

Section B Assessment regulations

1 General principles of assessment¹²

- 1.1 The purpose of assessment is to enable students to demonstrate that they have fulfilled the appropriate learning outcomes of their course of study and that they have achieved the standard required for the award(s). Course-specific regulations will relate the assessment requirements of each course to its learning outcomes.
- 1.2 Please see the [Assessment and Feedback policy](#) which covers assessment design, scheduling and information to students, marking and moderation, feedback and management of the assessment process.
- 1.3 Please see the [Double Marking and Moderation of Summative Assessment policy](#) which covers double marking of assessments, moderation of marks, internal verification of assessment tasks and marking criteria.
- 1.4 Anonymity in assessment should be employed for all levels of all undergraduate and postgraduate summative assessment of taught courses (where appropriate) such that the student's identity remains unknown throughout the assessment process. Where the pedagogical processes related to the assessment task results in the assessor recognising the student and/ or work for assessment, marking should be undertaken on a 'known' basis and the assessment not be subject to anonymity. All assessments exempt from this policy require approval by the SQSC and reports of these exemptions will be available via the Curriculum Management System.
- 1.5 The normal assessment methods may be varied for students with a disability to ensure that they are assessed only against the relevant assessment criteria (**refer Section G**).

In addition, any student whose performance is affected by exceptional circumstances may be permitted to be reassessed without penalty, to ensure that the appropriate level of performance is recorded (**refer Section B5**).
- 1.6 The University has an approved [Policy on support for high performance athletes](#), including specific guidance on examination and assessment for such students.

2. Assessment requirements

- 2.1 Students' registration on the award will be regarded as their intention to attempt the associated assessment(s).

A student who registers for a module will be deemed to have attempted the module unless notice of withdrawal has been given in writing by the date published by the School for withdrawal from module registration.
- 2.2 Where a specific level of attendance is required to be eligible for assessment in a module, this should be clearly stated in Course/Module Handbooks and agreed at validation or periodic review of the course.

¹² All modes of assessment, including coursework and examinations.

2.3 Submission of work for assessment (including late and non-submission)

2.3.1 Students should be provided with the following information in Course/Module Handbooks:

- i. how work for assessment should be submitted for marking. This will be e-only submission where practicable¹³. Where there are exceptions, information on the place/person to which the work should be submitted should be provided. Work for assessment should not be emailed to individual members of staff;
- ii. the components in which a referral is not possible because of the nature of the assessment task;
- iii. where appropriate, the learning contract for the module.

The operation of eSubmission at module level should comply with the University's [Electronic Management of Assessment \(EMA\) guidelines](#) and the GEAR for Taught Courses.

2.3.2 Students must submit all work for assessment in the manner and by the date previously notified to them, unless an extension to deadline has been granted (**refer Section B4**). A designated person shall be responsible for ensuring that all formally assessed work submitted by students is recorded (the recording may be delegated to, for example, a team of staff in a School Office).

2.3.3 Assessed work submitted after the published submission deadline will be considered a late submission and will be subject to a standard penalty (unless requests for additional consideration are upheld). Students submitting work within two weeks after the submission deadline¹⁴ (or the last working day immediately prior to the feedback date where this is shorter than two weeks) can be provided with feedback. Beyond this date assessed work should not be accepted and a non-submission recorded (0%). The penalty for submitting work late should be applied to the late work not the module and the work should be capped at the module pass mark i.e., 40% for undergraduate and 50% for postgraduate, or the actual fail mark recorded. Where a single assessment task, for which one mark is awarded, comprises a number of components which are to be submitted together the whole assessment will be deemed late if one of the required components is late. Where, however, the individual components are subject to different hand-in dates (e.g. sequential submission of tests or elements of assessment) the late penalty will only apply to the individual late component and not to the whole assessment task.

There is no entitlement to submit late for the submission of deferred or referred work (i.e., retrieval work).

In accordance with the University's Electronic Management of Assessment guidelines (**refer Section B2.3**), a late submission point should be set up to identify work submitted after the deadline. Where a hard copy of the work is submitted, the member of staff recording the work submitted late will attach to the work the University proforma ARGEAR 2. The mark or grade reflecting the actual level of

¹³ Turnitin accepts single files in Word, PDF or RTF formats; the MyStudies Assignment tool accepts multiple files and all other file formats.

¹⁴ This includes a new submission deadline following an agreed extension to deadline.

performance may be awarded for the work if the Course Examination Board determines that the late submission was due to an upheld request for additional consideration.

- 2.3.4 Failure to submit work for assessment (non-submission) will be deemed to constitute failure in that assessment and a mark of 0% or the lowest fail grade will be recorded, unless the student submits a request for additional consideration which was upheld for the non-submission (**refer Section B5**).
- 2.3.5 Once work is formally submitted for an assessment no further submissions may be made for the same assessment task. This does not preclude modules allowing multiple provisional submissions through Turnitin prior to the formal submission itself.

2.4 Assessment Choice

In accordance with the [Common Academic Framework](#), modules on undergraduate courses may offer a choice of assessments (assessment options). Where choice is offered the difficulty and intensity (expected effort) of the assessments offered will be similar and all learning outcomes must be assessed equally. Assessment options will be indicated in Course Specifications and in detail on Module Specifications.

The choice of assessment made by a student will be determined in one of two ways, unless it relates to examinations for which students need to register choice at an early stage in order to aid scheduling (this will be managed by the Module Leader and School):

EITHER

Choice of assessment to be logged by a date specified by the Module Leader;

OR

By student submission of the assessment task in accordance with the deadline for that task.

Students should not be penalised for altering their choice of assessment.

No additional assessment task may subsequently be submitted.

Where a student fails to meet the module pass mark and is referred in an assessment for which choice was offered, the student should, normally, undertake the referral task for the selected mode of assessment but this decision rests with the Examination Board.

Where a student repeats a module either by reason of deferral or failure they will have the freedom to select their mode of assessment (where offered) for the new attempt.

2.5 Attendance at an examination

Students must present themselves for examinations as required. Registers of examination attendances are maintained. Failure to attend for an examination (non-attendance) shall be deemed to constitute failure in that examination and a mark of 0% or the lowest fail grade will be recorded, unless the student submits a request for additional consideration which was upheld for their absence (**refer Section B5**).

3. Disruption to a student's study

- 3.1 The University's examination and assessment regulations recognise that serious, unforeseen circumstances can occur over which a student has no control, and which can have an effect on the student's ability to meet the assessment requirements of their course.

The University's regulations take such circumstances into account through the following procedures:

- i. *extension to deadline*: this allows the students to complete assessed work to a later submission deadline and with no penalty (**refer Section B4**);
- ii. *additional consideration*: this allows an Examination Board to take the circumstances into account when considering the student's academic performance (**refer Section B5**).

- 3.2 Further guidance on the above procedures is provided in on the [Additional Consideration](#) area of [staffcentral](#) and on the [website](#).

4. Extension to deadline

4.1 Procedure

- 4.1.1 Where a student is unable to submit/complete an assessment task by the deadline set due to serious, unforeseen and unavoidable circumstances they should apply for an extension to deadline. This process also applies to students with Learning Support Plans where the circumstances leading to a request for an extension are not related to the nature of the reasonable adjustment made under the Learning Support Plan.
- 4.1.2 For each course a member of staff, known as the designated signatory, will be designated as having responsibility for granting extensions to deadlines for submission of assessed work. This person should be the Course Leader or equivalent, to ensure an overview of the parity of treatment of the students registered on a course. Each course will also have a designated substitute for when the designated signatory is unavailable.
- 4.1.3 An application for an extension to a deadline should be made by the student using the University proforma [ARGEAR 1](#), information is available on the [website](#).
- 4.1.4 An application for an extension to a deadline will only be granted on production of acceptable reasons (refer Section B4.3.2), along with supporting documentation (refer Section B4.3.4).
- 4.1.5 An application for an extension to deadline should normally be made at least one full working day before the published submission deadline. Exceptionally applications may be made, and extensions granted, after this time where for valid reasons it was not possible for the request to be made by the deadline. Designated signatories are encouraged to grant retrospective extensions in preference to recommending the submission of requests for additional consideration wherever appropriate.

4.2 Principles

- 4.2.1 In considering an application for an extension to deadline the designated signatory will have regard to the other students on the course who have not requested an extension, and will ensure that these students would not be unfairly disadvantaged by the granting of the extension.
- 4.2.2 An extension to a deadline is granted in order that the assessed work can be submitted as if on time, i.e. the submission deadline for students with extensions is effectively put back to a later date. The assessed work is then marked according to the same criteria as all other assignments submitted, as though it had been submitted on time.
- 4.2.3 Where an extension to a deadline is permitted, it should:
- i. normally be no more than one or two weeks duration;
 - ii. be directly related to the time 'lost' due to the serious unforeseen circumstance and not related to administrative deadlines e.g. the next assessment submission date;
 - iii. normally fall prior to the provision of feedback to the cohort so that the student does not benefit from feedback on marked work provided to other students;
 - iv. normally enable the mark for the work to be considered at the next Examination Board so that progression and reassessment issues do not arise.
- 4.2.4 Where the nature of the assessed work is such that an extension cannot be granted, e.g. laboratory or studio based practical assessment, or where the student cannot undertake the task at a different time from the other students without gaining unfair advantage, and the student does not submit/undertake assessed work, the student will be deemed to have failed to submit.
- 4.2.5 Where an extension has been granted, details will be available to inform decisions of Course Examination Boards, but not Area Examination Boards. Course Examination Boards need only take account of this information when it is relevant to eligibility for progression or awards.
- 4.2.6 If the student considers that the standard of their work has been affected by the circumstances which caused them to apply for an extension¹⁵, the student should also submit a request for additional consideration and explain, in their supporting documentation, both the nature of the circumstances and the reason that the extension was not sufficient for them to produce their best work.

