



University of Plymouth International College

CPR QS9: Assessment Regulations

Version: 2023/01

1.0 Introduction

This document sets out the regulations that govern assessment in UPE Colleges. Where the terms of a particular College/University partnership require the application of different regulations for specific aspects of the assessment policy, these must be agreed by the Navitas UPE Academic Registry and documented in the College's CPR9. Alternatively, a College* may adopt its Partner University Assessment regulations in their entirety with approval from the UPE Academic Registry.

Contents:

2.0	Assessment Principles and General Assessment Regulations
3.0	Examination Regulations
4.0	Coursework Regulations
5.0	Marking and Moderation
6.0	Feedback to Students
7.0	Examination Committees: 1 College Subject Access Panel
8.0	Examination Committees 2: College Awards Board
9.0	Failure and Reassessment (including deferral and re-enrolment)
10.0	Regulations for Level 4 Students
11.0	Mitigating Circumstances
12.0	Adjustments for Students with Disability
13.0	Cheating
14.0	Viva Voce
15.0	Policy Review
Appendix 1	Generic Marking Criteria

2.0 Assessment Principles and General Assessment Regulations

2.1 The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes (LOs) of a given module and/or programme and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met. To achieve this purpose, Navitas UPE supports and promotes the following principles for assessment in each of its colleges:

- a) Effective assessment techniques enhance learning and should be fully integrated within the curriculum at each stage, not a separate activity that takes place in isolation.
- b) Assessment contributes positively to learning development and growth and measures the learning gain that takes place throughout the student journey
- c) Assessment is a joint responsibility and must involve a continuous dialogue between tutor and student.
- d) Successful graduates of Navitas programmes are those who are able aim to develop the skills to self-assess and assess the work of peers.
- e) The development of assessment literacy amongst students is a core component of the Navitas curriculum.
- f) Assessment processes will be robust and all appropriate College staff and invigilators will be trained accordingly.
- g) Assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability.
- h) The management of assessment will be just, with associated clearly documented procedures; and
- i) The policy and procedures of assessment will be subject to monitoring by the Academic Registry

2.1.1 To achieve this Navitas will ensure that:

- a) Assessment processes are fair, reliable, constant and equitable with all students being assessed fairly and on their own individual merit and ability
- b) Assessment processes are robust and all appropriate College staff and invigilators will be trained accordingly
- c) Feedback is supportive, constructive and timely (within ten days of submission) and presented to students in accessible language and using electronic formats where possible
- d) The balance of assessment tasks and types on modules and programmes will address the target needs of students in the next stage of their academic study, as well as their current needs
- e) Programmes and modules include assessment activities that involve students in their design.

2.1.2 Students are expected to:

- a) Familiarise themselves with the Navitas and partner University regulations, particularly in relation to academic conduct and submission deadlines.
- b) Engage fully and enthusiastically with the feedback process.
- c) Provide thoughtful feedback individually or via the student representative system on the assessment process at appropriate stages.

2.2 Colleges operate a two-tier system of formal procedures to agree assessment outcomes as follows:

- a) College Subject Access Panel (Subject Assessment Panel) – confirms marks at module level for all students in a stage of study (see section 7).
- b) College Awards Board (Award Board)– makes decisions with regard to the progression of students to the next stage of study (see section 8).

2.3 At the start of a module students must be provided with assessment regulations and details of assessment that applies to their programme of study and modules that constitute the programme. The information that is supplied should specify:

- a) The details of each assessment element, its weighting and how it is assessed
- b) The grading criteria for each assessment
- c) Submission dates for assessed coursework and dates of any scheduled examinations
- d) Which elements and how many elements must be passed
- e) Whether there are any assessment elements that may in no circumstances be the subject of compensation for failure
- f) The measures that in place to enable students to make good an initial failure
- g) Timeframes for feedback and the dates of final results release

2.4 College Responsibilities

It is the responsibility of College Learning and Teaching Boards (CLTBs) to ensure that:

- a) Students are assessed fairly;
- b) The regulations concerning scheduled examinations are published in a timely manner and are consistent with Navitas UPE Academic Registry requirements;
- c) Proper invigilation arrangements are made for scheduled examinations;
- d) Results of student assessments are published;
- e) Marks and grades are issued as scheduled and as requested to individual students;
- f) All reports of allegations concerning assessment malpractice are sent to Navitas UPE Academic Registry for further instruction and/or investigation;
- g) Student appeals are considered within policy guidelines, and;
- h) It is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines.

2.5 Student Responsibilities

It is the responsibility of each student to ensure that he/she:

- a) Undertakes the learning activities specified for each module in which he/she is enrolled;
- b) Attends examinations and submits work for assessment as required – note that where a student fails to attend an examination and/or to submit work for assessment, without mitigating circumstances, the College Subject Access Panel will determine that the student has failed the assessment concerned;
- c) Notifies the College of any changes to his/her contact details;
- d) Notifies the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment

of a module to be or being undertaken (see Mitigating Circumstances Guidelines and Procedures (CPR QS 09 Appendix F)

- e) Provides, in a timely manner (within seven calendar days), evidence and/or supporting documentation with regard to personal circumstances that may have affected performance and which may be presented to the Mitigation Circumstances Panel as grounds for mitigating circumstances (see section 10).
- f) Undertakes assessments honestly and in a manner that does not attempt to gain unfair advantage
- g) Follows all policy guidelines and associated procedures set out in the Student Handbook and/or NPR/CPR 10b relating to Academic Appeals, grievance, deferral, withdrawal, suspension and exclusion from studies.

Conduct – Examinations

- 3.1 An examination is defined as any assessment undertaken over a controlled timeframe in a set location and where the candidate follows a specified rubric of instruction. Examination for academic purposes may include the following styles – closed book, open book, in-class test. They may take place mid-semester (in-class tests), or at the end of a semester. Presentations and laboratory reports are not referred to as examinations. Where normal examination styles do not apply, enrolled students must be notified at least five working days prior to the commencement of the examination.
- 3.2 Candidates must observe all instructions given by an invigilator.
- 3.3 A candidate alleged to have committed any examination offence will be subject to the disciplinary procedures of the CLTB (See CPR QS11).
- 3.4 Candidate conduct
 - 3.4.1 Each candidate must have his/her Student ID card on show at all times from signing in to undertaking an examination. Where a candidate is unable to satisfy an invigilator of his/her identity, then the candidate will be excluded from the examination and asked to report to the College with immediate effect.
 - 3.4.2 A candidate must be registered on the formal 'sign-in sheet' prior to the commencement of an examination to be eligible for entry to and sitting an examination. Sign-in sheets must be provided by the CLTB to the invigilators with any amendments at least one hour prior to an examination commencing.
 - 3.4.3 Candidates may be admitted to the examination room no more than 15 minutes prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by the CLTB, then the CLTB may agree that admittance of the candidate in question may be made prior to the scheduled commencement to allow of usage of additional time.
 - 3.4.4 A candidate may not enter an examination later than 30 minutes after the scheduled commencement.
 - 3.4.5 A candidate wishing to attract the attention of an invigilator must remain seated in silence and raise his/her hand.
 - 3.4.6 A candidate may leave an examination room for illness or other acceptable reason only after 30 minutes has passed from the commencement of the examination. Permission to leave the room must be granted by an invigilator. Where a candidate leaves without permission, he/she will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.

