



LEEDS  
BECKETT  
UNIVERSITY

# Academic Regulations Education and Assessment

## Section 3

[leedsbeckett.ac.uk](http://leedsbeckett.ac.uk)

## Section 3

### Education and Assessment

Originating Department:	Quality Assurance Services
Enquiries to:	<a href="mailto:gas@leedsbeckett.ac.uk">gas@leedsbeckett.ac.uk</a>
Approving Body:	Academic Board
Last Approved:	4 July 2018
Next due for approval:	July 2019
Document Type	Regulation
Target Audience:	Relevant for all University staff and students and of particular relevance to  Deans of School, Heads of Subject, Course Directors, Module Leaders; other academic staff, professional services staff, students, collaborative partners and external examiners.

## Contents

3.1	Purpose .....	1
3.2	General Principles of Assessment .....	1
3.3	Types of Assessment .....	2
3.4	Module Assessment .....	2
3.5	Course Assessment .....	3
3.6	Marking Conventions .....	3
3.7	Classification .....	3
3.8	Awards Accredited by Professional, Statutory or Regulatory Bodies .....	4
3.9	Feedback on Assessed Coursework .....	4
3.10	Retention of Assessment Records .....	4
3.11	Submission of Assessment .....	5
3.12	Penalties for Late Submission .....	5
3.13	Extenuating Circumstances .....	6
3.14	Request for an Appeal Hearing .....	6
3.15	Responsibilities of Students .....	6
3.16	Disabled Students: Alternative Assessment Arrangements .....	7
3.17	Leeds Beckett University Students Studying in Other Institutions .....	7

# Section 3: Education and Assessment

## 3.1 Purpose

Courses leading to awards of the University operate within a modular framework. Modules are located at each level of a specific course and may be core to that course, or optional (providing an opportunity for specialisation, for example). Courses are examined, through the process of validation, to ensure that they present a coherent structure wherein the achievement of specific learning outcomes at module level contributes to the achievement of the learning outcomes at a specific level, and for the overall award.

Achievement of these learning outcomes is measured through assessment (which may relate to a part of a module, an individual module, or a number of modules within a specific level). Assessment may contribute, directly or indirectly, to the final level of achievement for the overall award. The level of achievement within specified modules will lead, where appropriate, to the classification of an award overall.

## 3.2 General Principles of Assessment

- a) Assessment of a student's work is a matter of academic judgment, not simply of computation.
- b) Academic judgments of examiners cannot, in themselves, be questioned or overturned.
- c) All modules will be assessed.
- d) All learning outcomes of each module must be assessed.
- e) Courses will operate a sufficiently varied diet of assessment to be able to demonstrate students' skills development and differing learning styles.
- f) All assessments will operate within a schedule which is made clear to students at the beginning of the module.
- g) Submission of an assessment indicates that the student considers themselves fit to undertake that assessment.
- h) Students with registered disabilities may have alternative assessment arrangements provided to them.
- i) All assessments will carry a penalty for late submission, unless there is an agreed extension of a deadline in advance of submission.
- j) All assessments must be submitted with due attention to issues of academic integrity and good academic practice.
- k) All assessments will be returned with feedback within an agreed period of time.

- l) Assessments will be subject to internal moderation and, where appropriate, made available to external examiners.
- m) Copies of assessed work will be retained in line with the University's retention policy.
- n) Assessment practices will be fair and consistent, within, and across, courses.
- o) The language of assessment for all modules and awards of the University is English.
- p) Students will be provided with information and resources on the nature of unfair practice. They will be informed of the consequences of breaching the regulations in respect of academic integrity.
- q) All courses leading to awards at levels 5-8 of the *Framework for Higher Education Qualifications* will be subject to external examination.

### 3.3 Types of Assessment

Assessment falls into two types.

