

ACADEMIC PARTNERSHIPS

UNDERGRADUATE RULES OF ASSESSMENT:

KAPLAN OPEN LEARNING

Academic Year 2012-2013

Students will be considered under the Rules that are current at the time the Exam Board meets.

A. In respect to all awards offered by Kaplan Open Learning, and in addition to the University of Essex Rules

In the event that a student does not complete a module they have started

- A.1. If the module is substantially incomplete (usually no more than 6 weeks completed study) and a Leave of Absence has been agreed:
 - A.1.1. The incomplete module will not be treated as a fail.
 - A.1.2. Marks earned in the first 8 weeks of the module cannot be re-instated when the module is started for a second time. Work submitted during the first period of study cannot be re-submitted when the module is restarted.
 - A.1.3. For work based learning modules, it will be at the module leader's discretion, taking into account the student's employment situation, whether or not an entirely new project needs to be used when the module is started for a second time.
- A.2. If the module is substantially complete (usually more than 6 weeks completed study) or a Leave of Absence has not been agreed, marks for the module will be considered by the Board in the normal way.

Progression

- A.3. In the event that a student does not complete a minimum of 15 credits in any 12-month period of study and there are no substantiated extenuating circumstances, the student will be required to withdraw from the course.

B. In respect to all Foundation degrees offered by Kaplan Open Learning

PROGRESSION

B.1. In addition to the standard rules of progression

- B.1.1. Students that complete level 4 (Stage One) and wish to proceed to level 5 (Final Stage) at the earliest opportunity and before the next scheduled examination board may commence level 5 on a provisional basis subject to the following conditions being satisfied:
 - a. All level 4 modules must have been completed and the internal examiners are satisfied that the provisional marks would ensure that the student will achieve 120 credits
 - b. At least 60 credits have previously been approved by an examination board

- B.1.2. If, after the end of level 4 examination board has met, the student has not met the requirements to progress, the student's level 5 studies will be suspended pending successful completion of level 4 (Stage One). If any level 5 credits have already been completed they may be presented to the board at which the completed level 4 credits will be considered.
- B.2. In order to progress from Stage One to the Final Stage students must:**
- B.2.1. achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section B.5]
- and**
- B.2.2. pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- End of Stage Examination Boards may also be used as progression boards for part-time students, and re-submission opportunities considered.
- B.3. If a student does not meet the requirements to progress**
- B.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.3.3. Students who fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.3.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.4. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- B.4.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment, prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.4.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module prior to the next academic Stage, in order to fulfil the requirement to progress. Marks will be capped at 40%.
- B.4.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.4.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- B.4.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.5. Following reassessment, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board will treat the fail in the following way:**

- B.5.1. Where the module aggregate mark is in the range 35%-39% and the mark for the stage is 45% or above, the student will be permitted to proceed to the next stage of study. The credits will be awarded.
- B.5.2. Where the module aggregate mark is in the range 20%-34% and the mark for the stage is 40% or above, the student will be permitted to proceed to the next stage of study. However, the credits will not be awarded and the student will not be permitted to fail any more credits towards their award. Where a student has not had three attempts at the assessment for the Stage, the Board will offer the student the choice of either undertaking reassessment in Stage One or proceeding to Stage Two carrying the fail.
- B.5.3. Students will not be permitted to transfer to a course which regards the failed modules as core.

ELIGIBILITY FOR AN AWARD (Final stage of Foundation Degree)

- B.6. For the award of a Foundation degree, 240 credits must be attempted, of which 225 credits must be passed.
- B.7. To be eligible for a foundation degree, students must:
 - B.7.1. attempt 120 credits in the Final Stage and pass at least 105 credits at level 5 or above:
 - a. where only 105 credits are passed at Stage One, 120 credits must be passed in the Final Stage.
 - b. where 120 credits are passed in Stage One, a minimum of 105 credits must be passed at level 5 or above in the Final Stage, including any work-based learning credits (work placement credits).

and

 - B.7.2. pass core modules and meet any additional requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- B.8. **If a student does not meet the requirements for a Foundation Degree:**
 - B.8.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
 - B.8.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
 - B.8.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.
 - B.8.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
 - B.8.5. In respect to students on the FdA Business & Management, FdA Marketing & Sales Management and FdA Leadership & Management only, the student will be considered for the award of a Diploma in Higher Education if the student has not passed the level 5 work-based learning credits (work placement credits), if:
 - a. 225 credits have been achieved, including a minimum of 120 at level 5

and

 - b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed

- B.8.6. If 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- B.8.7. If 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education
- B.9. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- B.9.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- B.9.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- B.9.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- B.9.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- B.9.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- B.9.6. In respect to students on the FdA Business & Management, FdA Marketing & Sales Management and FdA Leadership & Management only, the student will be considered for the award of a Diploma in Higher Education if the student has not passed the level 5 work-based learning credits (work placement credits), if:
- a. 240 credits have been achieved, including a minimum of 120 at level 5
 - and**
 - b. all core modules and approved alternatives to the 30 credits of work-based learning credits have been passed
- B.9.7. If 120 credits have been achieved at level 4 or above, the student will be considered for the award of a Certificate of Higher Education.
- B.9.8. If 60 credits have been achieved at level 4, the student will be considered for the award of a Certificate of Continuing Education