- 3.4.7 A candidate may not leave an examination room within the last 30 minutes of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an invigilator.
- 3.4.8 A candidate wishing to leave the examination room prior to the last 30 minutes of the examination must attract the attention of an invigilator and exit the room with minimum disturbance to other candidates.
- 3.4.9 At the end of an examination, all examination papers, scripts and associated materials must be collected from all candidates by an invigilator prior to any candidate exiting the room. All candidates remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a candidate from the room.
- 3.4.10 All candidates must collect their personal items, including any litter, as requested by an invigilator, on exit from an examination room.
- 3.4.11 A candidate arriving late to an examination will be required to finish at the scheduled time and as directed to do so by the invigilator.
- 3.4.12 Where a candidate is taken ill during an examination, an invigilator should be notified. The invigilator will then draw a *line underneath* the latest record of assessment (where the candidate has got to in answering an examination paper). Along the line the invigilator will state the time at which the illness occurred, date, state their name in full and sign. The candidate may then be granted permission to leave the room temporarily.
- 3.4.13 Where a candidate has been granted permission to leave an examination temporarily, either an invigilator or a member of College staff must accompany the candidate.
- 3.4.14 A candidate may not commence writing (or typing) until directed to do so by an invigilator.
- 3.4.15 A candidate may not continue writing (or typing) or working after directed to stop by an invigilator.
- 3.4.16 All candidates must complete the examination in silence and remain seated until given permission to leave.
- 3.4.17 All scripts and associated workings (inclusive of rough work) must be written in the booklets or on the relevant associated materials provided. All booklets and associated materials must be clearly marked by the candidate with their name and Student ID number (Navigate) and date.
- 3.4.18 Where approved calculators are allowed in an examination, the type is specified on Student Portal five working days prior to the examination and also on the examination paper. A candidate who does not comply with the stated type of calculator is deemed to have committed an assessment offence, see section 13.
- 3.4.19 The use of translation dictionaries, in any form, is prohibited in all examinations.
- 3.4.20 Invigilators have the right to inspect any and all materials and items in the examination room or in a candidate's possession at any time during the examination.
- 3.4.21 A candidate must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an invigilator only. No communication with any other persons, bar an invigilator, may take place during an examination.
- 3.4.22 A candidate may not bring food or drink into the examination room.
- 3.4.23 No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room they must be placed in part of the room away from the examination seating area and only as permitted by the invigilator. All such items are and remain the responsibility of the candidate regardless of where they are to be deposited for the duration of the examination.
- 3.4.24 A candidate in possession of a mobile phone or of other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the invigilator.

- 3.4.25 Except where stated (e.g. open book examinations), no candidate may bring into the examination room any form of written notes or like materials.
- 3.4.26 Where reasonable adjustment has been granted for computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. Only permitted software can be used.
- 3.4.27 Where another person takes the identity of a candidate in an examination, this is considered an examination offence.
- 3.4.28 Any form of cheating in examinations is considered malpractice and is treated as a serious examination offence.

3.5 Online Open and Closed Book Examination

- 3.5.1 Where appropriate Section 3.4 will remain in place, in particular 3.4.4 regarding late entry, 3.4.18 regarding approved calculators, 3.4.24 regarding mobile phones and other electronic devices, 3.4.27 regarding candidate identity and 3.4.28 regarding cheating
- 3.5.2 Online closed book examinations will be conducted via the Zoom video conferencing application and be invigilated by members of the College Student Support Staff
- 3.5.3 Candidates must have their microphone and video switched on so that invigilators can check on unnecessary communication and whether candidates are breaching regulation 3.4.24, 3.2.25 and 3.4.28. Candidates who do not have their microphone and video on will be asked to do so. Non-compliance will be considered a breach of the academic regulations and candidates may have a sanction applied against their submission (see Section 13)
- 3.5.4 Only permissible calculators can be used, candidates found to be using other mobile devices in place of a calculator will be found to be in breach of regulation 3.4.24 and will be asked to switch off the device. Non-compliance of this regulation will see a sanction being put in place, up to and including a zero grade for the work (Section 13, these regulations)
- 3.5.5 Candidates will be given extra time in the exam to be able to upload work, particularly if there is a need to scan it first. The candidate must inform UPIC of any issues with uploading work at the earliest possible opportunity. If the College is not informed of any technical issues and work is not submitted, then a zero grade will be applied. If Technical issues are apparent the College will allow students to email student support their work in a given, and limited, time frame
- 3.5.6 Students with disabilities who would usually be awarded extra time for examinations are encouraged to declare themselves not fit to sit and alternative coursework or a *Viva Voce* will be applied (in the case of Maths and Physics) at the same attempt. Students who sit the exam are declaring themselves fit to sit and this will override any already applied Mitigating Circumstances

4. Coursework Regulations

All summative work (course work and examination) is subject to internal verification before being issued to students. A sub-committee of the CLTB will meet and approve all assessment elements (this may include academics/Link Tutors from the partner University). This process ensures that module assessments are aligned with module descriptor requirements and the assessment calendar. The assessment calendar is produced by the CLTB at the start of the teaching period and sets out the nature of the assessment, dates of issue and submission to help students plan their workload. All Level 4 and Pre=Masters assessment are to be approved through moderation by the Partner University.

4.1 Submission

- 4.1.1 The CLTB must ensure that submission of coursework is recorded and that receipts are provided to students. It must also ensure that coursework is held securely and that return of coursework to the relevant students is timely and secure. Currently all coursework must be submitted through the appropriate tabs provided by academic staff in Moodle.
- 4.1.2 Extensions to submission dates for coursework may be granted only by the Chair of the CLTB and only via the Mitigating Circumstances process. A student who is unable to meet a submission date must complete a Mitigating Circumstances Form, see section 11.4.
- 4.1.3 Scheduled submission dates may be subject to change by the instructor or CLTB and all students will be notified of such via Student Portal and email.
- 4.1.4 Coursework submitted on or before the scheduled submission date will be marked promptly and returned to the relevant students with the appropriate feedback from the instructor.
- 4.1.5 Coursework submitted no more than 24 Hours after the scheduled submission date will be marked and the mark, if a pass, will be capped at the module pass mark. Limited feedback may be given by the instructor on the work submitted.
- 4.1.6 Coursework submitted more than 24 Hours days after the scheduled submission date will be marked but a mark of zero will be recorded against the student record. No feedback will be provided by the instructor.
- 4.1.7 Resubmission of coursework for assignments across modules or giving the same presentation in two (or more) modules, in whole or in part, is strictly forbidden and will be treated as an assessment offence as set out in Section 13.
- 4.1.8 Coursework which is found to breach the academic regulations regarding academic offences will receive an initial zero percent grade and be dealt with as set out in Section 13.5. Students who are allowed a resubmission must do so in the time frame set out by the CLTB or the Chair of the Investigation panel (College Director/Principal or Nominee).
- 4.1.9 Resubmitted coursework will be capped to the module pass mark and must be submitted in accordance with the rules set out in Section 4.1
- 4.1.10 Use of a paraphrasing software, generative AI tools or translation services are also proscribed. Use of these services may be classified as an academic offence as set out in Section 13

- 4.1.11 All written coursework (including essays, reports, PowerPoint presentations and Posters) must be submitted online through the Colleges Moodle Virtual Learning Environment, no hardcopy submissions will be accepted, unless previously agreed with the module tutor

5 Marking and Moderation

5.1 Definitions

5.1.2 Moderation is a process intended to ensure that an assessment outcome is fair, valid and reliable, that assessment criteria are being applied consistently and accurately and that there is a shared understanding amongst the marking team of the academic standards that students achieve.

Moderation may refer to the sampling and second marking of a representative number of pieces of assessed work across the marking range on a module; or it may involve second marking the work of all pieces of work (double marking).

5.1.3 Double-marking is the process in which a separate allocation of marks is given to a piece of work by a second internal marker. The marking team may choose to carry out this process blind (where neither marker has access to one another's marks) or sighted (where the second examiner can view the marks and comments of the first marker, and adds their own). Dissertations should always be blind second marked.

5.1.4 Anonymous marking is a process of concealing the identity of a student on a piece of assessment when they are marking it, through the use of examination numbers or bar codes. Only once a mark has been agreed will the student's identity be revealed and feedback confirmed.

5.1.5 Verification is a process whereby a Link Tutor or appropriately qualified academic member of staff checks that the marking and moderation process has been conducted fairly, that marks have been added up correctly and a representative number and range of scripts have been included in the moderation process. This is overseen at all points by the Director of Academic and Student Services.

5.2 Moderation Principles

The following principles apply to Moderation at Navitas UPE Colleges

5.2.1 Internal Moderation

All coursework and examinations at each stage (Foundation, Year One, Pre-Master's) is subject to Internal Moderation. Pre Masters and First year assessments strategies are checked by Link Tutors for appropriate assessment schemes and that learning outcomes are tested throughout. Foundation assessments are moderated by appropriately qualified academic staff in the College and overseen by the Director of Academic and Student Services. Academic Staff must complete an Internal Moderation Form and return it to the Director of Academic and Student Services as proof of moderation. A Moderation Pack, including Guidelines on how UPIC require moderation to be carried out is available to all Academic Staff.

5.2.2 All completed assessments should be first marked independently by an experienced member of the teaching team. Evidence of marking and an indication of how the marks have been allocated should be recorded for each assessment, usually on a feedback sheet or electronic equivalent, e.g., on Grademark, that includes the marking criteria that have been used. In order to reduce the perception of bias in the marking process marking should be conducted anonymously where practical.