4.3 Consideration of applications for extensions to deadlines

- 4.3.1 In considering whether or not to grant an extension to a deadline, the designated signatory should be mindful of the following points:
- i. the deadline is the final day on which an assignment can be submitted. It will normally be possible for work to be submitted at any time before the deadline. Students are therefore advised to aim to complete assignments in advance of

¹⁵ or where an extension was not considered sufficient or not possible.

the deadline to help avoid any last-minute problems;

- ii. for major items of work, such as a dissertation, students are strongly recommended to give themselves a notional deadline of at least one or two weeks before the official deadline to ensure that minor difficulties can be overcome;
- iii. when applying for an extension, students are normally required to submit supporting documentation for the reasons for application. In addition, where an assignment is set some time before the deadline (e.g. two weeks or more), the student might also be asked to provide evidence of the work that was affected, for instance, by submitting a draft of an essay, or notes they have prepared. In some cases, it may be appropriate to submit a final draft which has not been corrected. Where a brief extension is requested because of sudden, severe illness during the final days before submission, such evidence is essential to demonstrate that the granting of an extension would not result in inequitable treatment for other students. Failure to submit such supporting documentation may result in the application being refused;
- iv. the nature of coursework is such that minor illnesses during the time when the student would be expected to be working on the assignment will not constitute good grounds for granting an extension, even if these occur within the final few days before the deadline. A decision will be based on whether, given the date of the circumstances cited and the seriousness of these circumstances, it is reasonable to suppose that performance may have been affected.

4.3.2 It is not possible to give a full list of the grounds for which extensions may be granted and each case should be taken on its merits. However, any serious, unforeseen and unavoidable circumstance which disrupts a student's study may represent an appropriate reason. The following are indicative of the kinds of circumstance that will normally be considered valid, where supporting documentation and timing support the claim:

- i. serious personal illness;
- ii. serious personal accident or injury or hospitalisation;
- iii. death or serious illness of family member or close friend;
- iv. significant adverse personal or family circumstance or psychological problem.

4.3.3 The following¹⁶ do not constitute grounds for the granting of extensions:

- i. students are recommended to print any document in advance, allowing time for printing or other technical problems. Where exceptions are allowed, a draft version of the assignment must be submitted on time, enabling staff to assure themselves that the work (or a substantial part of the work) was completed before the deadline. Where the computer failure relates to specific packages or equipment which are only available within the University, and where this failure is documented by a member of the University's technical staff, the assignment tutor has the discretion to allow a general extension to all students. Failure of standard

¹⁶ Not an exhaustive list.

word processing packages or of standard equipment will not count as exceptional circumstances, and will not be deemed a satisfactory reason for late submission;

- ii. paid employment commitments for full-time students;
- iii. part-time students who are in full-time employment are expected to prioritise University deadlines. Exceptionally, such as where work commitments change at short notice through circumstances beyond the student's control, an application will be appropriate. In such cases, and especially where the course is undertaken as professional development, it is anticipated that the designated signatory will consider applications sympathetically where they are supported by supporting documentation in the form of, for example, a letter from the student's line manager;
- iv. poor time management/pressure of work in other modules;
- v. minor illnesses e.g. a cold (**refer Section B4.3.1 [iv]**);
- vi. financial issues;
- vii. avoidable personal circumstances or commitments e.g. holiday arrangements.

4.3.4 The supporting documentation submitted in support of an application for an extension to deadline should be from an independent, professional source and cover the appropriate period of time. Examples of such supporting documentation include:

- i. a medical certificate or letter from a medical practitioner e.g. a doctor;
- ii. other certificate e.g. death certificate¹⁷;
- iii. letter from a counsellor who the student has been seeing;
- iv. third party confirmation e.g. police report.

If a student's circumstances are not straightforward, they should seek advice from their Personal Academic Tutor or Course Leader as to the supporting documentation which should be submitted in support of a request for an extension. Translation of supporting documentation into English is the student's responsibility. In cases where it is impossible to provide such supporting documentation in advance, this should be provided as soon as it is available (under no circumstances later than two weeks before the Course Examination Board meeting), so that it can be considered in good time.

There may be some occasions where, because of the nature of the course or the assignment, supporting documentation is not deemed necessary e.g. when laboratory reports are to be submitted, where brief illness may cause absence but where it would be unreasonable to demand certification, and where the report does not constitute a major piece of work. The designated signatory may use discretion on this matter.

4.3.5 In cases where outside commitments result in a number of applications for extension, the designated signatory and the student should consider whether the student's

¹⁷ Sight of or photocopy.

current mode of study is appropriate. The designated signatory and/or the Personal Academic Tutor may discuss with the student whether it would be advantageous either to change mode, or to intermit until circumstances are more conducive to study.

5. Additional consideration

5.1 General

- 5.1.1 Cases for additional consideration are normally exceptional circumstances, outside the student's control (i.e., unforeseen and unavoidable) that have prevented the student from either demonstrating or acquiring the skills, knowledge, competencies required to meet the learning outcomes associated with an assessment.
- 5.1.2 Students may submit a request for additional consideration for the following:
- i. absence from an assessment (including examination);
 - ii. failure to submit or undertake assessed work (non-submission);
 - iii. failure to submit work by the deadline, including any agreed extension (late submission) i.e. work submitted after the submission deadline, but within the two week late period or the last working day immediately prior to the feedback date where this is shorter than two weeks (**refer Section B2.3.3**);
 - iv. unrepresentative performance in all or part of an assessment.
- 5.1.3 The additional consideration procedure has two routes; self-certification for absence from assessment (**refer Section B5.3**), or a full request for additional consideration (**refer Section B5.6**). For the purpose of these regulations, the two additional consideration routes are referred as 'self-certification' or 'full request'.
- 5.1.4 The arrangements for additional consideration have been implemented by the University to ensure fairness to all students, including those who do not submit a request for additional consideration.
- 5.1.5 Members of staff are not permitted to make a request for additional consideration (self-certification or full request) on a student's behalf (**refer B5.1.6**).
- 5.1.6 In exceptional circumstances the Mental Health and Wellbeing Team, responsible for managing the Cause for Concern process, may submit a request for Additional Consideration (self-certification or full request) on a student's behalf where a student is already engaging with the team and the Wellbeing Practitioner deems that the student is unable to make the request themselves due to the severity of the students circumstances and that it is considered to be in the students best interest. The student retains the right to request the additional consideration request to be withdrawn and any subsequent decision to be removed from their student record.
- 5.1.7 The possible **outcomes** with respect to the affected component where additional consideration is upheld by the Additional Consideration Office and then considered by the Course Examination Board are listed in **Section B5.4 and B5.8**.

5.2 Principles

- 5.2.1 Students experiencing exceptional circumstances, outside their control (i.e., unforeseen and unavoidable) that have prevented them from attempting a time-bound assessment¹⁸, may self-certify for absence.
- 5.2.2 Students may self-certify without the need to provide supporting documentation. Such circumstances may include a short-term infectious illness or acute worsening of a long-term condition. Self-certification may be used by students experiencing circumstances that have a significant impact, but do not necessarily require medical intervention.
- 5.2.3 Students may self-certify for absence from assessment due to circumstances lasting for up to and including seven consecutive calendar days (i.e., including weekends) which include the assessment date. The request must be made within seven calendar days of the last assessment date. A maximum of one self-certification period per semester can be made.
- 5.2.4 Late requests will not be considered; however, the student may submit a full request for additional consideration (**refer Section B5.6**).
- 5.2.5 The 'self-certification' section of proforma ARGEAR 3, which is available from the [student contract web page](#), should be completed and returned to the Additional Consideration Office via email additionalconsideration@brighton.ac.uk.
- 5.2.6 The proforma ARGEAR 3 is confidential and information about the precise nature of a request will not be disclosed to unauthorised persons¹⁹.
- 5.2.7 The possible **outcomes** with respect to the affected component where self-certification is upheld by the Additional Consideration Office and then considered by the Course Examination Board are listed in **Section B5.4**.
- 5.2.8 The presentation of a fraudulent request for self-certification is an attempt to gain an unfair advantage, and hence is considered cheating. The University takes the submission of false requests very seriously, and action will be taken against any student who can be demonstrated to have knowingly done so. The procedure used will be that outlined in **Section F** regarding cheating in exams.

5.3 Review of requests for self-certification for absence from assessment

- 5.3.1 Requests for self-certification for absence from assessment, are considered by the Additional Consideration Office. The Additional Consideration Office will appoint an Initial Assessor, who will act on behalf of the Additional Consideration Sub-Committee and uphold requests which meet regulatory criteria. An Initial Assessor will also have the authority to either reject or not uphold requests which do not meet regulatory criteria as follows:
- i. The Initial Assessor will reject a request for self-certification if the request does not meet the criteria laid out in **Section B5.3.3**;

¹⁸ Time-bound assessments are examinations or practical assessments rather than coursework. Some assessment modes or modules may be exempt from self-certification due to PSRB requirements or other course-specific regulations.

