YOUR GUIDE TO UNDERGRADUATE ASSESSMENT AND AWARD PROCESSES 2017-2018
# Your Guide to Undergraduate Assessment and Award Processes

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All programmes and awards are governed by University regulations and processes (see section 5) that are designed to ensure they are structured, delivered and assessed in a fair, consistent and transparent way.

Understanding these regulations and processes will help ensure you have a positive learning experience and the best opportunity to progress and succeed.

This guide provides key information about how assessment is carried out, the formal steps involved in making a final award and the University’s Regulation and Credit Framework that governs undergraduate programmes.

**USING THIS GUIDE**

It is your responsibility to be aware of, and understand, the content within this guide.

Reading this guide as a whole will help you understand how your programme is set-up. You will also find certain sections relevant at particular times of the year, for example, as you prepare for assessments.

There is a glossary of all key terms at the back of this guide. To help you, we have also tried to explain new terms (in italics) as they are introduced in a glossary box at the side of the page.

Please refer to your Programme/Module Handbook for the specific information on your assessments. If there is anything you are not sure about or if you would like advice or support, contact your Personal Academic Tutor (your Programme Team can confirm whom this is if you are unsure). Alternatively, you can email any queries to i-zone@canterbury.ac.uk

**TOP TIP:**
Maximise your opportunity for academic success

To help you complete your programme successfully, make sure you understand the contents of this guide and keep referring back to it throughout your studies.

You can access the latest version online: www.canterbury.ac.uk/policyzone
1 YOUR UNDERGRADUATE PROGRAMME

This section will explain the building blocks of your undergraduate programme to help you understand:

✓ What you need to do to progress through your programme and achieve an award

1.1 WHAT AM I EXPECTED TO LEARN?

Each undergraduate programme has been designed to enable you to gain specific knowledge and skills that meet the programme learning outcomes as detailed in your Programme/Module Handbook.

There are set learning outcomes that you must achieve to complete your modules and Levels of Study in order to progress through your programme and achieve an award or credits.

Throughout your modules, you will undertake regular assessment activities that will test your achievement of the learning outcomes. Assessment is both summative and formative (learn more in section 2).

TOP TIP: Know your learning outcomes

All assessments in a module are designed to test the achievement of the learning outcomes, therefore it is important that you know what they are. You can read about your learning outcomes in your Programme/Module Handbook.

FIGURE 1: BUILDING BLOCKS OF UNDERGRADUATE MODULES

This diagram shows how a module is constructed. You can see how the learning outcomes relate to the final assessment and your learning and teaching activities.
1.2 WHAT ARE THE LEVELS OF STUDY WITHIN AN UNDERGRADUATE PROGRAMME?

As you progress through your undergraduate programme, you will undertake Levels of Study that will introduce you to increasingly complex concepts. You need to demonstrate the ability to learn and apply these concepts at each level and will be taught how to do this as part of your programme.

The levels are part of a national Higher Education framework. Undergraduate levels are Levels 4–6 (see Figure 2). A Foundation Year is Level 0.

In most cases, you must complete a level before progressing to a higher level. Learn more about progression in section 3.

**FIGURE 2: TYPICAL YEARS OF STUDY FOR FULL-TIME DEGREE PROGRAMMES**

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>1ST YEAR</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
<th>4TH YEAR</th>
<th>5TH YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-year undergraduate degree</td>
<td>Level 4</td>
<td>Level 5</td>
<td>Level 6</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>4-year undergraduate degree including a Foundation Year</td>
<td>Level 0*</td>
<td>Level 4</td>
<td>Level 5</td>
<td>Level 6</td>
<td>n/a</td>
</tr>
<tr>
<td>4-year undergraduate degree with placement or year abroad</td>
<td>Level 4</td>
<td>Level 5</td>
<td>Placement / year abroad</td>
<td>Level 6</td>
<td>n/a</td>
</tr>
<tr>
<td>5-year undergraduate degree including a Foundation Year and placement or year abroad</td>
<td>Level 0*</td>
<td>Level 4</td>
<td>Level 5</td>
<td>Placement / year abroad</td>
<td>Level 6</td>
</tr>
<tr>
<td>1-year Top-up Degree</td>
<td>Level 6</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>2-year Foundation Degree</td>
<td>Level 4</td>
<td>Level 5</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

* Foundation Year modules.

The same levels apply to part-time undergraduate programmes, although part-time programmes may be studied over a longer period.
1.3 HOW MANY CREDITS DO I NEED TO ACHIEVE IN ORDER TO PROGRESS TO THE NEXT UNDERGRADUATE LEVEL?

Each Level of Study (4, 5 and 6) consists of modules that together must have a total value of 120 credits. You must always check that you are studying the correct amount of credits and if you are not sure, refer to your Programme/Module Handbook or talk to your Programme Team (including your Personal Academic Tutor) as soon as possible.

Modules typically have a value of 20 credits or 40 credits or occasionally 10 credits (the credit value is confirmed in your Programme/Module Handbook). You must normally pass all credits in order to pass a level and progress (learn more about progression in section 3). To achieve an honours degree, you must achieve 360 credits.

If you do not achieve all 120 credits at a particular level, you will normally be entitled to further reassessment attempts (learn more about reassessment in section 4) in order to give you the opportunity to achieve a pass.