5.2.3 Internal Moderation is carried out for each assessment element using either a second-marking or double-marking approach:

a Second marking (Sampling) approach

Where a sampling approach is used, an internal moderator (appropriately qualified academic from the College) second marks a sample of completed assignments. The sample must be:

selected from, and reflect, the full range of marks, including borderline cases and fail grades;

be of an appropriate size with respect to the size of the cohort (a minimum of 10%, dependant on cohort size with a minimum of 5 scripts); in the case of small module cohorts with less than 10 students, all scripts and examination papers should be double-marked; Including all components of the assessment for the module.

A sample of returned work is checked for discrepancies in initial grading to ensure that the marks recorded are the same on the paper as recorded on Moodle. Should a large amount of discrepancies exist the whole cohort is checked. This can lead to the work being remarked in its entirety. A Student Services Officer may be asked to conduct initial grade checks. However work must then be subsequently moderated by a suitably qualified member of Academic Staff for verification purposes.

b Double-marking approach

Where a double-marking approach is used all assignments should be second-marked. Currently Pre-Masters modules are subject to this on request from the External Examiner

5.2.4 Moderation Process

For UPIC the Moderation process is as requested by the Undergraduate and Postgraduate External Examiners. UPIC have been requested to not second mark the work but moderate it in terms of transparency of marking and quality of feedback and feedforward.

QS09_1 Moderation Form should be used to record the moderation undertaken for each assessment. The form may be adapted to suit the process agreed between College and University Partner. It will typically follow the below process:

First markers and moderators should meet to review the marks that have been assigned to the moderated scripts and agree on the final marks. **QS09_1 Moderation Form: Section A** will be completed at this stage.

Moderators will be expected to complete the given moderation form and detail any discrepancies with marking transparency, feedback/feedforward or where they believe an unfair practice has occurred.

Once the moderation process has been completed the marking team makes available the moderated work to the External Examiner for verification

5.2.5 Marking Discrepancies

In the event that discrepancies in the marking process are identified which the markers/moderators are unable to resolve, this must be noted on the **QS09_1 Moderation Form** and prepared for the Chair of the Examinations Board. The Chair of the Examinations Board is then required to appoint a third marker to adjudicate.

The third marker will blind mark the sample or full cohort and will have no knowledge of prior marks awarded. They will then review their marks in line with marks awarded by the first marker and moderator/second marker. They may decide to agree with the first marker, moderator/second marker or make further amendments to the marks/grades of the entire cohort.

For example, they could moderate up or down all marks of that particular assessment element or remark all work for that assessment element. The decision of the third marker is final

5.2.6 Single Mark

Students should be provided with a single mark on their assessed work, as agreed by the internal examiners, and information on marking rubrics and feedback sheets must be consistent with the final assigned mark. Moderation records should be kept separately and should never be presented on a student's feedback sheet.

5.3 Additional Moderation

5.3.1 Academic English and Mathematics Modules

5.3.1.1 Navitas UPE Academic Registry has appointed External Consultants in the fields of Academic English and Mathematics. In special circumstances of disagreements amongst assessors, Colleges may request that work is reviewed by the relevant Consultant to offer an external viewpoint.

5.3.2 External Examiners

5.3.4.1 UPE Colleges, in consultation with their Partner University, may appoint external examiners to moderate aspects of their provision. Details of the arrangements are outlined in the relevant College CPR9, and subject to the approval of the Partner University and Academic Registry.

5.3.3 Anonymous Marking

5.3.3.1 Navitas supports a policy of anonymous marking of all summative assessment, unless it is not possible for that form of assessment to be carried out anonymously (anonymity is assumed in all computer aided assessment software).

6 Feedback

Feedback is provided to students to enhance their understanding and learning of the course content, and give them an opportunity to reflect on how they can improve their level of attainment on the course. It can take many forms and is a two-way dialogic process which should engage students in learning.

The following principles of good feedback have been adopted by Navitas:

6.1 Feedback must be clearly communicated to all students and must be available to all students on their in-course formative and summative assessed work. CLTBs should monitor the provision and operation of feedback.

6.2 Feedback should, as a minimum, consist of:

- a) provisional/raw mark – after any penalties have been applied and recorded as such;
- b) any major shortcomings; and
- c) ways in which the mark could have been improved.

6.3 Feedback on summative assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/or Definitive Module Descriptor (DMD).

6.4 The form of feedback may vary depending on the discipline and type of assessment but will generally be written and oral. Feedback is for learning and can be delivered in a form most appropriate to the learning context: written, verbal, audio, peer-to- peer. Students should be given opportunities to reflect on their feedback.

6.5 Feedback should be regular, sequential and prompt. In addition, The CLTB should ensure that instructors make feedback available to students directly within 10 working days of the scheduled submission

deadline. Where feedback is unexpectedly delayed, the sessional tutor should inform the CLTB and students should be notified on the Student Portal immediately.

6.6 The CLTB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and as approved by the Subject Access Panel.

6.7 Late submission of work for assessment (24 Hours after the date of submission) will forfeit the right to any associated feedback unless it has been approved by a Mitigating Circumstance Panel.

6.8 Feedback should be delivered consistently and in accessible manners to all students. All forms of assessment including examinations will be available to view.

7.0 Examination Committees: 1 College Subject Access Panel (Subject Assessment Panel)

7.1 The CTLB shall ensure that a College Subject Access Panel (Subject Assessment Panel) is convened once a semester, normally in Weeks 16/17, once all provisional/raw marks have been assigned. All modules that have been offered in a semester must be listed and included for consideration. Panels may be called more frequently given the requirements of a module. No individual student grades are to be discussed and the panel must limit itself to the overall grades and assessment strategies. UPIC follows the procedure of the Partner University in regard to this and any subsequent panel.

7.2 Panels shall oversee the assessment of modules, taking account of the module LOs, and confirm marks/grades in accordance with the regulations.

7.3 Where a student has chosen at the outset to take a module without undertaking the formal assessment associated with that module, he/she will be assigned an AT (attendance only) grade.

7.4 No mitigating circumstances or claims of academic dishonesty are discussed at this panel

7.5 The Chair is responsible for ensuring that the Panel fulfil its responsibilities in accordance with these regulations.

7.6 The appointed Secretary to the Panel shall ensure that all stakeholders to the Panel receive minutes and notes arising within a reasonable time period.

7.7 Membership

- i. Chair – Director of Academic and Student Services
- ii. College Senior Academic Manager
- iii. Relevant teaching staff (Internal examiners)
- iv. Moderators
- v. External Examiners (where appointed/available)
- vi. Representatives from Academic Partnerships (University Quality Office)

ex officio

- i. Link Tutor(s)
- ii. Dean for Europe Navitas Academic Registry UPE
- iii. Appropriate Heads of Department/School from the Partner University.

Secretary

- i. Student Experience Officer

- 7.7.1 The College Subject Access Panel shall receive and consider:
- 7.7.2 Minutes and actions of the prior meeting or any intervening meeting or from the CLTB.
- 7.7.3 For each module:
- i. DMD.
 - ii. Assessment papers.
 - iii. List of candidates by their SID.
 - iv. Number of students.
 - v. Proportion of students by grade band.
 - vi. Moderator/s reports.
 - vii. External examiner/s report (where applicable).
- 7.8 The College Subject Access Panel shall:
- i. Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
 - ii. Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information) and identify any anomalies or other cause for concern.
 - iii. Obtain an explanation of any anomaly or cause of concern and take action as necessary and appropriate, seeking advice from a moderator and/or external examiner.
 - iv. Confirm the marks or grades of each module.
 - v. Determine the requirements for resit assessment/referred module.
 - vi. Determine whether to defer confirmation of a mark or grade until specified conditions have been met within a specified timescale.
 - vii. Consider the reports of each moderator and/or external examiner.
 - viii. Consider the adequacy of assessment papers and make recommendations for future assignments/examinations.
 - ix. discuss a management plan for modules with a pass rate of 85% or less
 - x. deferment of decision to another meeting, procedural delay, or action of another approved assessment to determine a final mark or grade.
 - xi. Reported module marks as an integer using the following conditions:
 - a. a decimal of 0.5 or greater should be rounded up to the next integer; or
 - b. a decimal of 0.4 or lower should be rounded down to the next integer.
 - xii. Endorse the final mark sheet.
- 7.9 The CTLB must ensure that provisional/raw marks are notified to students and subsequently the marks confirmed by a Subject Access Panel, must then be provided to students as per para. 2.8.3. The CTLB shall also ensure that students also receive an explanation of marks or grades as required.
- 7.10 The Panel shall follow the University of Plymouth's Operational Instructions for Subject Assessment Panels (CPR 09 Appendix E) for Guidance in the above processes. Appendix E must be made available to the panel for reference.
- 8.0 Examination Committees 2: College Awards Board (UPIC Award Board)**
- 8.1 All candidates who meet the minimum progression requirements of their pathway course are guaranteed progression to their specified academic programme at the Partner University.