¹⁹ Authorised persons include the University's Senior Safeguarding Officer if there are safeguarding concerns, or the Cause for Concern office if there are concerns about the student's wellbeing, safety, or the safety of others.

- ii. The Initial Assessor will not uphold a request for self-certification if the circumstances do not meet the regulatory criteria outlined in **Sections B5.7.14 and B5.7.16**.
- 5.3.2 In the interests of fairness to all, students will not normally be given the benefit of the doubt where the request is unclear, or the form is incomplete. The Additional Consideration Office will normally offer the student an opportunity to provide missing information within a set timeframe. If the requested information is not provided within this timeframe the Initial Assessor will determine whether or not the request can be considered, and the student will be informed of the outcome.
- 5.3.3 The Initial Assessor will review the request to confirm that the:
- i. self-certification section of the pro-forma has been completed fully;
 - ii. assessment task is eligible for self-certification;
 - iii. request has been submitted by the deadline;
 - iv. time period is no more than seven consecutive calendar days;
 - v. student has not exceeded the maximum number of requests for self-certification.
- 5.3.4 After consideration by the Additional Consideration Office the student will normally be advised, within 14 calendar days, whether or not their request for self-certification was upheld for consideration by the Course Examination Board. The student's home School will be advised of upheld requests only.
- 5.4 Outcome where self-certification is upheld
- 5.4.1 If the request for self-certification is upheld by the Additional Consideration Office, the Course Examination Board will either:
- i. endorse the recommendation of the Area Examination Board with respect to the affected module(s) (modular scheme) or determine the action to be taken with respect to the affected component(s) (non-modular scheme) or
 - ii. recommend the student for an award.
- 5.4.2 Where self-certification is upheld, the outcome with respect to the affected component may be:
- Deferral – the assessment is deferred if the Course Examination Board deems that the assessment should be taken again, and that the student should suffer no detriment.
- Accordingly, first attempts will remain as a first attempt and not be capped; deferrals of subsequent capped attempts remain capped, but the attempt number does not increase.
- 5.4.3 Where self-certification has been upheld and the Course Examination Board is satisfied that there is sufficient evidence of the student's achievement, the student may be recommended for the award for which they are registered with or without Honours classification, merit or distinction as appropriate. Where an award is recommended, the student must signify that they are willing to accept the award and understand that this entails waiving the right to further assessment.

- 5.4.4 Alternatively, in order to obtain additional evidence and to reach a decision, a Course Examination Board may assess the student by whatever means it considers appropriate. Options include:
- i. *viva voce* examination;
 - ii. additional assessment tasks designed to show whether the student has satisfied the course outcomes;
 - iii. review of previous work;
 - iv. normal assessment at the next available opportunity.

The student should not be put in a position of unfair advantage over others; the aim should be to enable the student to be assessed on equal terms.

- 5.4.5 Where there is insufficient evidence for the Course Examination Board to recommend an award, but where the Course Examination Board is satisfied that the student would have reached the required standard, an Aegrotat award may be recommended (**refer Section D8**). Where an Aegrotat award is recommended, the student must signify that they are willing to accept the award and understands that this entails waiving the right to further assessment.

5.5 Outcome where self-certification is rejected or not upheld

- 5.5.1 If the request for self-certification is rejected by the Additional Consideration Office, the result based on the initial assessment outcome will stand.
- 5.5.2 Where a request for self-certification is rejected, the student will be advised if they are eligible to submit a full request for additional consideration (**refer Section B5.6**).
- 5.5.3 Where a request for self-certification is not upheld the student will be advised of their right to submit an Outcome Review request (**refer Section B5.10**).

5.6 Full request for additional consideration

- 5.6.1 Students experiencing exceptional circumstances, outside their control (i.e., unforeseen and unavoidable) that have prevented the student from either demonstrating or acquiring the skills, knowledge, competencies required to meet the learning outcomes associated with an assessment for more than seven consecutive calendar days or are not eligible to submit a request for self-certification, may complete a full request for additional consideration.
- 5.6.2 Full requests for additional consideration should be made by the student using the University proforma ARGEAR 3, which is available from the [student contract web page](#). The ARGEAR 3 form must be submitted to the university email address, with supporting documentation, by the specified deadline.
- 5.6.3 The Additional Consideration Office will normally only consider full requests for additional consideration where appropriate supporting documentation is provided. Exceptionally, where supporting documentation is not available (this will apply only where it is not possible to gain independent supporting documents, and not simply where the student has not obtained documents which would have been readily accessible), the Initial Assessor may judge a case on its merits and uphold the

request, or escalate this to the Additional Consideration Sub-Committee for consideration.

- 5.6.4 Full requests for additional consideration should be made as close after the impacted assessment as possible, and no later than fourteen calendar days after the last impacted assessment date.
- 5.6.5 A full request received outside this time will not be accepted and will be rejected by the Additional Consideration Office unless the student is able to provide good reason for the missing the deadline. Where a rationale for lateness is provided, the Initial Assessor will consider the rationale in light of the criteria listed in GEAR B5.7.14 and determine whether to reject or to exceptionally consider the request. It is a student's responsibility to ensure that a full rationale is provided in the appropriate section of the form, and students will not normally be given the benefit of the doubt where the rationale for lateness is unclear. The Initial Assessor may also invite the student to provide further information in support of their rationale for lateness within a set timeframe. If the requested information is not provided within this timeframe the Initial Assessor will determine whether or not the request can be considered, and the student will be informed of the outcome.
- 5.6.6 Where a request for Additional Consideration is made following receipt of results from the Course Examination Board, students should include a dated copy of their results notification, and a rationale for lateness (**refer Section B5.6.5**). Requests received later than 14 calendar days of the results being released to the student from the Course Examination Board will not normally be considered.
- 5.6.7 The possible **outcome** with respect to the affected component where a full request for additional consideration is upheld by the Additional Consideration Office and then considered by the Course Examination Board are listed in **Section B5.8**.
- 5.6.8 The presentation of a fraudulent request for additional consideration is an attempt to gain an unfair advantage, and hence is considered cheating. The University takes the submission of false evidence very seriously, and action will be taken against any student who can be demonstrated to have submitted a false request. The procedure used will be that outlined in **Section F** regarding cheating in exams.

5.7 Review of full requests for additional consideration

- 5.7.1 A full request for additional consideration should have supporting documents attached to the form. The form and these documents will be retained by the Additional Consideration Office, who is responsible for bringing the existence of additional consideration to the attention of the Course Examination Board (**refer Section B5.8**). Where additional consideration is upheld, the Examination Board is concerned with the effect of the circumstances rather than the circumstances themselves.

- 5.7.2 The proforma ARGEAR 3 is confidential. The form, and any attachments including a supporting statement or supporting documents will not be disclosed to unauthorised persons²⁰.
- 5.7.3 In the interests of fairness to all, students will not normally be given the benefit of the doubt where the request is unclear, or the form is incomplete. The Additional Consideration Office will normally offer the student an opportunity to provide missing information within a set timeframe. If the requested information is not provided within this timeframe the Initial Assessor will determine whether or not the request can be considered, and the student will be informed of the outcome.
- 5.7.4 Full requests for additional consideration are considered by the Additional Consideration Office. The Additional Consideration Office will appoint an Initial Assessor, who will act on behalf of the Additional Consideration Sub-Committee and uphold requests which meet regulatory criteria. An Initial Assessor will also have the authority to reject or not uphold requests which do not meet regulatory criteria as follows:
- i. The Initial Assessor will reject a full request if the request does not meet the criteria laid out in **Section B5.7.5**;
 - ii. The Initial Assessor will not uphold a full request if the circumstances do not meet the regulatory criteria outlined in **Sections B5.7.14 and B5.7.16**.
- 5.7.5 The Initial Assessor will review the request to confirm that the:
- i. full request section of the pro-forma has been completed fully;
 - ii. request has been submitted by the deadline.
- 5.7.6 An Additional Consideration Sub-Committee will be convened to review cases that are outside the remit of the Initial Assessor to resolve, or where a request for an Outcome Review is made (**refer Section B5.10**). As a sub-committee of the Academic Board, the Additional Consideration Sub-Committee will have the authority to make final decisions regarding whether additional consideration is upheld for a student.
- 5.7.7 After consideration by the Additional Consideration Sub-Committee the student will normally be advised, within 14 calendar days, whether or not their request is upheld for consideration by the Course Examination Board. However, as the proceedings of the Additional Consideration Sub-Committee are confidential, a student will not be informed of the detail of any discussion of those circumstances. Students will be advised of the reason for not upholding a request.
- 5.7.8 The Additional Consideration Sub-Committee dates will be published on the University's website.
- 5.7.9 Requests received for review which can be neither upheld or not upheld by the Initial Assessor, as per **Section B5.7.4.ii**, due to the complexity of the request or the lack

²⁰ Authorised persons include the University's Senior Safeguarding Officer if there are safeguarding concerns, or the Cause for Concern office if there are concerns about the student's wellbeing, safety, or the safety of others.

of supporting documentation will be sent to the next available Additional Consideration Sub-Committee.

5.7.10 The Additional Consideration Sub-Committee will usually consist of the following, who must declare that they do not have a relationship with the students under consideration, which may be perceived as a conflict of interest:

- Chair;
- Two (and no more than three) other members from a pool approved annually by Academic Board;
- Initial Assessor.

The Students' Union Education Officer or other student nominated by the Students' Union may be in attendance.

The Secretary, who will be a member of Quality Services staff, and who can provide regulatory guidance or advice.