Studying a Foundation Year: Foundation Years are designed to prepare you with the essential and specialist skills and knowledge needed to progress through your chosen undergraduate degree. Foundation Years do not carry credits but you will need to complete the equivalent of 120 credits in order to progress to the next level.

Learn more about assessment, progression and reassessment in sections 2, 3 & 4.

FIGURE 3: THE BUILDING BLOCKS OF UNDERGRADUATE PROGRAMMES

- BA/BSc Degree (360 Credits)
- Foundation Degree (240 Credits)
- Diploma of Higher Education (240 Credits)
- Certificate of Higher Education (120 Credits)
- BA/BSc Top-Up Degree (120 Credits)

LEVEL 0
You will study the equivalent of 120 credits. The Foundation Year is non-credit bearing but you must meet all learning outcomes to progress to Level 4

LEVEL 4
You must meet all learning outcomes and gain 120 credits to progress to Level 5 or exit with a Cert HE

LEVEL 5
You must meet all learning outcomes and gain 120 credits to progress to Level 6 or total 240 credits to exit with a Dip HE

LEVEL 6
You must meet all learning outcomes, totalling 360 credits to exit with a BA/BSc Hons or 120 credits for a Top-up Degree

For a full list of the types of awards and classifications available, see section 6.

WHAT NEXT?
Read section 2 to find out more about undergraduate assessment.
2 UNDERGRADUATE ASSESSMENT

This section will tell you about undergraduate assessment and the marking process to help you understand:

- What assessment involves
- When and how you are assessed and given feedback
- How your assessment activities are submitted
- How your assessment activities are marked
- The requirements for passing modules (pass threshold) and Levels of Study
- What happens if you do not meet the pass requirements (pass threshold)
- How you get your results

2.1 WHAT DOES ASSESSMENT INVOLVE?

You can expect to be assessed throughout your programme.

During assessment, you are tested on your ability to demonstrate the knowledge and skills that have been set out in the learning outcomes.

See Figure 1 in section 1 to understand more about how learning outcomes relate to final assessment.

There are two types of assessment you will encounter: summative and formative.

- Following summative assessment, you will receive a mark that comprises or contributes to your overall module mark. The mark is based on set marking criteria, which can be found in your Programme/Module Handbook. What that mark means and how it is agreed will be covered in section 6.

- Formative assessment can take place throughout your module. It might take the same form as the summative assessment or test discrete knowledge, e.g. it could be an online or in-class quiz or questions in a seminar or tutorial. You may be given a mark for this assessment, but it will not contribute to your overall module mark.

Formative assessment provides an opportunity for you to see how well you are doing and what you need to do to improve in advance of your summative assessment(s). It is important because, no matter how hard you have studied, if you do not understand what the assessment requires you to do or do not yet have the skills to articulate your learning, you will not do as well.

To learn more about how feedback on your assessments can help you, see section 2.6.
Throughout this document, where the term ‘assessment’ is used this refers to summative assessment. Any references to formative assessments will be clearly indicated.

**TOP TIP:**

**Develop your skills and get support with your studies**

A range of academic and wellbeing support services are available to help you succeed in your studies. Learn more about the support provided by Academic Learning and Development and Student Support, Health and Wellbeing.

### 2.2 WHAT FORM DOES ASSESSMENT TAKE?

Your learning is assessed in a number of ways so that you, and the University, can be sure that you are gaining the required skills, knowledge and marks to enable you to progress and achieve an award.

**FIGURE 4: FOUR MAIN WAYS YOUR WORK IS ASSESSED**

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicals</td>
<td>Set Exercises</td>
</tr>
</tbody>
</table>

You could be assessed as an individual or as part of a group, depending on the assessment activity.

Whatever form the assessment takes, the key thing is that it must allow you to demonstrate the learning outcomes of the module. You must make sure that you know the learning outcomes and are clear about what is expected of you.

Information and guidance about the assessments you will be required to complete for your modules is available in your Programme/Module Handbook and via your Module Tutor.

**TOP TIP:**

**Make sure you know the examination regulations**

There are formal regulations that set out how examinations are run, so ensure that you understand the rules that apply to you.
2.3 WHEN DO MY ASSESSMENTS TAKE PLACE?

Assessment is an ongoing process throughout your programme.

Depending on the programme and modules you undertake, assessment activities could be spread throughout each module. You may also be assessed at the end of a module, semester or term (depending on the academic year structure for your programme) and at the end of a Level of Study. At the beginning of each semester or term, you will be provided (normally in your Programme/Module Handbook) with written details of the assessment activities and the methods of assessment and formal feedback that will be used. Information provided will include:

- Descriptions of each assessment activity
- Suggested reading lists
- A schedule of assessment activities including the submission/completion date and the date by which you will receive formal feedback
- Feedback methods.

Where details of assessment activities are not available in your Programme/Module Handbook, they will be confirmed to you in an alternative format.

Formal exam timetables are provided on your Student Portal in advance of examinations.

It is important to ensure you know the dates your teaching starts and ends and the specific times that you are required to attend the University (you can learn more in the Attendance Policy).

☞ To learn more about the academic year structures, see the University dates.

TOP TIP:
Make sure you know your assessment deadlines

You will be given deadlines for submitting/completing your assessments. If you do not meet a deadline, penalties apply and this may impact on your progression – learn more about penalties in section 2.5.