- 8.2 The CLTB shall ensure that a College Awards Board (Award Board) is convened once a semester or as required, once all relevant marks/grades have been assigned by the College Subject Access Panel.
- 8.3 The primary purpose of College Awards Boards is to determine, in accordance with the regulations, whether each student has met the criteria for progression from one stage to the next, either from one College stage to the next or from a College stage to a University stage leading to a final University award. In the latter case, the Board will formally confer a Confirmation of Attainment. The approved appropriate Programme Specification defines the progression points in a pathway and the amount of credit that a student must obtain at each prescribed College stage.
- 8.4 College Awards Boards may not confer awards or any award associated with the University.
- 8.5 The appointed Secretary to the Board shall ensure that all stakeholders to the Board receive minutes and notes arising within a reasonable time period.
- 8.6 Membership:
- Chair – Director of Academic and Student Services
 - College Senior Academic Manager
 - Link Tutors
 - Appropriate Head of Department/School from the Partner University or nominee
 - Representative of the Academic Registry of the Partner University or nominee
 - At least one external examiner
 - Secretary
 - College Academic Services Officer
- 8.7 The College Awards Board shall receive:
- a) Minutes and actions of the prior meeting or any intervening meeting or Learning and Teaching Board consideration.
 - b) Stage Programme Specification
 - c) List of Candidates, including:
 - i. Student name
 - ii. Student Identification
 - iii. Confirmed mark or grade for each module (from the College Subject Access Panel)
 - iv. Any disabilities and details of allowances
 - v. Report from the College Subject Access Panel/Learning and Teaching Board of decisions made with regard to Mitigating Circumstances found valid and not valid (where applicable)
 - vi. Report from the College Subject Access Panel of decisions made with regard to allegations of misconduct and actions taken to date relating to an assessment offence (as appropriate)
 - d) Moderator/s reports
 - e) External examiner/s report (where applicable)
 - f) Aggregated information showing tracking data of College students through University stages of study (classification of final award)

Note: All marks presented to a Board must be reported as an integer using the following conditions:

- A decimal of 0.5 or greater should be rounded up to the next integer
- A decimal of 0.4 or lower should be rounded down to the next integer

8.8 College Awards Boards shall:

- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- b) Note any actions take under delegated authority at prior meeting.
- c) Determine for each candidate whether he/she has successfully met the criteria within the Programme Specification regulations to progress to the next stage. Where the next stage involves articulation to a prescribed degree programme/scheme at the University, to confer a Confirmation of Attainment.
- d) Determine whether a candidate should be excluded/terminated from a stage of study on academic grounds.
- e) Consider the reports of each moderator and/or external examiner.
- f) Exercise discretion where valid mitigating circumstance has been upheld.
- g) Make decisions in relation to each student and after taking an action arising from consideration of the College Subject Access Panel, see para 3.8 in this document.
- h) Not allow any student to progress to the University with a trailing failure
- i) Exercise the power of compensation at its discretion and having due regard to academic standards, the partner University regulations and the learning outcomes of the programme.
- j) The grade achieved for a referred module will be capped at the pass mark unless there is a valid mitigating circumstance (See Section 10)
- k) Endorse the Progression List – this endorsement indicates those students who have satisfied the standard of assessment and student profile for progression to the University.
- l) In exceptional situations and where an academic management issue has arisen and a strict application of these regulations would be unjust to a student or students, discretion to depart from the regulations. However, such cases must be agreed in writing by the Academic Registry.

8.9 The Awards Board shall delegate authority, by resolution, to the Chair in relation to the confirmation of progression decisions arising from deferment decisions. The resolution shall require the Chair to consult with the Academic Registry prior to final documentation of any decision and report of the decision to the next Board.

8.10 The Awards Board shall delegate authority, by resolution, to the Chair in relation to the Confirmation of Attainment in order to correct decisions based on erroneous or incomplete information. Chair

decisions must ensure that they do not remove a student's right to Appeal and Review, CPR10b against decisions made by the Board.

8.11 Compensation

The Awards Board reserves the right to award credit in compensation in order to allow students on to the first year degree at the Partner University. This will normally be conditional on the following criteria:

- i) it would allow the student to progress to the next level of the programme.
- ii) all assessments have been attempted in the module to be compensated or the student has valid mitigating circumstances for any missed elements.
- iii) It is for a maximum of 20 credits*. Students being assessed mid stage may be awarded a potential compensation that is confirmed once all modules have been completed (see section 10.2.1 below).
- iv. Foundation Students may be allowed one compensation per attempt, i.e. students failing at a first attempt are still eligible for a compensation at a second attempt.

*Dependant on current University practice. Occasionally students can fail up to 60 credits and still be awarded a compensation. The CLTB will ensure that UPIC academic Regulations match the University of Plymouths in the regard.

8.12 Examination Board Minutes

The CLTB is responsible for producing detailed and accurate records of the Subject Access Panel's and Awards Board's proceedings. The minutes are the formal record of the Subject Access Panel's decisions about student achievement and progression.

Minutes from these Boards are confidential. Students should be referred by name and number on the minutes. For the avoidance of doubt, the minutes are not part of the College's published information, but may be referred to in the case of an appeal against an Examination Committee decision. They should be stored securely by the College for a minimum period of 5 years.

9.0 Failure and Reassessment (including deferral and re-enrolment)

- 9.1 A candidate who has not passed the assessment of a module at their first attempt may be given a referral, that is, a re-assessment opportunity in a given module. The following criteria, normally, apply:

Where a student has failed to achieve the relevant pass mark in a module as a whole, the Panel may recommend that the student be granted the opportunity to undertake a referral examination and/or assignment.

Referrals are limited to 60 credits, students failing more than 60 credits in a stage will be asked to repeat. This is regardless of any approved mitigating circumstances. Unless referred at a same attempt grades for referred modules will be capped at the pass mark of the module and a notice will appear on the student's transcript detailing the attempt the module was passed at. Students will be asked to attempt a referral in the assessment elements that they have failed. Subsequent failure at a second attempt may result in a further referral at a Third and Final attempt.

- 9.2 A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at first attempt and for which they have not been given a referral. In recommending a repeat(s) of an entire module, the College Subject Access Panel may consider that the student requires

substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance.

9.3 Students may not elect to repeat a module in an attempt to improve their grading.

9.4 The grade achieved for a re-enrolled module will not be constrained.

9.5 Student have a maximum of three attempts of each module.

9.5 **Deferral**

The College Subject Access Panel may, in proven mitigating circumstances, allow a student to undertake a deferred assessment within the assessment regime of the following semester only. Note that deferment pending decisions of an academic nature should not be confused with the approval given to a student to defer studies that is take a leave of absence, from studies.

9.6 **Re-Enrolment**

A candidate for re-enrolment may not demand reassessment in elements that are no longer current in the module. It is therefore the candidate's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Awards Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the first attempt.

9.7 Where an enrolled student has been found to commit a criminal offence, under the laws of the United Kingdom, they will not be permitted to continue their chosen pathway and will be excluded by the CLTB and thus candidature terminated. In such cases, the College Senior Academic Manager or nominee will issue a formal Letter of Exclusion to the student on behalf of the College, the Partner University, and the UKVI. This will be followed by a reference to the occurrence in the following Academic Report to the Academic Advisory Committee (a joint committee of Navitas and the Partner University)

9.8 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, to continue the pathway after consultation by the CLTB, the Board may impose certain constraints in the enrolment. In these circumstances CLTB will inform the Academic Registry and the Partner University.

9.9 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, he/she may progress to another suitable pathway that would not warrant their direct exclusion if:

- a) The student's past conduct would not prevent them from gaining any license to practice or render them ineligible for membership of any professional body for which the new award would qualify the holder;
- b) A place is available on the pathway; and
- c) The student meets the entry requirements for the pathway and is deemed suitable by the CLTB.

In such circumstances, the student will be suspended from the College until he or she enrolls in the new pathway. Following this, the College Senior Academic Manager will ensure that a copy of the Letter of Reinstatement to the student is presented to the Partner University, the UKVI, the University's Heads of School/Department and Link Tutor.