5.7.11 The Additional Consideration Sub-Committee Chair may determine that other participants are required to attend to provide expert advice and guidance.

5.7.12 The Additional Consideration Office will prepare and refer all relevant papers to the Additional Consideration Sub-Committee for a final review.

5.7.13 The decision made by the Additional Consideration Sub-Committee will be final and will be notified (with reasons for the decision and confirmation that the request is now closed) directly to the student by email, copied to the Additional Consideration Office and home academic School. The student's home school will be advised of upheld requests only.

5.7.14 In considering requests for additional consideration, the Additional Consideration Office will consider:

- i. the severity of the circumstances, and the reasonableness of a claim that such circumstances might have affected performance;
- ii. whether the student is eligible to self-certify for their request, or whether a full request with supporting documentation is required;
- iii. supporting documentation;
- iv. the time period affected, and the likelihood that performance may have been affected;
- v. whether it is reasonable to suppose that the circumstances should have been foreseen by the student or were avoidable.

5.7.15 The Additional Consideration Office's recommendation to the Course Examination Board and the consideration of additional consideration requests by the Course Examination Board should be recorded appropriately in the Examination Board minutes, including the rationale for any decisions.

5.7.16 The following are indicative of the kinds of circumstance which will normally be considered valid, where the supporting documentation and timing support the request:

- i. serious personal illness, including mental illness;

- ii. serious personal accident or injury or hospitalisation;
- iii. evidence of long-term health condition worsening;
- iv. death or serious illness of family member or close friend;
- v. unforeseen and unavoidable caring responsibilities for a dependent;
- vi. significant adverse personal or family circumstance;
- vii. unforeseeable IT/technical issues that are very close to the deadline for uploading/submitting the assessment and/or prevent student engagement with the assessment (e.g. failure of wifi/university IT system/failure of specific packages or equipment which are only available with the University, and where this failure is documented by a member of the University's technical staff).

5.7.17 The following are indicative of the kinds of circumstances which are not normally upheld for additional consideration, even where they can be supported by independent supporting documentation:

- i. paid employment commitments for full-time students;
- ii. any ongoing situation known to the student e.g., long term medical condition for which the student is already receiving reasonable or appropriate adjustments;
- iii. non-serious domestic or personal disruptions e.g., car breakdown, lateness of lift to University, missing a bus or train, oversleeping; moving house, job interview/change of job, holidays, minor illnesses (e.g., a cold);
- iv. study related circumstance e.g. misunderstanding examination timetable, or not knowing about the assessment; computer/printer/equipment problems, other University deadlines/poor time management;
- v. other circumstances which it is reasonable to suppose might have been foreseeable and/or preventable.

5.7.18 The supporting documents accompanying a request for additional consideration should be from a professional source and cover the appropriate period of time. Examples of such documents include:

- i. a medical certificate or letter from a medical practitioner e.g. a doctor;
- ii. other certificate or official records e.g., birth certificate²¹;
- iii. letter or form from an appropriate professional (e.g., counsellor or University Support Service the student has been supported by);
- iv. supporting statement from a Personal Academic Tutor or similar;
- v. third party confirmation e.g. police report.

Requests without supporting documents will be considered on their merits and must contain a rationale to explain the reason why supporting documentation could not be obtained.

²¹ Sight of or photocopy

5.7.19 If a student's circumstances are not straightforward, they should seek advice from their Student Support and Guidance Tutor, Course Leader or the Brighton Students' Union as to the supporting documentation which should be submitted in support of a request for additional consideration.

5.7.20 Supporting documentation should be submitted as a separate document and dated. Documentation must be in a standard format, legible, and written in English. Translation of documents into English is the student's responsibility.

5.8 Outcome where full request for additional consideration is upheld

5.8.1 If the request for additional consideration is upheld by the Additional Consideration Office, the Course Examination Board will either:

- i. endorse the recommendation of the Area Examination Board with respect to the affected module(s) (modular scheme) or determine the action to be taken with respect to the affected component(s) (non-modular scheme) or
- ii recommend the student for an award.

5.8.2 Where a full request for additional consideration is upheld, the outcome with respect to the affected component may be:

Additional consideration requested for:	Outcome
<p>Absence from an assessment (non-attendance) or failure to submit or undertake an assessment (non-submission).</p> <p>and</p> <p>Unrepresentative performance in all or part of an assessment (i.e. where performance might reasonably be supposed to have been affected) and where the module is failed (also refer Section B5.8.3).</p>	<p><u>Deferral</u>– the assessment is deferred if the Course Examination Board deems that the assessment should be taken again and that the student should suffer no detriment.</p> <p>Accordingly, first attempts will remain as a first attempt and not be capped; deferrals of subsequent capped attempts remain capped but the attempt number does not increase.</p> <p>The Course Examination Board may, at its discretion, and having due regard to the standard of the award and the course outcomes, allow a student's overall performance to compensate for failure or unrepresentative performance in the affected module(s)²².</p>
<p>Failure to submit work for assessment by the deadline (late submission).</p>	<p>The <u>face value mark</u> is allowed to stand (face value mark could be either a pass or fail).</p>

Exceptionally, where the affected work made only a minor contribution to the overall mark for a component²³, this mark may be calculated without reference to the

²² Provided that the course regulations allow such discretion to be exercised in respect of the affected module(s).

²³ Assessment task or module.

affected work, if the Course Examination Board is satisfied there is sufficient evidence the student has met the learning outcomes of the component.

- 5.8.3 The options available to examination boards making arrangements for the reassessment of students with deferred²⁴ assessment are:
- i. reassess the student by providing supplementary assessments, which are comparable with the original assessments, as a replacement for all or some of the original diet of assessments. In this case the final mark or grade for the module after deferral will be calculated on the basis of the performance in the supplementary assessment(s) substituting for the original mark(s) or grade(s) and using the original weighting of marks;
 - ii. where it is not possible to replicate the original assessment under the conditions of a supplementary assessment, for example because originally it was a group project, a substitute item of assessment of the same weighting should be given.
- 5.8.4 Where additional consideration is upheld by the Additional Consideration Office, a student's mark(s) should not be changed by the Course Examination Board.
- 5.8.5 Where a request for additional consideration is upheld for a request for unrepresentative performance and the student has passed the module, the upheld request for additional consideration will normally be noted by the Course Examination Board. The Board does, however, also have the discretion to allow a deferral for an unrepresentative mark where the module has been passed. Refer also to **Section D3 and D6** on borderline zone cases.
- 5.8.6 Where additional consideration has been upheld and the Course Examination Board is satisfied that there is sufficient evidence of the student's achievement, the student may be recommended for the award for which they are registered with or without Honours classification, merit or distinction as appropriate. Where an award is recommended, the student must signify that they are willing to accept the award and understand that this entails waiving the right to further assessment.
- 5.8.7 Alternatively, in order to obtain additional evidence and to reach a decision, a Course Examination Board may assess the student by whatever means it considers appropriate. Options include:
- i. *viva voce* examination;
 - ii. additional assessment tasks designed to show whether the student has satisfied the course outcomes;
 - iii. review of previous work;
 - iv. normal assessment at the next available opportunity.
- The student should not be put in a position of unfair advantage over others; the aim should be to enable the student to be assessed on equal terms.
- 5.8.8 Where there is insufficient evidence for the Course Examination Board to recommend an award, but where the Course Examination Board is satisfied that the student would have reached the required standard, an Aegrotat award may be

²⁴ 'Deferred assessment' is usually a new assessment task.

recommended. Where an Aegrotat award is recommended, the student must signify that they are willing to accept the award and understands that this entails waiving the right to further assessment.

5.9 Outcomes where a full request for additional consideration is not upheld

- 5.9.1 If additional consideration is not upheld by the Additional Consideration Office, the result based on the initial assessment outcome will stand.
- 5.9.2 The grounds on which a student may request a review of the decision of the Additional Consideration Office and the procedure for requesting an Outcome Review are given in **Section B5.10**.
- 5.9.3 The Outcome Review process must be followed. A student may not submit a new full request for Additional Consideration for the same assessment where a previous request was not upheld.

5.10 Outcome Review

- 5.10.1 A student may not lodge an Outcome Review on the grounds of dissatisfaction with the design, curriculum or delivery (teaching, School support, etc.) of the assessment, which should be resolved through the [Student Complaints Resolution Procedure](#).
- 5.10.2 A student may submit a request for an Additional Consideration Outcome Review within 14 calendar days of receipt of a 'Not upheld' Additional Consideration outcome.
- 5.10.3 An Outcome Review request received outside this time will not be accepted and will be rejected by the Additional Consideration Office unless the student has provided good reason for the lateness.
- 5.10.4 A student may not submit an Outcome Review in relation to a request which was rejected, either due to lateness or because the form had not been fully completed.
 - i. Where a full request is rejected as incomplete, the student may resubmit their request provided that they are within the deadline for new requests.
 - ii. Where a full request is rejected due to lateness (and without a valid rationale) then there will be no further opportunity to submit the request.
- 5.10.5 An Outcome Review must be submitted using the Additional Consideration Outcome Review form to the University's Additional Consideration Office via email additionalconsideration@brighton.ac.uk.
- 5.10.6 A student may submit a request for an Outcome Review on the following grounds:
 - i. That the Additional Consideration procedures were not followed properly;
 - ii. That the university did not fully consider the request, for example, it overlooked relevant information that the student included;
 - iii. That the university did not give reasons for its decision;
 - iv. That the student has new supporting documents that they were unable, for good reason, to provide earlier in the process.