2.4 HOW DO I SUBMIT MY ASSESSMENT ACTIVITIES?

Your Programme/Module Handbook will contain specific information about the process for submission of work and completion of assessment activities.

You will normally be asked to submit your coursework assessment activities through Turnitin. This is an online service designed to help you and your tutors check your work for originality and help guard against plagiarism. Turnitin can be accessed through your Blackboard. Where you are asked to submit your assessment activity through a different route, your Programme Team will explain the process.

☞ For general guidance on how to use Turnitin, please refer to the help area within Blackboard.
2.5 WHAT HAPPENS IF I AM UNABLE TO COMPLETE MY ASSESSMENT ACTIVITY ON TIME?

It is important to complete all your assessments on time. In the case of late submission of work without an approved extension, the work will be penalised. The penalty applied by most programmes will be 5% (of the eligible mark) per day, for up to 7 days, after which a mark of zero will be recorded. The penalty may differ for assessments that are only marked as pass or fail and for assessments that must meet specific Professional, Statutory and Regulatory Body (PSRB) requirements. In these cases, you will find details of the penalty in your Programme/Module Handbook.

The University has a variety of mechanisms to support students undertaking assessment. If you have a problem or concern, it is important to contact your Personal Academic Tutor as soon as possible to ensure you get the right support. Support is also available from the University’s Student Support, Health and Wellbeing Team, email: studentwellbeing@canterbury.ac.uk

Sometimes there may be exceptional circumstances that affect your ability to undertake an assessment.

- For short-term problems affecting you for 1-2 weeks, you may be eligible to apply for an extension (or alternative date if it is a timed assessment) through Extenuating Circumstances. Learn more in section 7.
- For medium and long-term issues you may be eligible for additional support. Contact your Personal Academic Tutor for advice.

2.6 HOW WILL I BE GIVEN FEEDBACK ON MY ASSESSMENTS?

Feedback is provided in a number of forms and delivered in different ways. It could be verbal or written, online or paper; it can come from your Module Tutor or your fellow students depending on the type of assessment and the marking criteria (these can be found in your Programme/Module Handbook).

Feedback is valuable as it can help you develop as a learner and point you towards areas that you might need to improve on.

The aim is to provide you with timely and useful feedback within 15 working days after the submission date. For certain modules and assessment activities such as dissertations, extended projects, independent studies, formal examinations and work submitted after the deadline, there is an extended period for feedback.

TOP TIP:
Read the Developing Engagement Feedback Toolkit (DEFT)

Written by students, for students – the DEFT gives guidance about how to use feedback effectively.
2.7 HOW ARE ASSESSMENTS MARKED?

The marking process for your assessment activities is rigorous and thorough, and is based on approved marking criteria as detailed in your Programme/Module Handbook.

Marking is firstly carried out by Canterbury Christ Church academics (examiners), and is then reviewed by subject specialists from other institutions (External Examiners) who are part of a formally convened body (a Board of Examiners) that is responsible for confirming students’ marks and progression, and conferring awards.

FIGURE 5: KEY STAGES WHEN MARKING YOUR ASSESSMENTS

<table>
<thead>
<tr>
<th>STAGE</th>
<th>MARKING PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completed assessment activities are marked by a Canterbury Christ Church academic (an examiner).</td>
</tr>
<tr>
<td>2</td>
<td>Assessment activities are then either: second marked, meaning a sample of the marked assessment activities is reviewed by a second examiner at the University to ensure that the criteria for assessment and arrangements for feedback have been appropriately applied or double marked (where required by University's Regulation and Credit Framework) meaning the summative assessments for all students are reviewed by a second University examiner.</td>
</tr>
<tr>
<td>3</td>
<td>When all of the assessment activities have been reviewed and a mark allocated, a sample of marked assessment activities is then reviewed by an External Examiner.</td>
</tr>
<tr>
<td>4</td>
<td>Final module marks are submitted to a Board of Examiners, which includes University examiners and the External Examiner. The Boards of Examiners typically meet at the end of a semester, term or Level of Study. Your Programme Team will be able to advise when the Boards of Examiners are meeting.</td>
</tr>
<tr>
<td>5</td>
<td>At the end of the Level of Study, a Board of Examiners will decide on your progression.</td>
</tr>
</tbody>
</table>

Please note the timings may vary for part-time programmes.

2.8 WHAT IS THE PASS MARK?

The pass mark for an undergraduate module is 40%.

In addition, in order to pass a Level of Study and progress or complete an award, your calculated overall mark for the level must be 40% or greater.

Please note that some exceptions may apply where, in order to meet specific Professional, Statutory and Regulatory Body (PSRB) requirements, you need to pass all assessments in a module. Details will be provided in your Programme/Module Handbook.
2.9 DO I NEED TO ACHIEVE A PASS IN EVERY MODULE?

Yes. At each Level of Study, you must normally achieve a pass (40% or greater) in each of your modules in order to achieve 120 credits and gain an overall pass of a level, unless you are granted Trail and Progress.

See Figure 3, The Building Blocks of Undergraduate Programmes on page 6.

For some programmes, if you do not achieve 40% or greater in a module but you meet certain conditions, you may be granted a Compensated Pass through Compensation.

Learn more about Trail and Progress and Compensation in section 3.