- 9.10 College Subject Access Panel shall, by resolution, delegate authority to the Chair in relation to the confirmation of marks and grades arising from deferment decisions. The resolution shall require the Chair to consult with the Academic Registry prior to final documentation of any decision and report of the decision to the next Panel.
- 9.11 The College Subject Access Panel shall delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to Appeal (see CPR QS10b Academic Appeals) against decisions made by the Panel.

10 FHEQ Level 4 Academic Regulations

The Academic Regulations set out above shall apply to all FHEQ Level 4 students except where superseded by University of Plymouth Regulations in the areas set out below:

- 10.1 Where an Undergraduate student is studying on an FHEQ Level 4 programme then he/she will be discussed under University of Plymouth's assessment regulations to allow for the award of a Cert HE where applicable and so that any credits gained on Level 4 can count towards the final degree award classification.
- 10.1.2 FHEQ Level 4 programmes will require the appointment of an External Examiner as credits gained will potentially count towards the final degree award.
- 10.1.3 The meeting agenda shall follow the University of Plymouth model and any minutes of the meetings shall be written using the University template. Minutes shall be discussed at the next set of panels and boards. Copies of these minutes are to be sent to University of Plymouth Academic Partnerships and to the External Examiner.
- 10.1.4 The Awards Board panel must include representation from Academic Partnerships, the external examiner (via phone or skype if necessary) and, where available, from the relevant programmes in the Plymouth Business School.
- 10.1.5 A student will be deemed to have completed the Level if they have failed in up to 20 credits with mark 30% or more in each assessment element, provided that the failed credits are not designated as non-compensatable and they have achieved an aggregate mark of at least 40% in the Level overall. In such cases a student will be awarded a compensated pass in the module(s). Students who are eligible for a compensation after completion of 4 modules will have a 'Potential Compensation' applied. This will be ratified after completion of all eight modules. Students are to be informed in writing regarding this
- 10.1.6 If a student fails up to 60 credits, s/he will be allowed to take appropriate referred assessment(s) (as specified by the Award Assessment Board) at the next available opportunity. The original rule for passing the module will apply for any student, unless the Award Assessment Board has specified a single module assessment in substitution for both elements, in which case the student must achieve 40% in that assessment.

10.1.7 If a student fails more than 60 credits, the Award Assessment Board will:-

- i. require the student to repeat the failed modules with attendance.
- ii. where there are valid extenuating circumstances, allow the student to take referrals in the appropriate assessments at the next available opportunity: To be eligible for such a referral, students should normally have demonstrated sufficient academic progress during the year to suggest that they have the potential to achieve all the credits in which they have been referred.
- iii. require the student to withdraw from the programme; and award any intermediate qualification for which the student has achieved the credit requirements.
- iv. require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme.
- v. require a student who has developed a health or other problem which prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme and be granted the appropriate exit award.
- vi. A student will normally be permitted a maximum of three attempts at a module. A failed module may therefore not normally be referred or repeated on more than two occasions. If a student chooses to study a different module instead of the failed module the number of attempts at the original module will count towards the maximum number of attempts at the new module.
- vii. Where a failed module is successfully passed after referral or repeat, any element retaken will be capped at 40%. In the case of repeated modules this would normally apply to all elements. If a student chooses to study a different module instead of the failed module, the capping at 40% will still apply. Marks will not be capped where the referral or repeat is as a first attempt.

10.2 Failure after referral

10.2.1 If a student has passed a minimum of 100 credits after having completed referrals, s/he may be compensated for failure in up to 20 credits with marks of 30% or more, provided that the failed credits are not designated as non-compensatable and s/he has achieved an aggregate mark of at least 40% in the Level overall. In such cases a student will be awarded a compensated pass in the module(s).

10.2.2 If after referrals, and after consideration of compensation, a student has not achieved the requisite number of credits to complete the Level, the Award Assessment Board will:

- i. exceptionally allow the student to progress and offer a further referral opportunity during the next session, based on a judgement of the student's overall performance and potential. This decision may only be applied where the student has submitted valid extenuating circumstances for the first or referred attempts, or both, the student is commencing a placement or is required to refer/repeat a field

course, and will normally be applied in the case of failure in up to 20 credits (or one 30 credit module).

- ii. Offer a further referral at the next attempt if the failure (s) are still below 60 credits
- iii. require the student to repeat the failed modules with attendance.
- iv. require the student to withdraw from the programme; and award any intermediate qualification for which the student has achieved the credit requirements.
- v. require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented her/him from making academic progress in the previous session, to interrupt studies or withdraw from the programme.
- vi. require a student who has developed a health or other problem which prevents her/him from meeting the learning outcomes of her/his programme to transfer to an alternative programme or withdraw from the programme and be granted the appropriate exit award

11.0 Mitigating Circumstances

11.1 A mitigating circumstance is an unexpected, unavoidable and disruptive short-term event that significantly affects a student's ability to study or be assessed. Mitigating circumstances events only relate to the health and/or personal matters and which occurred during or before the period of assessment to which they apply. Guidance on what constitutes an event which would allow mitigating circumstances is set of in CPR QS09 Appendix F Mitigating Circumstances Guidelines and Procedures.

11.2 If a student has problems or difficulties significantly affecting his/her performance on a given module of study, then this should be discussed with the College and appropriate action taken via the Mitigating Circumstance Panel,

11.3 In emergency and critical situations the CDP/DASS must be informed immediately and referral of the case to the Mitigating Circumstances Panel for potential UKVI reporting.

11.4 The procedures concerning mitigating circumstances are intended:

- a) To apply to individuals only; and
- b) Do not apply where there has been a management failure with regard to arrangements that may have disrupted the learning and assessment process – such issues are dealt with via the normal complaints or academic appeals processes, see CPRS 10a and 10b.

11.5 It is the responsibility of the student in question to notify the College as to the circumstances, in writing as soon as possible before published deadlines or within seven calendar days after the relevant examination session or assignment deadline. **The Mitigating Circumstance Form (CPR QS09_02)**, should be used as a basis for a written statement. The written statement should contain full details and) **include supplementary evidence** and testimony from independent or third parties, for example a medical certificate indicating the time, nature and probable effect of the circumstances.

- 11.6 A written statement on a student's behalf, when not accompanied by a Mitigating Circumstance Form, may be considered on the proviso that it is given with the full consent of the student and that this consent is detailed within the report. No further intervention on behalf of a student may be considered unless where there are grounds for serious and confidential mitigating circumstances. In such situations, the student and person acting on his/her behalf will be informed of the final College decision.
- 11.7 All completed and submitted Mitigating Circumstance Forms and supporting written/visual evidence must be placed on the student file and the file kept in a secure location for a period of seven years as per normal disposition regulations of Navitas UPE data.
- 11.8 Where there are grounds for serious or confidential mitigating circumstances, the student in question may notify the CDP directly. Where the student feels more comfortable approaching another member of College or Navitas staff then they are able to do so under the proviso that the matter is brought to the attention of the CDP. The CDP will then judge whether any intervention on the student's behalf can be accepted. Where the intervention is upheld, the CDP will note for the record only the student's name, the fact that serious and confidential procedure has been applied and which assessments the extenuation refers to. The student shall then be informed of the decision.
- 11.9 Mitigating Circumstances Panel
- Mitigating circumstance decisions are made by the Mitigating Circumstance Panel. Membership of the panel is as follows:
- Chair – CDP/DASS
 - A person who is not immediately associated with the module/s or student in question – from the College, Partner University or Academic Registry
 - Administrator – College Student Services Officer
 - College Senior Academic Manager
 - Additional members as appropriate appointed by the CDP.
- 11.10 Panels shall meet at the end of each semester and ideally prior to the relevant College Subject Access Panels and Awards Boards. They can be called more frequently as required.
- 11.11 Students will be informed of a Panel decision within 10 working days from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.
- 11.12 Assessment penalties imposed for late submission may, due to valid mitigating circumstances, be lifted by the Chair at a meeting of the Panel.
- 11.13 A student may qualify for the right to be assessed again where the Panel decides that his/her performance in a specific assessment has been affected by valid mitigating circumstance – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College Subject Access Panel may vary the assessment to be re-taken in order to assess the student performance across a module.
- 11.14 The Mitigating Circumstance Panel will inform the College Subject Access Panel where valid mitigating circumstances apply to named students in specific module assessments. Information will be provided in documented minutes.
- 11.15 College Award Boards must:

- Waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
- Record all decisions reached in respect of valid mitigating circumstances.

11.16 College Award Boards may:

- Permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates;
- Permit the relevant assessment of the module in a different approved mode which must be defined and made known to the student along with the specified date/s; or
- Where valid mitigating circumstances have prevented the student from completing an assessment task but sufficient evidence can be shown that the Specific LOs of the module have been met from at least two other completed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module.
- Record all decisions reached in respect of valid mitigating circumstances; and
- Where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 40 or except where a student is seeking progression to the University.