5.10.7 The Additional Consideration Office:

- i. May contact the student's academic School to request other supporting documentation or information;
- ii. Will automatically refer the Outcome Review to the Additional Consideration Sub-Committee for review;
- iii. Will advise the student by email of the date that their Outcome Review will be presented to the Additional Consideration Sub-Committee;
- iv. Will notify the student by email normally within 14 calendar days after the Additional Consideration Sub-Committee has met, to confirm whether the Outcome Review is upheld or not upheld;
- v. Where the student has indicated that they wish the Students' Union to be kept informed, the Additional Consideration Office will also inform the Students' Union of the outcome;
- vi. A simple resubmission of the rationale and supporting documents presented in the original application will not be deemed adequate grounds for an Outcome Review. In cases where new supporting documents are submitted, the nature of these documents must also be stated, together with an explanation of why they were not submitted with the original application;
- vii. The Additional Consideration Sub-Committee should be constituted of members who did not consider the original application for additional consideration.

5.11 What if the student is dissatisfied with their outcome?

5.11.1 If the student is dissatisfied with the outcome of their Outcome Review, they may write to the Office of the Independent Adjudicator.

5.11.2 The student will receive a "completion of procedures" letter, normally within 14 calendar days, which will confirm that the Outcome Review procedures are complete and that there is no further avenue of review available within the University. It will include a clear explanation of the reason for the decision and will advise the student of their right to submit a complaint to the Office of the Independent Adjudicator for Higher Education ("OIA"), the time limit for so doing, and that further advice and support may be obtained from the University of Brighton Students' Union.

5.12 Monitoring and review of additional consideration

5.12.1 The Additional Consideration Office will maintain a record of all additional consideration requests. The Academic Board will receive an annual report from the Additional Consideration on the outcome of all additional consideration requests for the academic year, with the expectation that additional consideration requests will be monitored, as far as possible, in accordance with the University's Equality and Diversity Policy.

5.12.2 In the light of this report the Academic Board will, if necessary, consider appropriate recommendations for quality enhancement where consistent themes/issues from the report are identified.

6 Marks and grades

- 6.1 Each School will ensure students have access to the [University marking descriptors](#), outlining the criteria for the award of particular marks or grades at each level of study. These descriptors will express what the University expects of its students. Marking criteria for each summative assessment which should be made available to students in advance of delivery.
- 6.2 Marks or grades may be used to provide feedback to students on the individual assessment tasks and/or on overall performance in the module. Criteria describing performance within the mark ranges and/or grades will be specified.
- 6.3 Marks, grades and percentages should not be regarded as absolute values. Rather, they indicate the judgement of the examiner(s) of the value of a student's work against the agreed marking/grading scale for the module, which will appropriately reflect the student's competence in relation to the specified learning objectives. The final decision on a student's performance will then be based on the marks or grades received for each module.
- 6.4 Provisional marks or grades on all assessments including written examinations, based on agreed internal examiners' marks or grades, will be given to students as feedback on their performance in assessments throughout the year.

Where provisional marks are released, a written disclaimer will be provided to the effect that the marks are subject to ratification by an Examination Board and may therefore be subject to moderation or other amendment.

7 Pass mark

7.1 General

- 7.1.1 Where work for assessment is marked on a numeric scale this will be whole numbers in the range 0 (minimum) to 100 (maximum), and will be indicative of performance against the marking/grading scale. Module marks are rounded to the nearest percentage.
- 7.1.2 Modules can be designated at validation as pass/fail modules. The credits awarded for pass/fail modules contribute to progression and to the award. Whilst a pass must be achieved, the module is not included in the algorithm for determination of the classification of the award, where appropriate.

7.2 Undergraduate modules

- 7.2.1 The pass mark for a module is normally²⁵ 40%, assuming that all thresholds have been met (**refer Section B7.2.2**).
- 7.2.2 The threshold mark or grade for each assessment task must be exceeded in order to meet the module requirements and be awarded the appropriate credit. Where numerical marks are used, the threshold is 30% for all assessment tasks (exceptionally, where a PSRB requires, some courses may apply a higher threshold

²⁵ Unless exception to regulation specifies otherwise on the grounds of a PSRB requirement (see **Section A3**).

to some or all assessment tasks). Where grades are used, descriptors for the threshold will be stated.

The threshold of 30% applies to each group of assessment tasks which test for specific learning outcomes, such that where two tasks test for the same learning outcome or outcomes, the marks should be combined for threshold purposes.

- 7.2.3 If a student has failed a module because of threshold failure, but has achieved an aggregate mark of 40%+, a mark of 39% (or a fail grade) will be awarded.
- 7.2.4 Students are normally required to achieve the threshold in each assessment task. Excellent marks in some assessment tasks will not normally compensate for failure to meet the threshold in another, as the learning outcomes associated with the latter task will not have been met.

Exceptionally, performance in one assessment task may be compensated by that in another. The Examination Board with responsibility for the module will, however, be mindful of the need for a student to demonstrate achievement of the module learning outcomes. If these have not been demonstrated, the student will be referred or failed in the module (**refer Sections C3 and C5**).

Only in very exceptional circumstances might a mark of 0% in one assessment task be compensated by performance elsewhere in the module, as there is no demonstrated achievement of learning outcomes.

7.3 Postgraduate modules

- 7.3.1 The pass mark for level 7 modules is normally²⁶ 50%, assuming that all thresholds have been met (**refer Section B7.3.2**). The 50% pass mark also applies to level 7 modules on Integrated Masters awards.
- 7.3.2 The threshold mark for each assessment task must be exceeded in order to meet the module requirements and be awarded the appropriate credit. The threshold is 40% for all assessment tasks (exceptionally, where a PSRB requires, some courses may apply a higher threshold to some or all assessment tasks). Where grades are used, descriptors for the threshold will be stated.

The threshold of 40% applies to each group of assessment tasks which test for specific learning outcomes, such that where two tasks test for the same learning outcome or outcomes, the marks should be combined for threshold purposes.

- 7.3.3 If a student has failed a module because of threshold failure, but has achieved an aggregate mark of 50%+, a mark of 49% will be awarded.
- 7.3.4 Students are normally required to achieve the threshold in each assessment task. Excellent marks in some assessment tasks will not normally compensate for failure to meet the threshold in another, as the learning outcomes associated with the latter task will not have been met.

Exceptionally, performance in one assessment task may be compensated by that in another. The Examination Board with responsibility for the module will, however, be mindful of the need for a student to demonstrate achievement of the module learning

²⁶ Unless exception to regulation specifies otherwise on the grounds of a PSRB requirement.

outcomes. If these have not been demonstrated, the student will be referred or failed in the module (**refer Sections C3 and C5**).

Only in very exceptional circumstances might a mark of 0% in one assessment task be compensated by performance elsewhere in the module, as there is no demonstrated achievement of learning outcomes.

8 Marking/grading scale

8.1 Undergraduate marking/grading scale

The University has adopted a common marking/grading scale for the assessment of students' work on its undergraduate awards²⁷. The work submitted for assessment by students on undergraduate degree courses of the University is marked against this scale. The University undergraduate marking/grading scale is applicable to all assessments, including examinations, across levels 4-6 of an undergraduate award.

²⁷ This scale is not applicable to the BM BS degree as this is a joint award of the Universities of Brighton and Sussex. Other exceptions for PSRB requirements should be approved at validation and articulated in the Course Specification and student Course Handbook.

Grade Letter	Mark Band %		Grade Descriptor	Award classification		
				Honours degree ²⁸	Foundation degree	
A	A+	80-100 ²⁹	Outstanding	PASS	First 1	Distinction
	A	75-79	Excellent			
	A-	70-74				
B	B+	67-69	Good to very good	PASS	Upper Second 2:1	Merit
	B	64-66				
	B-	60-63				
C	C+	57-59	Sound, competent	PASS	Lower Second 2:2	Pass
	C	54-56				
	C-	50-53				
D	D+	47-49	Adequate, but weak	PASS	Third 3	Pass
	D	44-46				
	D-	40-43				
E	E+	37-39	Unsatisfactory	FAIL	Fail	Fail
	E	34-36				
	E-	30-33				
F	F+	20-29	Unsatisfactory	FAIL	Fail	Fail
	F	10-19				
	F-	0-9				
NS Non -submission/attendance						

The undergraduate scale³⁰ consists of 6 grades:

- A, B, C, D are 'pass' grades;
- E, F are 'fail' grades (reassessment and compensation where appropriate are at the discretion of the Course Examination Board and within GEAR). F (0%) should be used when no real attempt has been made but where a submission has been recorded.

The award classifications apply **only** to the final award and are determined by the University algorithm for the award. When used at module level they are indicative of performance only.

8.2 Postgraduate marking/grading scale

The University has adopted a common marking/grading scale for the assessment of

²⁸ Also includes Integrated Masters awards.

²⁹ An A* may also be used to denote exceptional work with a mark of $\geq 90\%$.

³⁰ Also applies to Graduate Diploma and Graduate Certificate awards.

students' work on its taught postgraduate awards.

Work submitted for assessment is marked on a numerical scale using whole numbers in the range 0-100. This is aligned with:

Mark	Classification
70%+	Distinction
60-69%	Merit
50-59%	Pass
0-49%	Fail

9 Module results

9.1 Overall module results are determined by the relevant Examination Board³¹ which will:

- i. confirm the numerical mark for the module;
- ii. determine the result³² as a pass, refer or fail;
- iii. determine the nature of any referral (**refer Section C3.4.2**).