2.10 WHAT ARE THE POSSIBLE OUTCOMES FOLLOWING THE MARKING PROCESS?

At the end of a semester or term, you may be given formal notification of the marking outcomes for the modules completed. The decision about your progression is made at the end of the level.

FIGURE 6: POSSIBLE OUTCOMES AT THE END OF A LEVEL

You achieve a pass of a level

You can progress to the next level/complete your award

You have not yet passed a level and cannot progress

You may be eligible for reassessment opportunities.

Normally reassessment will be offered if you have not passed a module (learn more in sections 4 & 5).

The number of reassessment attempts that you are entitled to will depend on the assessment regulations that apply to you and your Level of Study.

See section 5 to understand which regulations apply to you

You have exhausted your reassessment opportunities and are required to withdraw.

You will achieve credits for passed modules.

See section 3.5

Please note that where a second reassessment attempt is available, it will only be offered if you have attended/submit your first reassessment attempt.

For further information about the marking process, please refer to the University’s Regulation and Credit Framework.

To learn more about reassessment, see section 4.
2.11 HOW WILL I FIND OUT MY MODULE AND LEVEL RESULTS?

Release dates for results are published in advance and you can check these with your Programme Team.

Once released, your results will be made available via your Academic Summary on your Student Portal.

TOP TIP:
Always check your Academic Summary

It is important to check your Academic Summary even if you think you know what the results will be, so that you know what you are expected to do and take any actions related to that decision.

WHAT NEXT?
Read section 3 to find out more about undergraduate progression.
This section will introduce you to undergraduate progression to help you understand:

- What you need to do to progress through a programme
- Your options if you cannot progress as planned

### 3.1 WHAT MUST I DO TO PROGRESS THROUGH MY PROGRAMME?

Your programme is made up of Levels of Study, which include modules (learn more in section 1). You must normally pass all your modules in order to achieve an overall pass of a Level of Study and progress to the next level or achieve an award, unless you are granted Compensation or Trail and Progress (see section 3.2).

### 3.2 CAN I PROGRESS IF I DO NOT ACHIEVE A PASS IN ALL MY MODULES?

In line with the University’s Regulation and Credit Framework, Boards of Examiners make all decisions about students’ progression and achievements. A Board of Examiners will consider your total mark profile for a Level of Study before making a decision about your progression and achievement. The University then notifies you of the decision.

If you pass all modules, you will be able to progress or achieve an award as planned. If you do not pass all modules, the Board of Examiners will either:

- Confirm a pass with Compensation (for applicable programmes where you meet the criteria) and you will be able to progress to the next level or achieve an award.
- Offer reassessment. If you are granted a reassessment, you will be referred in a module and the marks for your reassessed work will be capped. Learn more in section 4.

Note: Under certain conditions, you may be granted Trail and Progress (for applicable programmes).

Compensation and Trail and Progress may not be available for some undergraduate programmes with Professional, Statutory and Regulatory Body (PSRB) requirements. If you are unsure whether Compensation and Trail and Progress are available for your programme, please consult your Programme/Module Handbook or speak to your Personal Academic Tutor.
3.3 WHAT IS PASSING AND PROGRESSING WITH COMPENSATION?

A Board of Examiners may confirm you have passed a level when you have not achieved a pass in all modules but you meet specific criteria as set out in the University’s Regulation and Credit Framework. This is known as Compensation (see Figure 7).

Compensation is available for most, but not all, undergraduate programmes. It allows you to proceed to the next Level of Study or gain an award when you have not passed all your modules but a Board of Examiners confirms you have met all of the following criteria:

- Passed modules to the value of at least 100 credits and
- Obtained a mark of at least 30% in any failed module and
- Obtained an average mark of 40% or greater for the level (across all 120 credits studied).

* For modules started in 2015/2016, speak to your Personal Academic Tutor.

**FIGURE 7: EXAMPLES THAT DEMONSTRATE WHEN COMPENSATION DOES AND DOES NOT APPLY (WHERE AVAILABLE WITHIN A PROGRAMME)**

<table>
<thead>
<tr>
<th>6 x 20 credit modules per level</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
<th>EXAMPLE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks achieved</td>
<td>52% (pass)</td>
<td>69% (pass)</td>
<td>43% (pass)</td>
</tr>
<tr>
<td>Module 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks achieved</td>
<td></td>
<td>58% (pass)</td>
<td>41% (pass)</td>
</tr>
<tr>
<td>Module 2</td>
<td>70% (pass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks achieved</td>
<td>61% (pass)</td>
<td>40% (pass)</td>
<td></td>
</tr>
<tr>
<td>Module 3</td>
<td>63% (pass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks achieved</td>
<td>55% (pass)</td>
<td>40% (pass)</td>
<td></td>
</tr>
<tr>
<td>Module 4</td>
<td>49% (pass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks achieved</td>
<td></td>
<td>29% (fail)</td>
<td>30% (fail)</td>
</tr>
<tr>
<td>Module 5</td>
<td>55% (pass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks achieved</td>
<td>66% (pass)</td>
<td>40% (pass)</td>
<td></td>
</tr>
<tr>
<td>Module 6</td>
<td>37% (fail)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average mark awarded for 120 credits</td>
<td>54%</td>
<td>56%</td>
<td>39%</td>
</tr>
</tbody>
</table>