1. Coursework:
  - a) Essay, report or other written assignment.
  - b) Dissertation or project.
  - c) Practical skills assessment.
  - d) Portfolio.
2. Examination:
  - a) Timed examination.
  - b) Take-away paper.
  - c) Formal presentation or *viva-voce* examination.
  - d) Set exercise, quiz or multiple-choice test.
  - e) Practical assessment (where invigilated).

### 3.4 Module Assessment

- a) The overall pass mark for a module is 40%, unless a higher mark is required by a Professional, Statutory, or Regulatory Body.
- b) The assessment diet will relate to the learning outcomes of the module, the level at which it is assessed and to the volume of credit being assessed.
- c) Modules may be assessed on the basis of overall aggregate pass-mark, weighted differentiation between assessments or may focus on one (or more) units of assessment.
- d) All module assessment will be capable of differentiating the achievement of individual students.

### 3.5 Course Assessment

- a) All courses will have a modular structure which defines those elements which are compulsory and must be passed in order to achieve the final award.
- b) All courses will identify those modules that will be assessed, including any assessed work experience or placement activity.
- c) Progression at each level of a multi-level award will be dependent on successful completion at that level.
- d) All courses will follow a common model of classification (whether for honours for Bachelors awards, or for the award of Merit or Distinction, in other relevant awards).
- e) Module Boards and Progression and Award Boards will make decisions on module marks, progression, reassessment and classification and conferment of awards.

### 3.6 Marking Conventions

The University adopts the following conventions for: the marking of assessed work for an award of the University and to assist Progression and Award Boards in determining honours degree classification.

A	70%+	First Class
B	60-69%	Upper Second Class
C	50-59%	Lower Second Class
D	40-49%	Third Class
F1	30-39%	Fail
F2	15-29%	Fail
F3	below 15%	Fail

Marking conventions will be supported by guidance issued by Quality Assurance Services.

### 3.7 Classification

#### Honours Degree Classification

In determining the class of Bachelor Degree with Honours to be recommended, a Progression and Award Board should take account of the weighted average of the best 100 credits at levels 5 (25%) and 6 (75%) in relation to the marking conventions above.

#### Upgrade of Borderline Performance

If the final weighted average for an award is within 2% of the boundary for classification (#8/#9) then a class of award will be upgraded provided that 50% or more of the credit achieved at level 6 is in the higher classification (unless this is prohibited by the regulations of a Professional, Statutory or Regulatory Body).

### **Distinction and Merit**

Awards of Distinction and Merit may be made in respect of all awards except an honours degree (see Progression and Award regulations).

### **3.8 Awards Accredited by Professional, Statutory or Regulatory Bodies**

For awards accredited by professional, statutory or regulatory bodies, students must:

- a) fulfil the requirements of an award of the University;
- b) fulfil any further requirements for accreditation specified by the professional, statutory or regulatory body. Both staff and students must be made aware of the specific requirements to be fulfilled in order to obtain the accredited award.

Students failing to achieve the specific assessment requirements for awards accredited by professional, statutory or regulatory bodies will be advised of alternative courses of study available within the University.

### **3.9 Feedback on Assessed Coursework**

Students will be informed of:

- a) the feedback they can expect;
- b) the date by which this will be provided;
- c) the format in which the feedback will be communicated.

Feedback will vary with the assessment task in question. Forms of feedback on assessed work may include the following:

- a) oral feedback.
- b) written comment.
- c) provisional marks indicated on scripts/submission.
- d) the final ratified mark.

### **3.10 Retention of Assessment Records**

#### **Period of Retention**

A sample of major coursework assessment will be retained until one academic year after the student or students have finished their course in the University.

### **Samples Retained**

Normally this will be two samples from each of the classification divisions and two samples of failures. A photographic record of artefacts may be kept where appropriate.

### **Secure Storage**

Arrangements for the secure storage of these samples must be in accordance with the University document retention policy.

## **3.11 Submission of Assessment**

The arrangements for the submission of assessed work will be clearly notified to students. Arrangements may vary across the University. The University requirement is that they should be secure and prevent, in so far as possible, a student being able to claim that a piece of work was handed in without such a claim being verifiable.