9.2 Moderation of marks

The overall module result for each student will usually be the result recommended to the Examination Board based on the outcome of the assessments.

There are three circumstances where marks may be moderated:

- i. The Examination Board may exceptionally moderate marks where the results of a module appear anomalous (e.g. where the mean is very high or very low). Where the internal examiners are concerned that the assessment process has functioned imperfectly, they may recommend various courses of action to the Examination Board, including the adjustment of the marks of the whole cohort such that the mean for the module is in line with the mean mark for other modules at the same level within the subject area.
- ii. Where the module contains more than one assessment task, the Examination Board may moderate the numerical mark recommended to it when it considers that the mark does not appropriately represent the student's performance on the module e.g. where a student's final numerical mark is very close to the minimum required to pass and the Examination Board considers that the student has met the learning outcomes, the Examination Board may award a minimum pass and a mark of 40% for undergraduate modules or 50% for postgraduate modules. All thresholds should be met.

³¹ Area Examination Board for tiered scheme or Course Examination Board for single tier scheme.

³² Where an extension has been granted beyond the date of the Area Examination Board, the Area Examination Board should advise the Course Examination Board that the result is held.

- iii. Where factors outside the students' control have materially affected a defined group³³ of students studying a particular module (rather than an individual student), the Examination Board will, exceptionally, receive details of this generic mitigation and will take it into account in reaching its decisions about the level of performance and the marks which should be allocated.

10 Improvement of marks for passed modules

Except as specifically provided otherwise by the course regulations (or in relation to additional consideration - see **Section B5.4.4**), students are not permitted to repeat the assessment of a module if it has already been passed for the purposes of improving the awarded mark or grade.

11 Maximum number of assessment attempts

- 11.1 The maximum number of assessment attempts³⁴ permitted for a student to fulfil the learning outcomes of a module is three i.e. first attempt at the module and two further reassessment attempts. These additional reassessment attempts, and their nature, are at the discretion of the Examination Board. This may be in the sequence: first attempt, referral, repeat or first attempt, repeat, referral. Any reassessment of a student will normally take place within the maximum period of registration.

Course Handbooks to students should clearly state the maximum number of assessment attempts permitted to fulfil the learning outcomes of a module where this is fewer than three.

- 11.2 Assessments which have been deemed not to have taken place as a result of upheld requests for additional consideration, do not constitute an assessment attempt.
- 11.3 Where course regulations do not permit reassessment, the maximum number of assessment attempts normally allowed for a student to fulfil the learning outcomes of a module is one.
- 11.4 A student who is not eligible for progression and who has exhausted reassessment opportunities will be deemed to have failed the course.

12 Transcript of assessment results

- 12.1 An intermediate transcript is issued to a student on completion of each stage of their studies at the University which will include all those module results confirmed by an Examination Board, i.e., pass and fail marks.
- 12.2 Upon completion of their studies at the University or upon decision to make an intermediate award or course transfer, a student will receive a final transcript. The transcript will conform to a standard layout.

The final transcript will state:

³³ A defined group of students may be e.g., all the students studying a module if they study together, or all the students studying the module in a particular mode, or being assessed together as a group. An example of a material factor is the unforeseen unavailability of particular equipment essential to the achievement of learning outcomes of the module or some unforeseen disruption to a test or examination.

³⁴ An assessment attempt includes non-attendance and non-submission of work. Where requests for additional consideration are upheld the student's assessment attempt number does not increase on reassessment.

- i. the name of the student, the student identification number, the course of study and mode of attendance;
- ii. the title, credit rating and level of modules passed and the academic year in which they were studied;
- iii. the marks or grades and result obtained in those modules;
- iv. the title, credit rating and level of any modules for which recognition of prior learning was awarded i.e., modules which are part of the core of the student's course of study and which are recognised through the appropriate mechanisms as being equivalent to certificated, or experiential learning, previously undertaken by the student and for which no substitute modules were required;
- v. any compensated credit awarded, and the credit level at which it was awarded.

The recommended award and recommended classification will also be included on the final transcript, only when the award has been conferred. The transcript does not constitute a certificate or award.

13 Examinations

13.1 Anonymity of students in examinations

All the University's written examinations (unseen, seen and takeaway) are conducted anonymously. Students are identified by their student number recorded on Academic Registry's Student Information System and on the Credit Accumulation Management System (CAMS). This also includes computer-based examinations (as appropriate).

13.2 Conduct of examinations and assessment

13.2.1 Students are expected to observe University regulations for the conduct of examinations and assessments.

13.2.2 Students should bring with them a form of photo ID to all in-person and/or on-campus examinations as proof of identity. This should normally be a student's University of Brighton UniCard. This photo ID should be placed on the student's desk at the start of the examination and be easily visible by the invigilator for identification purposes. Where a student does not have or has forgotten/misplaced their UniCard, another form of photo identification, such as a valid passport or photo driving licence should be provided.

Where a student fails to produce a suitable form of photo ID, they will be permitted to sit the examination, but the University will need to confirm the identity of the student from their student record before they leave the exam venue. A confirmed identity check is required before the student's examination script can be marked.

13.2.3 The University's examination room regulations which are posted on the door of every examination room are detailed below:

- i. Students will be admitted to the examination room ten minutes before the stated commencement time for the examination;
- ii. Students should only take the minimum amount of personal belongings into the examination room. Students are strongly advised not to bring mobile phones,

watches (smart or otherwise), headphones or other electronic devices³⁵ (devices that can store information or access the web) to examinations.

All coats, bags, belongings etc must be deposited in the designated area, as instructed by the invigilators, and are left at the student's own risk. Invigilators are entitled to require that any materials not formally authorised by the Exams Office be removed from the examination room before the start of the examination.

Mobile phones, watches, headphones and all other electronic devices which are brought into the examination room must be switched off before the student enters the examination room (and remain switched off for the duration of the examination).

Students must place their mobile phones, watches, headphones and all other electronic devices in the clear plastic bag provided and place this on the floor underneath their desk. Students must not touch the clear plastic bag during the examination.

If a mobile phone, watch, headphones or other electronic device is found in the student's possession, or on their desk, or is not switched off (if rings or vibrates during the examination), this will be immediately confiscated by the invigilator. The student will be in breach of the examination room regulations and subject to the procedures for academic misconduct (**refer Section F5**). The item will be checked to see if it holds unauthorised material³⁶ and this may delay the return of the item to the student after the examination;

iii. *Use of dictionaries in examinations*

- the use of translation dictionaries or electronic dictionaries is not permitted with Specified Materials Examinations³⁷, unless explicitly allowed on validation of the module, and stated in the rubric for the examination.
- no restriction is imposed on the paper-based reference material which may be used within Non-specified Material Examinations.

iv. *Use of calculators in examinations*

The use of cordless, non-programmable, silent, pocket calculators will be permitted in examinations unless explicitly disallowed by an Examination Board. Calculators will not be supplied by the University. Three (3) conditions are applied to the use of electronic calculators in examinations:

- each student will be responsible for ensuring that their personal calculator is functioning correctly during examinations;
- the sharing of calculators between students in the examination room is not permitted;

³⁵ These are devices which can store material/access the web and include; iPod/pad, tablet, eReader, smart watch, programmable calculator (except where permitted see GEAR B13.2.3 iv).

³⁶ Material from which the student could improperly obtain assistance in their work for the examination. Students are only allowed to have in their possession such material as is specified in the general regulations or in the rubric of the examination.

³⁷ Examinations where the rubric specifies the material which may be used (including where no additional material is permitted). Non-specified Material Examinations are those where there is no restriction on the paper-based reference material which may be used (including translation dictionaries).

- special arrangements for the use of programmable calculators may be made by an Examination Board for particular courses within its aegis and students using such machines must have obtained the approval of the Chair of Examination Board prior to the examination;
- v. All students must place in a prominent position on their desks their completed attendance slips and University of Brighton UniCard or other form of photo ID. The invigilators will use these as evidence of identity to complete the attendance register;
- vi. Invigilators will not permit the consumption of any food which might disturb other students;
- vii. After entering the examination room, no student may read or otherwise appraise themselves of the work of another student; nor is communication between students in writing, speech or gesture or by electronic devices permitted;
- viii. It is the duty of a student in advance of the period of the examination to prepare themselves, as far as is reasonably practicable, for uninterrupted attendance in the examination room throughout the period of the examination. Absence from the examination room requires the express permission of the invigilator and must be as brief as the cause of the proposed absence allows. A student must observe any condition which the invigilator may attach to the granting of permission to leave the examination room;
- ix. A student who leaves the examination room during the period of the examination other than upon the express permission of the invigilator shall be deemed to have completed their work in the examination when they so leave;
- x. In the event of the fire alarm sounding, students should leave all examination material on the desks before leaving the room;
- xi. No student may leave the examination room during the first 30 minutes of the examination period, or the last 15 minutes;
- xii. No student presenting themselves for examination will be admitted to the examination room later than 30 minutes after the commencement of the examination. Arrival more than 30 minutes late will be deemed as absence from the examination for which a zero (0) mark will be recorded. The student will have the opportunity to submit a request for additional consideration for the absence. Students who arrive late but within the 30 minutes of the examination commencing, will be admitted to the examination room, but no extra time will be allowed;
- xiii. Students may ask an invigilator for clarification of any ambiguities to the question paper during the first 30 minutes when the Internal Examiner responsible for the examination paper will be available for consultation;
- xiv. Students may not remove from the examination room any material, question papers or examination stationery - whether clean or spoiled - supplied by the University for use during the examination;
- xv. Any student in breach of these examination room regulations will be reported immediately after the conclusion of the examination period and a hearing will be

arranged at the earliest possible opportunity. For serious breaches of the rules, such as proved 'cheating', severe penalties may be applied, including the withholding of an award (**refer Section F**).