- ✔ 100 credits passed
- ✔ 1 module failed but have achieved at least 30%
- ✔ Achieved an average mark of at least 40% for all 120 credits
- ✔ Compensation awarded

- ✔ 100 credits passed
- ✔ 1 module failed and have not achieved at least 30%
- ✔ Have achieved an average mark of at least 40% for all 120 credits
- ✔ Compensation not awarded. Reassessment offered (where applicable)

- ✔ 100 credits passed
- ✔ 1 module failed but have achieved at least 30%
- ✔ Have not achieved an average mark of at least 40% for all 120 credits
- ✔ Compensation not awarded. Reassessment offered (where applicable)

Compensation is applied when the full profile of marks covering all 120 credits for a Level of Study is available to the Boards of Examiners. This means that if Compensation is applied to you, you will not be offered any further reassessment opportunities for the compensated module.

The actual mark for the compensated module is included on students’ transcripts with the letters ‘CP’ to denote a Compensated Pass.

If you are unsure whether Compensation applies to your programme, please consult your Programme/Module Handbook or speak to your Personal Academic Tutor.

To learn more about Compensation, see the University's Regulation and Credit Framework or ask your Programme Team for advice.
3.4 WHAT IS PROGRESSION WITH TRAIL AND PROGRESS?

A Board of Examiners may grant you permission to progress to the next Level of Study whilst undertaking reassessment for a module(s) that has not been passed, if you meet specific criteria as set out in the University’s Regulation and Credit Framework. This is known as Trail and Progress.

Trail and Progress is available for most, but not all undergraduate programmes.* It allows you to proceed to the next Level of Study when you have not passed all your modules but you have a reassessment opportunity outstanding and a Board of Examiners confirms you have met the following criteria:

- Passed at least 100 credits of your current Level of Study, but have an outstanding reassessment opportunity in up to 20 credits or
- Passed at least 80 credits of your current Level of Study, but have outstanding reassessment opportunities in up to 40 credits and have achieved marks in the range of 30%-39% for all failed modules.

View the table in section 5.3 to identify which regulations apply to you: the New Assessment Regulations for Undergraduate Students or the Outgoing Assessment Regulations for Undergraduate Students.

* Trail and Progress does not apply to Foundation Years and it may not apply to some undergraduate programmes with Professional, Statutory and Regulatory Body (PSRB) requirements.

If you are unsure whether Trail and Progress applies to your programme, please consult your Programme/Module Handbook or speak to your Personal Academic Tutor.
3.5 WHAT HAPPENS IF I AM UNABLE TO PROGRESS AS PLANNED?

There could be a range of reasons why you are unable to progress as planned.

If you are not eligible for Compensation or Trail and Progress (see sections 3.3 and 3.4), under certain conditions you may still be able to continue with your studies. You can learn more about your options and eligibility in section 5.

If you have an approved Extenuating Circumstance, (see section 7), a Board of Examiners will grant you a deferral.

For a few students, it may be necessary to withdraw from a Programme before completing the intended award. In these circumstances, students receive a transcript of the modules studied/credits achieved and they may be eligible for an interim award. For example, if a student leaves a BA (Hons) Degree after completing Level 4, they may be eligible to achieve a Certificate of Higher Education; if they leave after completing Level 5, they may be eligible to achieve a Diploma of Higher Education. Students who leave without completing a Foundation Year are not eligible to receive an award but will receive a transcript of modules studied.

If you think you are unable to continue because of personal reasons or difficult circumstances, you should seek advice and talk through your options for taking a break from your studies with your Personal Academic Tutor and a Student Support, Health and Wellbeing Adviser. If you decide to take a break (formally known as interrupt) or withdraw, you must meet certain conditions and you will need to confirm your decision by completing a ‘Change to Study’ request through your Student Portal.

Learn more about taking a break from your studies.

WHAT NEXT?

Read section 4 to find out more about undergraduate reassessment.
This section will introduce you to undergraduate reassessment to help you understand:

- What reassessment is
- Why and when you would need to undertake reassessment
- What reassessment involves
- The general conditions for reassessment

4.1 WHAT IS REASSESSMENT?

Reassessment provides you with a further attempt at taking and passing an assessment activity that you have attempted but not previously passed. If you are granted a reassessment, you will be referred (read on for conditions) and when you undertake reassessment, your mark for that reassessment activity will be capped at the pass mark (40%).

Note: Under certain conditions, you may be granted an approved delay, known as deferral. Where your first attempt at an assessment is deferred, your marks will not be capped. To learn more about the conditions for deferrals, see section 7.

4.2 WHY WOULD I NEED TO UNDERTAKE REASSESSMENT?

If you do not achieve an overall pass of a Level of Study, a Board of Examiners will normally require you to undertake reassessment in line with University’s Regulation and Credit Framework.

The outcomes of reassessment determine whether you can progress to the next Level of Study or complete your award.

Please note that in some instances, in order to meet specific Professional, Statutory and Regulatory Body (PSRB) requirements, you may be required to undertake reassessment even where you have achieved a pass mark for the module. Your Programme/Module Handbook will set out the exact requirements.

TOP TIP:
Understand the assessment requirements for your programme

Always check your Programme/Module Handbook for specific details about the requirements of your programme.
4.3 WHAT DOES REASSESSMENT INVOLVE?