11.17 When a College Awards Board offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of his/her intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again it cannot be to his/her detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.

11.20 Where students have approved Mitigating Circumstances but complete the assignment in question, whether it is Coursework or an Examination then they declare themselves 'Fit to Sit' and this will override any previously approved mitigation. See section 11.21.

11.21 For guidelines relating to mitigating circumstance, application, management of procedures, criteria for determining mitigating circumstance and the appropriate acceptable evidence, see CPR QS09 Appendix F

12.0 Adjustments for Students with Disability

- 12.1 A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon his/her ability to carry out 'day-to-day' activities. Within the environment of a College, 'day-to-day' activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.
- 12.2 The CLTB in consultation with the University's Disability Services and the Academic Registry is responsible for ensuring that reasonable adjustments are made for such students, by way of a Student Management Plan. This Plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment task as all other students in the cohort.
- 12.3 The nature of any **reasonable adjustment** must be determined by the specific needs of an individual student and may include the provision of:
- extra time
 - a rest break
 - assessment in a separate room or in an approved off-campus site
 - alternative formats
 - a reader, scribe or amanuensis
 - word processing packages and/or assistive technology
- 12.4 When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by the Academic Registry and the University's Disability Services.
- 12.5 It is the responsibility of the student to notify the College of his/her condition in a timely manner and to allow any reasonable adjustments to be considered and, where approved, made prior to the assessment event. All such notification must be supported by professionally documented medical or other evidence.
- 12.6 The exact nature of approved reasonable adjustments should be communicated and confirmed with the student via an outline schedule and plan in person and delivered by hand. Where this is not possible it should be posted to the latest local address notified to the College. This information should then be confirmed by courier to their home country address notified to the College, **five working days** prior to the assessment event.
- 12.7 Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File (Navigate note and hardcopy in full), the minutes of the CLTB, the Academic Registry, and where appropriate to the University Disability Services.
- 12.8 If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then where possible the student shall undertake the assessment in the same way as the other students and use the mitigating circumstances procedures to bring the matter to the College Awards Board.

- 12.9 Where the CLTB is satisfied that any delay in production of evidence is due to justifiable circumstances, then the adjustments may be made to the assessment as if the evidence was made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 12.10 Reasonable adjustments do not include extensions to submission dates for coursework unless such extension is considered as part of an agreed structural adjustment to a normal stage of study as determined in the Student Management Plan. Where there is an unforeseen worsening of a student's condition, and he/she is unable to meet a submission date for coursework, then mitigating/extenuating circumstances procedures should be used.
- 12.11 Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 12.12 The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.
- 12.13 The CLTB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases the Board shall consult with the Academic Registry and University Disability Services.
- 12.14 Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction then the CLTB will ensure that reasonable adjustments in timed assessments are made as guided by the University's Disability services.
- 12.15 Where the approved reasonable adjustment includes the appointment of a scribe or amanuensis, the following procedures should apply:
- a) Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student.
 - b) The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly.
 - c) The scribe/amanuensis may not be a member of College staff, an instructor to the student, another student of the College, or anyone who has acted as a scribe/amanuensis for the student during their normal studies.

13.0 Cheating

- 13.1 The Student Handbook must include a section on cheating, plagiarism and other academic misconduct/offences.

13.2 Plagiarism:

- 13.3 College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- a) Importing phrases from another person’s work without using quotation marks and identifying the source.
 - b) Making a copy of all or part of another person’s work and presenting it as one’s own.
 - c) Making extensive use of another person’s work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
 - d) The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
 - e) Another person’s work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.
- 13.4 Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures (CPR QS11 Student Disciplinary).
- 13.5 For reasons of parity, each College will consider the directives of its Partner University’s policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students must consent to copies of their work being submitted to any plagiarism detection service employed by a College, or Partner University. Where a student is not the rights holder of his or her work, it is the student’s responsibility to notify the College.
- 13.6 **Collusion:**
- 13.7 Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:
- a) The representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
 - b) Taking credit for individual merit of a work when all or part thereof was constructed by another person.
- 13.8 It is important that, unless group work is identified, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and strategies does not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.
- 13.9 Students should be aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.
- 13.10 Any student/s found conferring, in any form, in a closed book examination will be disqualified and be assigned 0% for the examination.
- 13.11 **Contract Cheating:**
- Contract cheating is defined by the QAA as taking place when a “third party completes work for a student who then submits it to an education provider as their own, where such input is not permitted”. This may consist of formative or summative work including, but not limited to, essays, reports,

presentation slides, exam notes and dissertations. It may involve either a paid or unpaid commercial transaction using a company or website, or service or favour provided by a friend or family member.

In April 2022, a specific prohibition came into effect which made the operation and advertising of contract cheating services in England unlawful. Student consumers of contract cheating are also committing very serious academic misconduct and would normally be subject to disciplinary sanctions. Depending on the activity the student carries out, it may now also be illegal in England and the case may be referred onto the Police.

- 13.12 Navitas pedagogy stresses the importance of maintaining academic integrity in all assignments. In order to develop good practices amongst students, tutors will provide a lot of information and support to students to ensure that they understand the implications of using third-party assistance in cheating. This information will be available in student handbooks and in induction sessions as well as in assignment briefs.
- 13.13 Assignments will consist of authentic learning tasks where possible and will be designed to limit opportunities to cheat. However, the responsibility to avoid engaging with contract services lies with the student
- 13.14 Any student who has been found to have engaged a contract service and attempts to submit work that has been prepared in part/entirety by a third party as their own will be subject to disciplinary procedures
- 13.15 UPIC reserves the right to use viva-style examinations to identify any contract cheating content submitted in assessments. Any suspected misconduct will be thoroughly investigated, and appropriate action will be taken

13.16 **Using Artificial Intelligence**

The use of Artificial Intelligence (AI) programs such as chatbots and content generators to produce work on a student's behalf and submit the work as if it is their own is a form of plagiarism and contract cheating, and thus Academic Misconduct. This includes:

- a. Importing content from an AI program without using quotation marks and/or identifying the source
- b. Making a copy of all or part of AI-generated content and presenting it as one's own
- c. Making extensive use of AI-generated content, either by summarising or paraphrasing any form of content by merely changing a few words, altering the order in which the material is presented or tweaking aspects of the content
- d. The use of the ideas of AI-generated content without acknowledgement of the source, or the presentation of work which substantially comprises the AI-generated content and which represents these as being the ideas of the student
- e. The use of AI-generated content as a basis for a piece of work, and changing the content or structure without identifying the source

UPIC reserves the right to use detection software or viva-style examinations to identify any AI-generated content submitted in assessments. Any suspected misconduct will be thoroughly investigated, and appropriate action will be taken.

Any student found to have engaged with an AI program and attempts to submit work that has been

prepared in part/entirety by the AI program as their own will be subject to disciplinary procedures (QS11 Student Disciplinary).

13.16 Examination Malpractice:

13.17 An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line the invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.

13.18 The candidate will then be supplied with new materials and permitted to continue the examination. The candidate is not expected to start the examination again.

13.19 On completion of the examination the invigilator will complete and submit a written report, (see Alleged Malpractice Form), to the College Director/Principal (CDP) along with the record of assessment removed and signed.

13.20 The CDP will then alert the CLTB and the candidate may continue through the examination period in the normal way pending further inquiry.

13.20 Procedures:

13.21 All cases of alleged assessment offence must be reported to the CDP or College Senior Academic Manager who in turn will inform the CLTB and the College Subject Access Panel.

13.22 The College Senior Academic Manager (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.

13.23 The College Senior Academic Manager will:

- a) Notify the student in writing of the alleged offence – a Letter of Allegation;
- b) Investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people;
- c) Inform the candidate in writing of the outcome of the investigation – a Letter of Resolution. Any other member of College or University staff are expressly forbidden from communicating such an outcome.

13.24 Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the CLTB either in writing to the College Senior Academic Manager (or nominee) within **five working days** of the date of the Letter of Resolution.

13.25 In a proven (see CPR QS11) case of plagiarism and/or collusion, where the offence is a first offence, a note will be made by the College Senior Academic Manager (or nominee) on the student's Academic Record (hard copy and on Navigate) and a written warning issued.