13.2.4 Arrangements for the invigilation of examinations

i. *Introduction*

- These arrangements shall apply where University students sit formal in-person written examinations on any University site and the instructions contained herein must be strictly observed;
- Enquiries regarding the administrative procedures should be directed to the Exams Office.

ii. *Appointment of invigilators*

- The Exams Office has responsibility for the provision of sufficient invigilators to cover all the supervised examinations of University-based students and provide appropriate training for the role;
- The internal examiner(s) principally responsible for an examination paper must be readily available for consultation during the first 30 minutes of the examination period, either personally in the examination area or by telephone, email or MS Teams in some other room previously notified to the Exams Office;
- Where there is more than one student sitting the examination, a minimum of two invigilators shall normally be designated to serve in each examination room, although in exceptional circumstances the Exams Office may agree an alternative arrangement. An approximate ratio of 25:1 students to invigilators is recommended. Further assistance may be required from other members of staff to assist with invigilation activities.

iii. *Instructions to invigilators - before the examination*

- Invigilators should act in accordance with the University's GEAR for Taught Courses. However, they must have discretion to take whatever action may be appropriate to meet unforeseen circumstances. Such action must be reported in writing to the Exams Office;
- Invigilators must ensure that they are on duty in the examination room at least 20 minutes before the examination is due to commence, and should allow themselves sufficient extra time when it is obvious that the preparations required will be complex and lengthy;
- They should ensure that:
 - (a) a copy of the examination room regulations (**refer Section B13.2.3**), has been posted clearly on the door of the examination room, and that students' attention has been drawn to this fact;
 - (b) desks are clear; and
 - (c) a clock is placed in a prominent position, visible to all students. This will be used for timing the examination. The Exams Office will ensure that a

clock is available.

- iv. *Regarding examination materials and papers*
- all the material required for the examination must be collected by the invigilators and set out on the desks before the students enter the room. All stationery and authorised materials will be available from the room designated by the Exams Office 30 minutes before the commencement of the examinations;
 - an attendance slip, provided, must be placed on every desk;
 - The question papers will normally be issued to the invigilator who is designated to collect the exam pack. The exam pack will contain all the material required for the examination. They will be responsible for the security and delivery of the exam papers and exam pack contents to the exam room. The invigilator team will distribute the papers and stationery in time for the commencement of the examination;
 - Invigilators should ensure that all stationery and examination materials are kept secure at all times, and not left unattended, so that no unauthorised person has access to them.
- v. Students should be admitted to the examination room to allow sufficient time for any necessary preparation required prior to the scheduled commencement time of the examination. Ten minutes would normally be adequate. Invigilators should direct students to their places according to the seating plan, if one is provided;
- vi. Invigilators should direct students to place coats, bags, belongings etc, in a suitable place so as not to be within reach of students during the examination and so as not to obstruct invigilators in their duties or obstruct fire escape routes or fire exits. Students should only be allowed to retain such material as is specified in the general regulations or in the rubric of the examination. Calculators and dictionaries must meet University requirements;
- vii. Students should be required to complete and sign their attendance slips and leave them in a prominent place on their desks before the start of the examination.
- The student's UniCard (or other suitable photo ID, such as a valid passport or photo driving licence) should also be displayed on their desk at the start of the examination. Where students do not have photographic proof of identity they should speak to an invigilator before the start of the examination. The student will be allowed to sit the examination and the invigilator should pursue a check of the student's identify by contacting a School Office, Academic Registry Office, Student Information Desk or Library to obtain or access a photo of the student from Strategic Information Technology Services (SITS). The student should be asked to remain behind at the end of the examination for their identity to be verified.
- viii. An invigilator should direct students to check that they have received the correct examination paper, in particular when several examinations are taking place in the same room. An invigilator should also remind students to:

- place all mobile phones, watches, headphones and other electronic devices, which should have been switched off, in the clear plastic bag provided and place this underneath their desks. This should not be touched during the examination;
 - read carefully any instructions given on the answer book and at the top of the question paper;
 - write their student number on the answer book.
- ix. An invigilator should announce the beginning of the examination, taking into account, where appropriate, any reading time (details of which must be included in the rubric of the examination paper), and should state the prescribed length of the examination.
- x. *Instructions to invigilators - during the examination*
- Invigilators should give their sole attention to the conduct of the examination. No other activity should be undertaken during the examination period. It is the duty of the invigilators to conduct the examinations in such a way that there is minimum disruption and optimum conditions for concentration for the student;
 - No student may leave the room during the first 30 minutes or the last 15 minutes of the examination. Under no circumstances should late arrivals be allowed into the examination room after the first 30 minutes of the examination have elapsed;
 - Once the examination is in progress and any late arrivals have been admitted, the invigilators should:
 - (a) check students' identity against their UniCards (or other suitable photo ID);
 - (b) collect the attendance slips (where the student's identity cannot be confirmed the invigilator should write *'identity not confirmed'* on the attendance slip); and
 - (c) complete the attendance registers provided, including confirmation of proof of identity checks (the attendance register should be marked in such a way as to alert the Exams Office where the identity of the person in the examination could not be verified).

Any incidents regarding proof of identity should be included on the invigilator's report forms.

- xi. Invigilators must maintain oversight of the students in the examination room and should move around the room from time to time.
- xii. Invigilators should only allow a student to leave the examination room temporarily if accompanied by an invigilator or another suitable member of staff. It is preferable for invigilators, or other members of staff, of more than one gender to be available to accompany students although this may not always be possible. Invigilators should exercise sufficient supervision to ensure that the student does not have access to information outside the examination room.

- xiii. Invigilators should take appropriate action if a student is taken ill. If in a distressed state the student should not be permitted to leave an examination room unless accompanied by a responsible person able to arrange any necessary aid, whether medical or otherwise.
- xiv. Invigilators should take whatever action may become necessary in an emergency. If, for example, a fire alarm causes an interruption to the examination, the invigilator should ensure that students evacuate the room quietly and, as far as possible, should keep them under examination conditions until such time as the examination can be restarted or an alternative decision is taken. The invigilator, using discretion, may allow the students additional time, if possible, on return to the room. The time allowed should be equivalent to the time lost. If the interruption occurs in the closing stages of the examination, this may not be feasible and in such cases students should be advised to complete the necessary information on the front of their answer books and hand in their work. The circumstances, and action taken, must be fully detailed in the invigilator's report.
- xv. An invigilator who suspects or discovers that a student taking an examination is using, or is in possession of, unauthorised material, is copying from another student's script, or is in communication with another student, should take no action which might disrupt the examination of any other students in the room.

The following procedures must be followed:

- if possible, the attention of a second invigilator should be drawn to the student's behaviour;
 - the student should be allowed to continue with the examination having had their attention drawn to the fact that a report will be made to the Exams Office about the incident;
 - if the unauthorised material is portable, it should be confiscated immediately and submitted with the invigilator's report form;
 - the invigilator initiating the action must enter a full and detailed account of the evidence on the invigilator's report form, including the student's examination number;
 - the invigilator initiating the action must submit a full report to the Exams Office who will forward this to the Dean ³⁸ within two working days of the examination.
- xvi. All incidents, including illness, absence from the examination room (other than the occasional visit to the toilet), late arrivals, and breaches of the examination room regulations, must be entered on the invigilator's report forms.

³⁸ The report should be submitted to the Dean and not, in this instance, to those referred in **Section F.3**.

xvii. *Instructions to invigilators - conclusion of the examination*

- An invigilator should warn students of the approach of the end of the examination at a time deemed appropriate (15 minutes is generally considered to be adequate);
- An invigilator should announce the end of the examination and instruct all students to stop writing and remain seated until instructed to leave. Students may be allowed to complete any details which may be required on the front of the answer book such as their student number and the number of questions answered;
- Students should be reminded to ensure that any supplementary sheets, diagrams, etc., are securely attached to scripts by string or tags;
- Students should remain seated until invigilators have collected all scripts and unused examination stationery;
- The invigilator should ensure that no scripts, question papers or examination stationery are removed by students;
- Before students are permitted to leave the examination room, invigilators should satisfy themselves that all exam stationery including scripts and examination papers have been collected from every student;
- Invigilators should ensure that scripts are sorted numerically into groups by subject and placed with the attendance register for that subject in the relevant examinations pack;
- All examination pack stationery including exam scripts, exam papers, attendance registers, invigilators' report forms, attendance slips, and unused stationery should be returned to the designated room as advised by the Exams Office and be handed over securely to a member of the Exams Office or other nominated person. This material must be kept secure at all times and should never be left unattended;
- The Exams Office will arrange an appointment with the Internal Examiner, or their nominated representative, for the exam scripts to be securely handed over and signed for.

13.3 Viva voce examination

Viva voce examinations of students may be permitted in the following situations:

- i. to obtain additional evidence, where a Course Examination Board is recommending a student with upheld additional consideration for an award (**refer Section B5.4.4**);
- ii. where there are PSRB requirements in relation to the role of the external examiner³⁹, and these were agreed at validation of the course (**refer Section I2.6**);

³⁹ The research component of the MRes award is assessed by an external assessor who attends the viva examination.