The University’s Regulation and Credit Framework governs how you are reassessed.

Reassessment can take many forms and will depend on how you were assessed for your original assessment activity:

- If you have not achieved a pass in your coursework, you will normally be required to submit an improved form of your original work for your reassessment.
- If you have not passed an examination, you will normally be required to take another examination but you will complete a different paper on the same subject.

Other reassessments will be offered according to the type of assessment activity or according to the approved variation. Your Programme/Module Handbook will set out the requirements for reassessment.

4.4 WHEN DO I TAKE MY REASSESSMENT?

The University’s Regulation and Credit Framework governs when reassessment takes place: in most cases, you are required to undertake reassessment in the next formal assessment period. This is normally in the summer or in the next academic year, but for some programmes may be earlier in your studies. The timings for reassessment will be set out in your Programme/Module Handbook or confirmed when your results are released.

It is important that you are available to undertake your reassessment at the specified time as these are formally set dates that cannot be changed. This includes reassessments for Trail and Progress. Unfortunately, the University is unable to make allowances for holidays or other commitments you may have.

In some cases, reassessment might affect the timing of your progression and completion of your programme.

TOP TIP:
Check the dates that you are required to attend the University

See the University dates so you know when your teaching starts and ends and the specific times you are required to attend University.

Important note about reassessment

If you fail to attend/submit your first reassessment attempt, you will not be eligible for further reassessment attempts.
4.5 WHAT ARE THE CONDITIONS FOR REASSESSMENT?

A number of conditions apply to reassessment. You can read them in detail in the University’s Regulation and Credit Framework.

It is important to understand which undergraduate assessment regulations apply to you (see section 5) as the regulations will set out your opportunities to undertake reassessment, how many times you can undertake reassessment and the conditions that must be met.

Some of the general conditions relating to reassessment are:

• Where you have more than one reassessment attempt available, you must attempt the first reassessment in order to be eligible for any further attempt;

• Reassessment must be taken on the specified date(s).

TOP TIP:
Get to grips with your assessment regulations

The University has two sets of undergraduate assessment regulations (Outgoing and New). Make sure you know which regulations apply to you. See section 5 for more information about the New Assessment Regulations for Undergraduate Students and Outgoing Assessment Regulations for Undergraduate Students.

4.6 WHAT HAPPENS IF I DO NOT ATTEMPT MY FIRST REASSESSMENT?

In some cases, you may be eligible for more than one reassessment attempt. However, if you do not attempt your first reassessment, you will not be eligible for the second reassessment attempt and will not be able to progress and complete your award.

WHAT NEXT?

Read section 5 to find out more about the undergraduate assessment regulations, and which regulations apply to you.
5 THE UNIVERSITY REGULATIONS AND UNDERGRADUATE ASSESSMENT REGULATIONS GUIDANCE

This section will introduce the University regulations that govern undergraduate programmes to help you understand:

- Why the regulations are relevant
- Which regulations apply to you
- Where to learn more about the regulations

5.1 WHAT ARE THE UNIVERSITY REGULATIONS?

The University’s Regulation and Credit Framework governs all programmes and awards. This ensures each programme and award is structured, delivered and assessed fairly, consistently and transparently.

Some of the most important information for you right now is likely to be the detail relating to assessment outlined below.

5.2 WHY DO I NEED TO KNOW ABOUT THE REGULATIONS THAT GOVERN UNDERGRADUATE ASSESSMENT?

It is important to familiarise yourself with the undergraduate assessment regulations that apply to your learning, so that you understand:

- How and when your work is assessed;
- Your entitlement to reassessment opportunities;
- The timing of reassessment;
- The requirements for passing assessment activities and modules (pass threshold);
- The conditions relating to reassessment.

The University has two sets of Undergraduate Assessment Regulations:

- a set for undergraduate students who registered at the University before September 2017 – Outgoing Assessment Regulations for Undergraduate Students
- a set for undergraduate students who registered at the University from September 2017 – and certain students who registered before September 2017 – New Assessment Regulations for Undergraduate Students

Glossary terms

Assessment
Your first attempt at an assessment activity.

Assessment activities
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.

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.

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.

Regulation and Credit Framework
The document that sets out 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 University’s Regulation and Credit Framework.
5.3 WHICH UNDERGRADUATE ASSESSMENT REGULATIONS APPLY TO ME?

To ensure students receive the best possible experience and opportunities to succeed, the University’s policies, procedures and regulations are periodically reviewed and updated. Following a review in 2016, which included student feedback, a number of changes to undergraduate assessment regulations have been introduced in order to benefit undergraduate students.

Please read on and use the table (Figure 9) to identify which regulations apply to you.

- Students who register at the University from September 2017 (and certain students who registered before September 2017) will follow a set of New Assessment Regulations for Undergraduate Students that are closely aligned to the academic year structure, whilst supporting students’ progression through their programme.

- We have carefully considered the impact of changing the undergraduate assessment regulations for students whose studies are already underway and, in line with University policy, we have limited the changes in order to avoid unnecessary disruption to students’ studies whilst ensuring they are not disadvantaged.

Students who registered at the University before September 2017 and who have continuous progression will be able to benefit from an important change related to capping in the undergraduate assessment regulations (now known as the Outgoing Assessment Regulations for Undergraduate Students) if they undertake reassessment.