## **3.12 Penalties for Late Submission**

The penalties for late submission of assessed coursework will be clearly notified to students. Students are expected to submit work on time, but where a student has failed to submit assessment(s) by the prescribed date without good cause they will be penalised as given below. *Any work not submitted within these limits may not be submitted at that opportunity.*

“Days” include weekdays and include vacations, but exclude weekends, bank holidays and other days when the University or designated collaborative institution is closed.

### Full-time Students

1 day late: 5 marks will be deducted from the mark achieved by the student.

2 to 9 days late: a further 5 marks will be deducted from the mark achieved by the student for every day on which the work remains unsubmitted.

10 days late: a mark of zero will be recorded.

### Part-time Students

1 to 2 days late: 5 marks will be deducted from the mark achieved by the student.

3 to 10 days late: a further 5 marks will be deducted from the mark achieved by the student for each *two* days on which the work remains unsubmitted (i.e. 5 marks for days 3-4; 5-6; 7-8; 9-10).

11 days late: a mark of zero will be recorded.

Cases of persistent late submission will be brought to the attention of the Progression and Award Board or Module Board by the Module Leader.

Where work for reassessment is submitted late, the work will be marked, a late penalty applied in accordance with the conventions above and then the work will be capped for reassessment.

### **3.13 Extenuating Circumstances**

Students will be clearly advised that it is their responsibility alone to draw to the attention of the Progression and Award Board any extenuating circumstances which they think may have affected their performance and to adhere to the procedures for doing this.

### **3.14 Request for an Appeal Hearing**

Information about how and when to submit a request for an appeal may be found on the Academic Regulations website.

### **3.15 Responsibilities of Students**

It is the responsibility of students to comply with the University's regulations. Students should note these responsibilities in particular:

- a) to ensure that they are aware of examination dates and coursework submission dates.
- b) to attend examinations and submit work for assessments as required.
- c) to request an extension to an assessment submission deadline if necessary.
- d) to provide to examiners in advance of their meetings any relevant information on personal circumstances which may have affected their performance and which they wish to be taken into account.
- e) to request an appeal hearing if necessary.
- f) to avoid plagiarism and other forms of unfair practice.

Students should be aware of the following potential consequences of failure to meet their responsibilities in assessment:

- a) in the event of failure to attend examinations or submit work for assessment without good cause, examiners have the authority to deem the student to have failed the assessment(s) concerned.
- b) in the event of failure to provide information in advance on extenuating circumstances that they wish examiners to take into account, where there is no valid reason for this not being provided, any request for an appeal hearing on the grounds of these circumstances will normally be rejected.

### **Definition of a Non-Compliant Submission of Coursework**

Non-compliant submission of coursework is that submission of materials consisting only of information that identifies the student. In the event of non-compliant submission, the student will receive a non-submission outcome for the assessment (NS).

### **3.16 Disabled Students: Alternative Assessment Arrangements**

Disabled students may be assessed under alternative assessment arrangements. These will be provided only where the alternative arrangements have been agreed under the provisions of the Code of Practice: Disabled Students. University guidance on Inclusive Assessment may be found [here](#).

### **3.17 Leeds Beckett University Students Studying in Other Institutions**

Leeds Beckett University students may study in other institutions, including institutions in other countries, either as a requirement of their course or as an optional module or component of their course.

In such cases the assessment will be specified in the course documentation. The assessment will be conducted either according to the co-operation agreement between the universities or according to the regulations and procedures of the host institution.

Students of the University will normally only be awarded appropriate credit for study undertaken in other institutions. In such cases their final award classifications will be based solely on the marks/ grades earned for study at Leeds Beckett University itself. By exception only, marks/ grades achieved for specific study in other institutions may contribute to the classification of University awards.

Information about any such arrangement will be detailed in the relevant course document, specified at validation for assessment and communicated to students before they commence any study in another institution.