- 13.26 In all other cases the College Senior Academic Manager (or nominee) will make a report of an investigation and/or record of presentation of a student to the CLTB, and to the Chair of the relevant College Awards Board.
- 13.27 The CLTB may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion:
- a) The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student.
 - b) The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.
 - c) The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade.
 - d) Award 0% for the assessment in which the plagiarism/collusion occurred.
- 13.28 The CLTB may, at its sole discretion, impose any of the following penalties in a proven case of other academic misconduct (excluding plagiarism and collusion):
- a) Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade.
 - b) Reduce the mark/grade to the relevant pass mark/grade.
 - c) Award 0% for the assessment in which the academic misconduct occurred, for example a proven case of cheating in an examination.
 - d) Where the offence is due to use of a Ghost Writing service or essay bank then the College reserves the right to conduct a *Viva Voce* examination to assess the students' knowledge of the written work before any penalties are decided upon. The student will be informed in writing regarding the outcome of the investigation and about any penalties that are to be applied. The student has the right to appeal to the CLTB.
- 13.29 In determining the appropriate penalty to be imposed the CLTB will interview the student formally at which time the latter has the right to be accompanied by a nominated person.
- 13.30 The Chair of the CLTB will:
- a) Notify the student in writing of the action taken by the CLTB, and of his/her right to Appeal, (CPR QS10b Academic Appeal)
 - b) Make a full report of the action taken by the CLTB to the College Awards Board.

14 Viva Voce Examinations

- 14.1 Viva Voce examinations may be used in exceptional circumstances, including to aid decisions on the re-assessment of candidates with valid mitigating circumstance or in cases of suspected plagiarism.
- 14.2 In the rare instance that a viva voce examination is used, the Director of Academic and Student Services or nominee must be present along with a nominated examiner (normally a subject specialist or nominated moderator where an issue of unfair practice is under review; or the appropriate tutor for all

other situations). All outcomes and marking rationales must be reported to the following College Subject Access Panel and the Learning and Teaching Board.

15.0 Policy Review

This statement will be reviewed annually Navitas UPE Academic Board, unless there are internal or legislative changes that necessitate earlier review.

This policy was last reviewed on February 12 2020 by the Navitas UPE Academic Board

Appendix 1

Generic Assessment Criteria

Summative assessment methods are varied to ensure appropriate assessment of learning outcomes. These methods include: individual and group projects; open-book examinations; oral presentations; case studies and portfolios, debates and examinations.

College Generic Assessment Criteria:

Indicative Mark Band	Grade	
70 and above	A	Distinctive level of knowledge, skill and understanding which demonstrates a strong grasp of the concepts and principles and ability to communicate them in relation to the assessment event highly competently. Indications of independent and critical thinking in the application of ideas, graphical representations, personal insights reflecting depth and confidence of understanding of issues raised in the assessment event.
60-69	B	Level of competence demonstrating a coherent grasp of knowledge, skill and understanding of the assessment and ability to communicate them effectively. Displays proficiency in interpreting concepts and principles. The work uses graphs and tables to illustrate answers where relevant. Ideas and conclusions are expressed clearly. Many aspects of the candidate's application and result can be commended
50-59	C	Level of competence shows an acceptable knowledge, skill and understanding that is sufficient to indicate that the candidate is able to make further progress. The outcome shows satisfactory understanding and performance of the requirements of the assessment tasks. Demonstrates clear expression of ideas, draws recognisable and relevant conclusions
40-49	F1	Some evidence of basic competence but does not meet requirements of the assessment task and event. Some but insufficient evidence of basic acquaintance with relevant source material. Limited attempt to organise and communicate the response. Some but insufficient attempt to draw relevant conclusions
0-39	F2	The candidate's application and result shows that the level of competence being sought has not yet been achieved. The assessed work shows a less than acceptable grasp of knowledge, skill and understanding of the requirements and communication of the assessment event and associated tasks

Appendix A: Invigilator Guidelines

The Role of an Invigilator

Invigilators are employed to support the examination process throughout the year. Invigilators are required to ensure that exams are carried out according to the rules set out by the College and where appropriate, those of the University Partner.

A Chief Invigilator is appointed for each venue and has overall responsibility for the venue and all assisting Invigilators are required to report to them at all times. The Chief Invigilator is responsible for delegating the respective tasks including allocating the areas of the venue to be observed and looked after.

Assistant Invigilators should be available to assist the Chief Invigilator in the task of setting up each venue. It is therefore important to note that it is essential that all Invigilators be punctual and be in the venue not less than **30 minutes** before the start of an examination.

Both Invigilators must continuously observe students during the period of the examination. They are asked to be vigilant in monitoring students and walk quietly amongst the students in order to ensure that the examination is being conducted in the manner and procedure intended.

Invigilators are required to be attentive and watchful since students may require assistance at any time.

Invigilators should undertake their responsibilities conscientiously and quietly. They should avoid unnecessary talking or any activity that could prove distracting to the students.

Student Conduct in Examinations

All students sitting written examinations in the College are required to have proof of identity. This can be provided in the form of their Student ID card which is issued to them at enrolment.

Students unable to produce their ID card when requested by the Invigilator in the examination room may be allowed to continue as a student for the examination in question, provided they are able to produce other proof of identity i.e., passport or photographic driving licence. Alternatively, they should write their date of birth on their attendance slip.

Students **must not have in their possession** in the examination room, nor make use of any book, manuscript, electronic calculator, or any other aid that is not specifically allowed in the rubric of the examination paper. If calculators are permitted, they must not contain any user-recorded data or program and must be incapable of electronic communication. The calculators must be labelled with a College logo sticker. If a calculator does not have a sticker or the sticker has been tampered with, then this calculator is not allowed during an examination.

Students are only allowed to take permitted aids for their examination into the examination venue. These aids, such as pencils, pens and rulers, must be carried in a clear and transparent pencil case or poly pocket which can be examined by the Invigilators on entry to the examination venue. However, whilst students are seated, all the writing implements must be removed from a case and the case should be placed on the floor beneath the desk.

No mobile phones are allowed into the examination rooms. Students found in possession of a mobile phone or any other prohibited electronic device (such as smart watches) will be reported to the College Director/Principal following the normal reporting procedures. The Invigilator must call another Invigilator to be present once the

device has been noticed. Students should not be prevented from continuing their examination as any decision relating to plagiarism will be decided at the College Progression Board.

Before the Start of an Examination

The Chief Invigilator should collect examination papers, seating plans and other material from the lead College Academic Services staff member not less than **30 minutes** before the examination is due to start.

For any exams held outside of the College, the examination papers will be taken there directly by a representative of the College.

Examination papers should be distributed in accordance with the seating arrangements supplied for each examination room. Invigilators must ensure that each desk allocated has on it:

- Answer books
- Attendance slips
- Appropriate question papers
- Any other material in accordance with the set of instructions within the rubric

Special care must be taken to ensure that the instructions on the rubric are adhered to e.g., regarding the use of calculators and access to dictionaries.

Students should be admitted at least **10 minutes** early so that they can be in their places by the time scheduled for the start of the examination, provided that the room is completely ready.

When students are seated, they should be informed of the following:

- To check that they are sitting at the appropriate desk and have the correct question paper
- That they should complete the attendance slip immediately
- Read all the instructions on the cover of the examination book and question paper cover
- Complete all sections on the front of the answer booklet
- Be warned of the consequences of plagiarism or unfair practice
- Reminded that it is an offence to take any unauthorised books, notes, etc., to their desks
- That they should not remove pages from the examination books. If they need to make rough notes, they should do so in the examination book and strike it through at the end
- How to proceed and the location of the assembly point in the event of a fire alarm

The Chief Invigilator will read out the Invigilator Announcement Sheet to ensure all students are aware of what constitutes unfair practice.

Starting an Examination

Invigilators should allow a few minutes for the students to settle down and to complete their attendance slips whilst a Chief Invigilator is reading the announcement. The examination should be started formally by means of an announcement: **“you may now begin writing”**.

During the Examination

Attendance Slips

Attendance slips should be collected in one operation, systematically in groups corresponding to each examination paper. As each attendance slip is collected, the name should be checked against the student's ID card. The slips should then be checked against the official student list provided for the examination and a note made of those who were present and absent.

Examiners Visiting Examination Rooms

It is a College requirement that the member of staff responsible for a particular examination question paper, or a deputy, should visit each room in which that paper is being taken, preferably during the first **10 minutes** of the session. This visit is primarily to sort out any queries for the students and to ensure that the Invigilators are familiar with any special requirements.

Examiners should also leave with the Invigilators' precise information as to how they can be contacted later, in the event of queries arising from the papers, and should ensure that they remain available at this point throughout the duration of the exam.