- iii. where a major variation in assessment has been approved (**refer Section G3 and G9.7**);
- iv. to seek additional evidence in the event of an academic appeal being upheld (**refer Section H**).

13.4 Online examinations

- 13.4.1 The Exams Office will set to release the online open book / seen examination at the agreed time/date (UK time).
- 13.4.2 The Exams Office will set to release the online unseen examination at the start of the published window (UK time).
- 13.4.3 Students will normally have the published length of time (on the approved module specification) to complete and submit an online open book / seen / unseen online examination. Students will normally have a 6-hour window to complete and submit an online open book / seen / unseen examination.

Those students with approved LSP variations will have the additional allocation of time relating to their approved variation for the examination completion and submission i.e., the duration of the online examination, and additionally normally the set window will be increased by an additional 3 hours (i.e., total = 9 hours).

- 13.4.4 Students will normally have the published length of time (on the approved module specification) as the duration of the test examination⁴⁰ within a set window of time.

Those students with approved LSP variations will normally have the available window of time increased by an additional 50% and will have an additional allocation of time applied to the duration of the test in accordance with their approved LSP recommendation.

- 13.4.5 Scheduled online examinations submitted after the published submission deadline (date and time) should not be accepted and a non-submission recorded (0%).
- 13.4.6 Where a student experiences serious, unforeseen and unavoidable circumstances during a scheduled online examination that means that a student is unable to complete their online examination submission by the deadline then the student may be eligible to submit a request for Additional Consideration.
- 13.4.7 If interruption during a scheduled online examination is due to the failure of University infrastructure or systems then the examination period should be extended proportionately or alternative arrangement for the rescheduling of the examination made, as required.

13.5 Examinations taken overseas⁴¹ (taught students)

i. *Introduction*

- o This policy determines how the University manages requests from students to take examinations overseas. It aims to ensure that students are treated fairly

⁴⁰ Test refers to MyStudies Test Tool

⁴¹ Exceptionally the Registrar and Secretary (delegated to Academic Registrar) may consider requests for the policy to be applied within the UK.

and that there are robust arrangements for sitting examinations overseas so that the standards of the University's awards are not compromised;

- Some examinations by their nature may not be permitted to be taken overseas, for example laboratory-based examinations/tests, those requiring specialist facilities and an Objective Structured Clinical Examination (OSCE). Where permitted, the examination taken at another location must run simultaneously with that scheduled to take place at Brighton (or any other agreed location), taking into account the time difference between the host country and the UK. The University must also have received confirmation that the host venue can satisfy the requirements of the University's assessment and examination regulations.

ii. *Eligibility*

- Subject to approval by the relevant School, students who fall under the following categories may be permitted to take examinations abroad:
 - (a) students who are resident overseas (i.e., students who have a permanent home address outside the UK⁴²) who are required by the Examination Board to take a referral/deferral examination during the University's summer vacation (i.e., assessment scheduled outside the published term dates when students are expected to be in attendance at the University);
 - (b) students who are required for academic reasons to be outside the UK at the time of the examinations, for example students on an exchange course or course-related placement.

Schools may also consider other exceptional circumstances such as incapacity to travel to Brighton from overseas due to illness or other medical reason or the death or severe illness of a close relative.

- Holidays by UK-resident students taken overseas, work commitments or other personal commitments during the reassessment period would not normally be acceptable reasons for a request.

iii. *Procedure*

- A request to take an examination overseas should be submitted to the Course Leader or nominee, in writing, not later than four weeks before the date of the examination or the date set by the School (where this is shorter). The University reserves the right to refuse a student's request if there is insufficient time to make appropriate arrangements. The Course Leader should seek authorisation from the Dean.
- The student is responsible for contacting a suitable host venue to explore the feasibility of sitting the examination at the host venue, which will be subject to approval by the University. Examinations should normally be taken at British Council Offices with exceptions requiring approval by the Registrar and Secretary. Approval of exceptions has been delegated to the Academic Registrar.

⁴² Includes Scotland, England and Northern Ireland, excluding Isle of Man and the Channel Islands.

- The student will be responsible for any direct costs (including any fees) of sitting the examination charged by the host venue e.g., use of facilities, cost of invigilation. The University does not charge the student a separate administrative fee.
- Where the host venue agrees to hold the examination, the student should provide details of the contact name and email address to the Course Administrator who will liaise with the Exams Office to organise the arrangements with the host venue.

The arrangements for sitting the examination must be agreed in writing with the host venue in advance and before the request from the student is authorised.

These must include:

- (a) confirmation that the host venue can satisfy the requirements of the University's assessment and examination regulations;
 - (b) the arrangements for the secure despatch of examination paper(s), University examination stationery (answer books), University's general examination and assessment regulations, invigilation notice, attendance slips, and any other documents as required, to the host venue;
 - (c) the arrangements for the secure and timely return of examination scripts to the University of Brighton School. This is usually by secure courier.
- Students should be advised that all arrangements with the host venue are at their own risk and the University cannot be held responsible for assessment processes held overseas.

iv. *Regulations*

- All the University's examination and assessment regulations related to assessment on the University of Brighton campus apply equally to an examination taken overseas. In particular the University must be assured that examination paper security and invigilation conditions will be in accordance with the University's regulations.
- A non-attendance mark of 0 will be recorded under the following circumstances:
 - (a) a student fails to attend for an examination organised to be taken overseas;
 - (b) the request to take an examination abroad is not authorised by the School and the student does not attend the examination at the University.
- In cases where it is not possible to organise alternative arrangements for a student to take an examination overseas and the student has a genuine and unavoidable reason for being unable to attend the examination at the University, the student should submit a request for additional consideration to the Examination Board.

v. *Reporting and monitoring*

- Schools are required to report annually in October to Academic Registry on the number of requests to take an examination overseas, the circumstances stated, and the number of requests approved.

13.6 Academic feedback on examinations

- i. The nature and extent of feedback on examinations, other than a provisional mark should be determined by the School.

As with coursework this should be provided in a timely manner to support the subsequent student learning. Developmental opportunities may include; generic feedback on examinations through MyStudies, published model answers or post examination tutorial workshops.

- ii. Students are able to request an opportunity to view their examination paper (under supervised conditions) alongside feedback and/or model answers if available. For students who have failed the assessment, this opportunity should be provided prior to the reassessment examination. All Schools should have a published procedure for this.

14 **Assessment arrangements for students in cases of inclement weather**

14.1 Introduction

- 14.1.1 During periods of inclement weather and when University sites are open, students should take all reasonable steps, but not put themselves at risk, to attend a scheduled in-person examination or present/hand in work/assignments for assessment by the published deadline.
- 14.1.2 In line with the University's [Inclement Weather Policy](#), where adverse weather conditions cause a closure of a University site(s) then a specific announcement will be made via a newsflash post on MyBrighton/ staffcentral.
- 14.1.3 These guidelines do not cover technical difficulties in relation to eSubmission of work for assessment, such as unavailability of the University system, which is covered by the University's [Electronic Management of Assessment \(EMA\) guidelines](#).

14.2 University closure for inclement weather⁴³

- 14.2.1 Where a University site is officially closed, all in-person examinations scheduled to take place on that site for that particular day (or part thereof) are cancelled and students will not be able to present (hand in) work/assignments for assessment (other than by eSubmission). Students will not be penalised for either of these.
- 14.2.2 Where in-person examinations are cancelled they will be re-scheduled by the School and/or Exams Office (depending on the nature of the exam). This will be either at the earliest opportunity or during any week of the term/semester (including assessment period), but not during University holiday weeks. Information will be posted by the

⁴³ Refer *Inclement Weather Policy* for interpretation of inclement weather.

School on MyStudies as soon as possible after the cancellation⁴⁴. Students are expected to attend re-scheduled examinations as they would on the original date.

14.2.3 Any work/assignment for assessment that was due to be presented/handed in by the student must be presented/handed in on the next working day that the University site is officially open.

14.3 The University site is open but the student is unable to travel due to adverse weather

14.3.1 There may be occasions where severe or adverse weather disrupts students' travel arrangements and causes difficulties for students taking in-person examinations or handing in work for assessment (other than by eSubmission).

14.3.2 *In-person examinations*

If a student is prevented from attending a scheduled in-person examination due to severe/adverse weather conditions, they should inform their School as soon as possible. If a student is prevented from attending, is late (up to 30 minutes after the examination has started) or is unable to complete a scheduled in-person examination due to severe/adverse weather conditions, the student should submit a request for additional consideration (with supporting documentation) to the Examination Board.

This will ensure that, where the request is upheld, the student is not unfairly disadvantaged. Where students are permitted to take the in-person examination as if for the original attempt, this will be during the normal reassessment period.

14.3.3 *Handing in work/assignments for assessment by the deadline*

If a student is prevented from handing in work/assignments for assessment by the published deadline due to severe/adverse weather conditions, they should inform their School as soon as possible. The student should present (hand in) the work/assignment as soon as possible. The work/assignment will be considered as late and the student should complete a request for additional consideration (with supporting documentation) to the Examination Board. This will ensure that, where the request is upheld, the student is not unfairly disadvantaged.

14.4 Circumstances other than inclement weather

14.4.1 On rare occasions where the University is officially closed due to circumstances other than inclement weather the regulations in **Section B14.2** will be invoked.

⁴⁴ Schools are encouraged to also use texting to communicate to students where possible.