FIGURE 9: IDENTIFYING WHICH UNDERGRADUATE ASSESSMENT REGULATIONS APPLY TO YOU

<table>
<thead>
<tr>
<th>NEW ASSESSMENT REGULATIONS VALID FROM SEPTEMBER 2017</th>
<th>OUTGOING ASSESSMENT REGULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>These apply to undergraduate students who meet one of the following criteria:</td>
<td>These apply to undergraduate students who:</td>
</tr>
<tr>
<td>• Registered as a new student at the University from September 2017 onwards.</td>
<td>• Registered at the University before September 2017 and have continuous progression.</td>
</tr>
<tr>
<td>• Registered at the University before September 2017 and who request, and are approved, to interrupt their studies after August 2017.</td>
<td></td>
</tr>
<tr>
<td>• Registered at the University before September 2017, and are offered and accept the opportunity to undertake a repeat year starting from September 2018 onwards.</td>
<td></td>
</tr>
</tbody>
</table>

If you are still unsure which undergraduate assessment regulations apply to you, please contact your Programme Team.

To learn more about the New and Outgoing Assessment Regulations for Undergraduate Students, visit the University web pages.

WHAT NEXT?

Read section 6 to learn more about University awards and how they are classified.
6 AWARDING AND CLASSIFYING YOUR DEGREE

This section details the undergraduate awards that can be awarded by Canterbury Christ Church University and how they are classified. This will help you understand:

- The requirements for passing awards (pass threshold) and the outcome you could achieve at the end of your programme
- How degree classifications are calculated
- How to estimate your degree classification

6.1 WHAT TYPES OF UNDERGRADUATE AWARDS AND CLASSIFICATIONS ARE THERE?

The University offers a range of undergraduate awards, which are classified in different ways.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>CLASSIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BSc (Hons) Degree (also BMus and LLB)</td>
<td>First class / upper second class / lower second class / third class</td>
</tr>
<tr>
<td>BA/BSc (Hons) Top-up Degree</td>
<td>First class / upper second class / lower second class / third class</td>
</tr>
<tr>
<td>BA/BSc Degree without honours (an Ordinary Degree)</td>
<td>Pass</td>
</tr>
<tr>
<td>Foundation Degree</td>
<td>Pass / merit / distinction</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>Pass</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>Pass</td>
</tr>
</tbody>
</table>
6.2 WHAT ARE THE PASS REQUIREMENTS (PASS THRESHOLDS) FOR ACHIEVING MY AWARD AND CLASSIFICATION?

**FIGURE 11: PASS REQUIREMENTS FOR UNIVERSITY AWARDS AND CLASSIFICATIONS**

<table>
<thead>
<tr>
<th>AWARDS AND CLASSIFICATION</th>
<th>PASS REQUIREMENTS (PASS THRESHOLDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class Honours Degree (I)</td>
<td>70% or above</td>
</tr>
<tr>
<td>Upper second class Honours Degree (II.1)</td>
<td>60-69%</td>
</tr>
<tr>
<td>Lower second class Honours Degree (II.2)</td>
<td>50-59%</td>
</tr>
<tr>
<td>Third class Honours Degree (III)</td>
<td>40-49%</td>
</tr>
</tbody>
</table>

Ordinary Degree
Pass at least 300 credits (of which 60 must be at level 6) at 40% or above

Foundation Degree Distinction
70% or above

Foundation Degree Merit
60-69%

Foundation Degree Pass
40-59%

Diploma of Higher Education
Pass at least 240 credits (of which 120 credits must be above level 4) and pass level 4 at 40% or above

Certificate of Higher Education
Pass at least 120 credits at Level 4 at 40% or above

6.3 HOW ARE THE CLASSIFICATIONS FOR UNDERGRADUATE AWARDS CALCULATED?

In all cases, degree classifications are based on the raw marks achieved according to the criteria set out in the University’s Regulation and Credit Framework. Under no circumstances can any examiner or Board of Examiners allocate discretionary marks.

Once you have achieved a pass (with or without Compensation) in all the credits for your award (120 credits at each Level of Study), your final classification is calculated using your raw module marks. The final mark is rounded to the nearest integer. Please see the table below for degree classification calculations.

**FIGURE 12: UNDERGRADUATE AWARD CALCULATIONS**

<table>
<thead>
<tr>
<th>AWARD</th>
<th>AWARD CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BSc (Hons) Degree</td>
<td>The classification is calculated using marks from your best 100 credits at level 5 and your best 100 credits at level 6. Level 5 accounts for 40% of your final mark and level 6 accounts for 60% of your final mark.</td>
</tr>
<tr>
<td>BA/BSc (Hons) Top-up Degree</td>
<td>The classification is calculated using marks from your best 100 credits at level 6.</td>
</tr>
<tr>
<td>Foundation Degree</td>
<td>The award of distinction or merit will be awarded only where 100 credits or more are graded, as opposed to Pass/Fail. For classification, an average of the marks of the best 100 credits at level 5 will be used.</td>
</tr>
</tbody>
</table>
6.4 HOW CAN I ESTIMATE MY BA/BSc (HONS) DEGREE CLASSIFICATION?

The Students’ Union has developed a tool to help you estimate your BA/BSc degree classification. Please note that this tool is not an official University tool and, as it uses rounded marks, it is only a guide. All final degree classifications are determined by the official Boards of Examiners’ results, which use raw marks.