Examiners need not remain in the examination venue for the entire duration of the examination.

Invigilation Form

For each paper being sat in an examination room, the title, module code and number of students should be entered on the invigilation form provided. The number of students present for each examination can be obtained by counting the attendance slips. Extra care must be taken when more than one module is being examined.

Entry to or Leaving of Examination Room

No student is allowed to enter the room **after** the examination has been in progress for **30 minutes**. No student may leave the room **until** the examination has been in progress for **30 minutes**. It is desirable that no student leaves the examination room in the **final 30 minutes** of an examination since movement during this period may cause disturbance to other students still in the examination room. Under special circumstances, Invigilators shall act according to their discretion on when a student can leave the venue.

Action in Various Contingencies

The Invigilator, preferably in the presence of a witness, shall inform a student suspected of engaging in any unfair practice or assisting other students, that the circumstances will be reported. Students so warned will be allowed to continue with their exam and with subsequent examinations without prejudice to any decision which may subsequently be taken.

The Invigilator shall, where appropriate, retain evidence relating to the suspected unfair practice. Invigilators suspicious of any malpractice are advised to implement the above regulations and report the matter to the lead College Academic Services staff member without delay.

If, in the opinion of an Invigilator, a student is causing a disturbance or has been observed acting in breach of a regulation e.g., talking to or communicating with another in an examination, they shall be required to leave the venue. The student will not be readmitted for that examination and the incident will be reported to the lead College Academic Services staff member.

Any suspected unfair practice or disruptive behaviour must be reported on the appropriate report form and the student given a written warning using the relevant form.

If, for example, an alarm bell should occur after the start of the examination, the Chief Invigilator must instruct students to leave the examination room in an orderly manner leaving their examination papers and scripts on their desks. Students should assemble at the most convenient point, well away from the building to await further instructions. All possible steps should also be taken by the Chief Invigilator to preserve the security of the room (see instruction sheet in exam envelope).

During the time that the students are out of the examination, they should be instructed not to communicate with each other, especially not to discuss the examination paper, nor should they be looking at revision notes.

At the End of the Examination

At the end of the appropriate period, students should be formally asked to stop writing. They should be informed by the Chief Invigilator to ensure that:

- Their names appear on each answer book used
- All the materials should be placed inside of the answer books used
- All answer books are left on desks
- They must remain seated in silence until **all** examination scripts have been collected and the Chief Invigilator announces that they may leave the examination venue

As soon as the room is cleared, only the Invigilators and or a representative of the College shall be allowed in the room. If a porter mans the College's examination room, the door can be locked to ensure non-entry.

The examination scripts in each group should be counted and the number of scripts checked against the number of students previously entered on the invigilation form. The Chief Invigilator must only sign the invigilation form when all scripts have been accounted for.

Collection of Scripts

Examiners or their representatives may collect scripts for marking from the examination room. However, they have been reminded that they will not be allowed into the examination rooms at the end of the examination's sessions until after the Chief Invigilator is satisfied that **all** scripts are checked and accounted for. Once the doors are unlocked, scripts may be collected from the exam room, but each collector must provide proof of identity and sign the invigilation form for the scripts collected.

Uncollected Scripts

All uncollected scripts (with unused question papers), together with the list of students, all attendance slips and Invigilator forms, **must** be returned to the Academic Services Office at the College.

Emergencies

If you need to contact the College in an emergency, the main line is xxxxxxxxxxxx. The numbers below may also be of use to you:

Student Services Office

xxxxx xxxxxx

Duty Student Services Officer
Manager of Academic Services

XXXXX XXXXXX
XXXXX XXXXXX

Additional Notes for Chief Invigilators

When students are seated, they should be told the following:

- To check that they are sitting at the appropriate desk and have the correct question paper
- Warned of the consequences of using any unfair practice and reminded that it is an offence to take to their desks any unauthorised books, notes and paper or to communicate (by talking or by other means) with other students
- That no mobile phones are allowed in the venue and if any have been brought in inadvertently, they should immediately be handed in to the Invigilators
- That the College always takes allegations of unfair practice seriously and all such cases are reported to the Superintendent of Examinations for action
- To complete **all the sections** of the front page of their examination books. They should pay particular attention to entering their names in full and their College and/or University ID number
- That they must remain seated in silence until all examination scripts have been collected and the Chief Invigilator announces that they may leave the examination venue
- Students should be reminded when there are **30, 15 and 5 minutes remaining** for the examination
- Invigilators must observe students during the period of the examination. They should be vigilant in monitoring students and periodically walk amongst the students in order to ensure that the examination is being conducted in the manner and procedure intended
- If in the opinion of the Invigilator, a student is causing a disturbance or has been observed acting in breach of a regulation e.g., talking to or communicating with another in an examination, they shall be warned. If the student continues to be disruptive or continues to act in breach of the regulations, they shall be required to leave the venue. The student will not be readmitted for that examination and the incident will be reported to the College Director/Principal
- Invigilators must read and note the instructions on what to do in case of fire or other emergency (copy in exam envelope)

Example Invigilator's Announcement at Beginning of Examination

The announcement in italics below should be read out as the students enter the examination room:

Please leave all bags and coats to the side or back of the examination room. Only writing materials and calculators where permitted are to be taken to your desk. Do not take mobile phones or any other electronic devices to your desk. Ensure mobile phones are switched off. Coats or cardigans are not to be placed in your lap or on the back of your chair.

To be read when all students are seated:

- Good morning / afternoon, students. May I remind you of the key examination rules
- Should there be an alarm, please leave everything on your desk and vacate the building by the nearest exit (*point them out*).
- Do not stop to pick up your bags or coats
- Please check that you have the correct examination paper in front of you and read the instruction on the cover page of the paper
- Please place your College/University card face-up on your desk. If you do not have your card or any other form of photo ID, raise your hand to alert an Invigilator
- Please complete your examination attendance slip - including your desk number - and leave it at the top right corner of your desk for collection by an Invigilator
- Please fill in the front cover of your answer booklets. Please put your name and College Student ID number on graph paper or a multiple-choice question booklet that you intend to submit
- You must not do anything that causes unnecessary distraction to other students. If you have bottles of drink, please open them before the examination begins
 - (Note: *If the examination is being sat in a room with electrical equipment e.g., computers, no drinks are allowed*)
- If you require anything during the examination or wish to leave early, please remain in your seat, raise your hand and wait for an Invigilator to come to you
- You may not leave the examination in the first **30 minutes** or the final **30 minutes**. I shall inform you when there are **30, 15** and **5 minutes** left
- Do not speak when leaving the venue. This includes saying goodbye to friends. You will be jeopardising yours and your friends' examination
- No examination stationery or question papers are to be removed from the examination room
- Any rough notes should be made on the back cover of your answer booklet. Please do not make rough notes on the exam questions scripts provided
- All writing implements you require should be taken out of your pencil case, if you have one, and the case placed on the floor beneath your desk. Calculator cases should also be placed on the floor
- Once the examination has started, talking or communicating between students in any way will be dealt with promptly under the regulations for examination offences. The offender's script will be endorsed at the point the offence occurred and a report will be forwarded for consideration by the College Learning and Teaching Board
- Make sure you do not have any notes written on your person, including written notes on your legs, arms or hands. If you do, you must wash them off immediately
- You are reminded that if you have a mobile phone, smartwatch or any other electronic device at your desk please hand it to an Invigilator now for supervision during the examination. If you have any other unauthorised materials at your desk, such as personal revision notes or any notes made on paper, you *must* hand them to an Invigilator. If you are discovered with unauthorised materials at your desk once the examination has started, a report will be made for consideration by the College Learning and

Teaching Board

- You may now begin writing

Invigilator's Announcement During / at End of Examination

(When there are **30 minutes** remaining)

You have **30 minutes** left.

(When there are **15 minutes** remaining)

You have **15 minutes** left.

(When there are **5 minutes** remaining)

You have **5 minutes** left.

(At the end of the examination)

Please stop writing:

- Please check that you have completed the front cover of your answer booklet
- Please ensure that you have filled in the front cover of your answer booklets and any graph paper or a multiple-choice question booklet you intend to submit
- Please secure your graph paper and question paper **INSIDE** your answer booklet. Do not attach anything outside of the booklet
- Please ensure your question paper is kept apart from your answer script as it must be collected separately by the Invigilator
- When you leave, please put all your waste in the bins provided
- (When ready) - Thank you students. If you have had any items removed by the Invigilators, please collect them as you leave the room
- You may now leave