AWARD CLASSIFICATION FOR FOUNDATION DEGREES

- B.10. Foundation degree awards are classified on the completion of Stage Two, using an arithmetic average of Stage Two marks only (weighted according to the credit weighting of the modules) as follows:

<u>Degree mark</u>	<u>Class</u>
70% and over	Distinction
60% - 69%	Merit
40% - 59%	Pass
under 40%	Fail

C. In respect to all BA(Hons) year 3 courses offered by Kaplan Open Learning

ELIGIBILITY FOR AN AWARD (Final stage of Honours degree)

- C.1. **For the award of an Honours degree, a total of 360 credits must be attempted, of which 330 credits must be passed.**
- C.2. **To be eligible for an Honours degree, students must:**
- C.2.1. attempt 120 credits in the final stage and pass at least 90 credits at level 6:
- a. where a maximum of 30 credits have been failed across Stage One and Stage Two, 120 credits must be passed in Stage Three (final year)
 - b. where 120 credits have been passed at both Stage One and Stage Two, a minimum of 90 credits at level 6 must be passed in Stage Three (final year)
- and**
- C.2.2. pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.
- C.3. **Students progressing from Foundation degrees to the final Stage of Honours degrees**
- C.3.1. For the award of an Honours degree for students with a University of Essex Foundation Degree, a minimum of 105 credits must be passed in Stage Two (the final Stage of the Foundation degree). A minimum of 210 credits must be passed over Stage Two and Stage Three (final year) combined.
- C.3.2. For the award of an Honours degree for students with a Foundation Degree awarded by another institution, 120 credits must be passed in Stage Three (final year).
- C.3.3. For the purpose of considering whether a student will be permitted to repeat Stage Three, the Board of Examiners will regard Stage Three as a new award.
- C.4. **If a student does not meet the requirements for an Honours degree:**
- C.4.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- C.4.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.
- C.4.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.
- C.4.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.
- C.5. **When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:**
- C.5.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.
- C.5.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.

- C.5.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.
- C.5.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.
- C.5.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

AWARD CLASSIFICATION FOR HONOURS DEGREES

C.6. Results for Honours degrees are calculated by two methods, known as 'Dominant Quality' and 'Arithmetic Average'. Students will receive the more favourable degree class of the two. The results from both methods are published on the grid presented to Boards of Examiners. Class is based upon Stage Two and Three marks.

C.7. Arithmetic Average

Stage marks from Stage Two and Stage Three are weighted 40% and 60% respectively and combined to give a **degree mark**. The degree mark is used to calculate a degree class as follows:

<u>Degree mark</u>	<u>Class</u>
70% and over	Class 1
60%-69%	Class 2.1
50%-59%	Class 2.2
40%-49%	Class 3
under 40%	Fail

C.8. Dominant Quality

The number of modules in each class in the second and in the final Stage is assessed in order to determine the dominant quality of the student's work:

Class 1

Minimum number of credits at Class 1: **120**

Maximum number of credits below Class 2.2: **0**

Class 2.1

Minimum number of credits at Class 2.1 or above: **150**

Maximum number of credits at Class 3: **90**

Maximum number of failed credits: **0**

Class 2.2

Minimum number of credits at Class 2.2 or above: **150**

Maximum number of failed credits: **30**

Class 3

Maximum number of failed credits: **30**

C.9. **For students progressing from a University of Essex Foundation degree to the final Stage of a University of Essex Honours degree**, the marks from Stage Two of the Foundation degree are used in the calculation of the Honours Degree. Stage marks from Stage Two of the Foundation degree and from the final Stage are weighted 40% and 60% respectively (Arithmetic Average). The Dominant Quality is calculated as for the Honours degree (above).

C.10. **For students progressing from Foundation degrees at other institutions into the final Stage of an Essex Honours degree**, the final Stage marks only will be used in calculating the degree classification and only the arithmetic **average method will be used** (weighted according to the credit weighting of the modules which contribute to the final-stage mark).

D. In respect to all Certificates of Continuing Education offered by Kaplan Open Learning

ELIGIBILITY FOR AN AWARD

D.1. To be eligible for a Certificate of Continuing Education (Cert CE) students must:

D.1.1. pass 60 credits at level 4

and

D.1.2. pass core modules and meet any relevant requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

End of Stage Examination Boards may also be used as progression boards for part-time students, and re-submission opportunities considered

D.2. If a student does not meet the requirements for a Certificate of Continuing Education:

D.2.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.

D.2.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.

D.2.3. Students who fail to achieve sufficient marks in an optional module, may choose an alternative optional module.

D.2.4. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

D.3. When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:

D.3.1. Where a student has failed a module with a score of 20% or above, he/she must undertake the necessary assessment. Marks will be capped at 40%.

D.3.2. Where a student has failed a module with a score of below 20%, he/she must repeat the module. Marks will be capped at 40%.

D.3.3. Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress, may choose an alternative optional module.

D.3.4. Where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, and where there are no alternative optional modules, he/she would be required to withdraw from the course.

D.3.5. Where the whole Stage mark is below 20% and the student has no substantiated extenuating circumstances, he/she must withdraw from the course.

AWARD CLASSIFICATION FOR CERTIFICATES OF CONTINUING EDUCATION

D.4. A Certificate of Continuing Education is unclassified. The student will receive a transcript of marks.