If you are not sure why you received a particular classification or believe there was a problem, you should always start by speaking to your Personal Academic Tutor or Programme Team, as they will be able to give you guidance and advice about your marks.

6.5 WHAT WILL THE TITLE OF MY AWARD BE?

The title of your award will have been confirmed when you were accepted on to your programme.

Most degrees are either a Bachelor of Arts (abbreviated BA) or a Bachelor of Science (abbreviated BSc). Some Music degrees lead to a title of Bachelor of Music (abbreviated BMus) and some Law degrees lead to a title of Bachelor of Law (abbreviated LLB). Foundation Degrees are abbreviated FD.

If you are studying a combined honours degree, your award title is based on the subject combination and the number of credits you undertake in each subject at levels 5 and 6.

<table>
<thead>
<tr>
<th>SUBJECT 1</th>
<th>SUBJECT 2</th>
<th>FINAL TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>BA</td>
<td>BA</td>
</tr>
<tr>
<td>BSc</td>
<td>BSc</td>
<td>BSc</td>
</tr>
<tr>
<td>BA (equal credit weighting)</td>
<td>BSc (equal credit weighting)</td>
<td>BA</td>
</tr>
<tr>
<td>BA (more credit weighting)</td>
<td>BSc (less credit weighting)</td>
<td>BA</td>
</tr>
<tr>
<td>BA (less credit weighting)</td>
<td>BSc (more credit weighting)</td>
<td>BSc</td>
</tr>
</tbody>
</table>

FIGURE 13: EXAMPLES OF DEGREE TITLES FOR COMBINED HONOURS DEGREES

WHAT NEXT?

Read section 7 to learn more about Extenuating Circumstances.
7 EXTENUATING CIRCUMSTANCES

If you are experiencing a short term, unexpected and unavoidable disruption to your studies (e.g. you have been ill or have difficult personal circumstances), which means that you have missed or are likely to miss an assessment/reassessment deadline, you may be able to request an extension or another opportunity for that assessment.

The University has set out reasons considered acceptable for requests made under the Extenuating Circumstances procedures and you should always check your eligibility before making your request.

If you submit a request using one of the available Extenuating Circumstance request forms, you must understand that this is a request and it will be considered carefully based on the information you have included (and any evidence you provide, where necessary). You should however, always continue to work on your assessment and submit it as soon as possible, as your request may not be accepted if you have not met the necessary criteria.

Information about the timeframes for making each of the three types of Extenuating Circumstance requests, the reasons considered acceptable for each type of request and the evidence required are available on the University’s website. Please make sure that you read this information carefully before you make your request and ensure that you are making your request through the appropriate Extenuating Circumstance route.

➢ To learn more about Extenuating Circumstances, visit the Academic Services web pages.

WHAT NEXT?
Read section 8 to learn more about appeals and complaints.
8 APPEALS AND COMPLAINTS

8.1 APPEALS

There may be circumstances where you feel you have grounds to appeal against the decision-making process of a University body. Please note that it is not possible to appeal against a mark for an assessment or placement.

Before making an academic appeal, you need to be clear whether you have grounds for appealing and ensure that you follow the appeals process. Information about the University’s appeals process is on the University website.

It is also important to know that time limits apply to making an appeal and you must meet certain criteria when making an appeal. If you feel you want to make an appeal, support and guidance is available from the Students’ Union Advice Centre.

To learn more about the appeals process and making an appeal, visit the Academic Services web pages.

8.2 COMPLAINTS

There is a Student Complaints procedure in place, which provides you with an opportunity to raise, individually or collectively, matters of proper concern. Most complaints can be resolved informally. If you feel you have reason to complain, you should speak first to your Personal Academic Tutor, a member of your Programme Team or your Student Representative. Support and guidance is also available from Student Support, Health and Wellbeing and the Students’ Union Advice Centre.

The early resolution of complaints is very important. Please raise the matter initially with either the member of staff concerned or that person’s immediate supervisor or manager. If this does not resolve the issue, a formal complaints process can be followed.

To learn more about the Student Complaints procedure, visit the Academic Services web pages.
For further information about University regulations, procedures and support, visit the following web pages:

- Assessment Procedures Manual including University procedures and regulations
- Student procedures:
  - Appeals
  - Extenuating Circumstances
  - Complaints
  - Plagiarism
- Student Support, Health and Wellbeing
- Students’ Union Advice Centre
- i-zone FAQs
ASSESSMENT
Your first attempt at an assessment activity.

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 award.

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 of 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.

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.
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). The period of learning and credit value may vary according to mode of study and programme. Details are provided in the Programme/Module Handbook and at the time of accepting your place on a programme.

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.

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 module learning 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 progression.

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.

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 progression.

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.

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 at 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. 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.

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 New 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 (Referred)
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 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 University’s Regulation 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, Statutory and Regulatory Body (PSRB) 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 apply.

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

Validation
Whereby a new programme is given academic and, where appropriate, professional approval by the University.
We value your feedback and would appreciate any comments you have about this guide so that we can develop and improve this information in the future. Please email your comments to: academicjourney@canterbury.ac.uk

For further information or to ask a question about Assessment and Awards, please email: i-zone@canterbury.ac.uk

www.canterbury.ac.uk/students