw marks.

Double marking:

The process whereby a second examiner ensures that the criteria for assessment and arrangements for feedback have been appropriately applied through the review of every piece of assessment.

Examiner:

A member of the University who is responsible for marking assessment activities and who is a member of a Board of Examiners. *All University academics are examiners.*

Extenuating Circumstances:

Personal circumstances that are outside of your control, and are likely to have a significant impact on your assessments and overall academic success.

External Examiner:

A subject specialist from outside of the University who is appointed to provide an impartial view on the standard of awards being made by the University to ensure they meet required standards and national expectations.

Failure of a module:

Where you do not achieve the module pass mark/standard and you are not eligible for reassessment.

Failure of an assessment activity:

Where you do not achieve the assessment activity pass mark/standard and you are not eligible for reassessment.

First reassessment:

The first opportunity to undertake reassessment in an assessment activity that has not been passed.

Formative assessment:

Continuous assessment activities, which take place before summative assessment and which are designed to monitor your progression and provide feedback in order to develop learning. These do not contribute to your module mark.

In-Year reassessment:

The opportunity to submit a revised assessment activity before your module result is confirmed.

Level of Study:

A defined period of learning (typically one academic year for a full-time undergraduate programme), where you must meet specific learning criteria in order to achieve credits and progress through a programme. Levels carry a specific number of credits (typically 120 credits)².

Marking:

The process of grading and reviewing an assessment activity and allocating marks according to set marking criteria.

Marking process:

The formal steps involved in grading and reviewing an assessment activity and allocating a mark.

Moderation:

The process of reviewing an assessment activity in relation to marking criteria in order to ensure a consistent standard of marking.

² The period of learning and credit value may vary according to mode of study and programme. Details are provided in the programme handbook and at the time of accepting your place on a programme.

Modules:

Each Level of Study consists of separate parts known as modules, which focus on specific topics and themes. Modules must be passed in order to gain credits and progress through a programme and achieve an award and/or credits.

Module learning outcomes:

The skills and knowledge that you will be able to demonstrate upon successful completion of a module. The outcomes shape what is taught on the module and informal assessments of that module.

New Assessment Regulations for Undergraduate Students:

These regulations apply to you if you are a new student who registered at the University from September 2017 OR if you registered at the University before September 2017 and do not have continuous progression³.

Non-credit bearing:

A module or award that does not accumulate UK credit.

Ordinary degree:

A degree that is awarded without honours and is therefore not classified.

Outgoing Assessment Regulations for Undergraduate Students:

These regulations apply to you if you registered at the University before September 2017 and have continuous progression⁴

³ Students who registered at the University before September 2017 and who, from September 2017, are offered and accept a repeat a year OR request and are approved to interrupt, will follow the New Assessment Regulations for Undergraduate Students. If you have already been offered a repeat year starting in September 2017, you will remain on the Outgoing Assessment Regulations for Undergraduate Students.

⁴ Students who registered at the University before September 2017 and who, from September 2017, are offered and accept a repeat a year OR request and are approved to interrupt, will follow the New Assessment

Pass of a module:

Where you achieve at least the minimum standard/marks required in a module.

Pass of an assessment activity:

Where you achieve least the minimum standard/marks required in an assessment activity.

Personal Academic Tutor (PAT):

A named member of your Programme Team, who meets with you regularly and acts as an advisor to your academic support needs.

Plagiarism:

The practice of presenting and incorporating somebody else's work and/or ideas into your work without full acknowledgement. Plagiarism is a serious offence and may lead to a disciplinary procedure under academic misconduct. Go online to learn more about plagiarism and [the University's Plagiarism Policy](#).

Programme learning outcomes:

A statement of specific skills and knowledge that you will be able to demonstrate upon successful completion of a programme.

Progression:

The process whereby you move through a programme, progressing from one Level of Study to the next.

Regulations for Undergraduate Students. If you have already been offered a repeat year starting in September 2017, you will remain on the Outgoing Assessment Regulations for Undergraduate Students.

Raw marks:

Marks that are calculated to three decimal places and are therefore not rounded marks.

Reassessment:

Any further attempt at completing and passing an assessment activity. Unless otherwise stated, this will normally involve submitting an improved form of your original work or taking another examination where you will complete different questions on the same subject.

Reassessment with attendance (applicable only to Outgoing Assessment Regulations for Undergraduate Students):

A further attempt at completing and passing assessment activities, which requires you to undertake reassessment by attending (in the following year) those modules that you have not yet passed.

Referral:

Where you are granted reassessment (by a Board of Examiners) because you have not passed an assessment activity, compulsory assessment or a module and you are eligible for reassessment.

Referred at first attempt:

The first opportunity for you to be reassessed in an assessment activity where the module pass mark has not been achieved.

Referred at second attempt:

The second opportunity for you to be reassessed in an assessment activity where the module pass mark has not been achieved.

Regulation and Credit Framework:

The document that sets out the University regulations that govern University programmes and final awards. In addition, some programmes have Special Regulations (due to professional, statutory and regulatory body (PSRB) requirements and/or employer requirements), which supplement the Regulations and Credit Framework.

Repeat year (applicable only to Outgoing Assessment Regulations for Undergraduate Students):

Where you do not achieve a sufficient overall pass in a level and have exhausted all reassessment opportunities, a Board of Examiners may offer you the opportunity to repeat the Level of Study. You will not progress to the next level and will be required to EITHER repeat all assessment activities in the modules for that level OR repeat only the assessment activities for the modules that have not been passed.

Second marking:

The process whereby a second examiner ensures that the criteria for assessment and arrangements for feedback have been appropriately applied through the sampling of the work assessed by the first marker.

Special Regulations:

Additional or alternative regulations that enable a programme to meet professional body and/or employer requirements. They take precedence over the Regulation and Credit Framework for the Conferment of Awards. Unless the Special Regulations make specific mention of an issue, the Regulation and Credit Framework applies in full.

Summative assessment:

A formally marked assessment activity, which evaluates your learning, contributes to module credits and leads to the achievement of a final grade.

Trail and Progress:

If you do not pass a module but you are eligible for further reassessment opportunities, a Board of Examiners may grant you the opportunity to progress to the next Level of Study whilst undertaking reassessment for the module that has not been passed. Conditions apply⁵

Validation:

Whereby a new programme is given academic (and where appropriate, professional) approval by the University.

⁵ Some programmes and awards have approved Special Regulations that do not permit Trail and Progress due to professional and/or employer requirements.