

EXAMINATION & ASSESSMENT REGULATIONS (HMS SULTAN & COLLINGWOOD)

September 2021

Contents

Summary	5
What is this document about?.....	5
Who is this for?.....	5
How does the University check this is followed?	5
Who can you contact if you have any queries about this document?	5
INTRODUCTION.....	6
1. GENERAL	6
2. RESPONSIBILITIES.....	7
BEFORE ASSESSMENT	8
ADJUSTMENTS FOR DISABLED STUDENTS	9
COURSEWORK.....	10
RULES FOR THE CONDUCT OF EXAMINATIONS	11
1. GENERAL	11
2. ENTERING AND LEAVING EXAMINATION ROOMS	11
3. STARTING AND ENDING EXAMINATIONS	11
4. EXAMINATION STATIONERY AND MATERIALS.....	11
5. BEHAVIOUR DURING EXAMINATIONS	11
6. ACTION BY INVIGILATORS ON DISCOVERY OF AN ASSESSMENT OFFENCE.....	11
7. ILLNESS.....	11
MARKING AND FEEDBACK	12
1. GENERAL	12
2. ANONYMOUS MARKING	12
3. MARKING SCHEME.....	12
4. VERIFICATION OF MARKS.....	13
5. FEEDBACK.....	13
6. RETURN OF ASSESSED WORK	13
EXTENUATING CIRCUMSTANCES	14
1. GENERAL	14
MODULE ASSESSMENT BOARDS.....	15
1. GENERAL	15
2. MEMBERSHIP	15

3.	PROCESS AND POWERS.....	16
4.	MODERATION OF MARKS	17
5.	EXTENUATING CIRCUMSTANCES	17
6.	DECISIONS.....	18
7.	EXTERNAL EXAMINER	19
8.	ASSESSMENT PENALTIES.....	20
9.	COURSE MANAGEMENT ISSUES	20
10.	DISCLOSURE OF MARKS AND GRADES.....	20
11.	DELEGATION OF AUTHORITY	21
12.	MINUTES	21
	BOARDS OF EXAMINERS	22
1.	GENERAL	22
2.	MEMBERSHIP	22
3.	PROCESS AND POWERS.....	23
4.	COMPENSATION	24
5.	DECISIONS.....	24
6.	AUTHORITY TO DEPART FROM THE UNIVERSITY'S REGULATIONS	28
7.	COURSE MANAGEMENT ISSUES	28
8.	DELEGATION	29
9.	MINUTES	29
	EXEMPTIONS.....	30
	ACADEMIC APPEALS.....	31
	ASSESSMENT OFFENCES	32

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SUMMARY

What is this document about?

The examination and assessment regulations are detailed academic rules that explain what a student must do to obtain the award for which they are registered.

Who is this for?

This document will be of most interest to new and existing students, academic staff and external examiners. It will be of interest to the UK Quality Assurance Agency (QAA) and it may also be of interest to the wider public.

How does the University check this is followed?

The Academic Standards, Quality and Partnerships team within Department of Student and Academic Administration Registry is responsible for reviews and audits to ensure that the policy is followed. Additionally, there is an external examiner for every module and every course in the University who ensures that this policy is followed.

Who can you contact if you have any queries about this document?

If you have questions about this document please contact Academic Standards, Quality and Partnerships, Department of Student and Academic Administration (DSAA) asqp@port.ac.uk

INTRODUCTION

1. GENERAL

- 1.1. The purpose of assessment is to enable students to demonstrate achievement of the outcome(s) of the module. Student performance in the assessment of modules contributing to their course of study is the major source of evidence used by Boards of Examiners in determining progression and recommendation for awards of the University.
- 1.2. The following principles meet the precepts of the QAA Code of Practice for the Assessment of Students and underpin all the Assessment Regulations of the University:
 - a) Assessment will be valid in relation to its form, quantity, level, content and learning outcomes, whilst being practicable for both students and staff in terms of the time needed for completion and marking;
 - b) Assessment will promote student learning by its nature and the provision of appropriate guidance and feedback on performance;
 - c) Assessment processes will be explicit with all parts of the assessment process being made clear to all parties (students, staff, and external examiners);
 - d) Assessment will be reliable, consistent and reproducible in the judgements made. The processes will be robust and staff engaged in them will be appropriately trained;
 - e) Assessment processes will be equitable and inclusive with all students being assessed fairly on their own individual merit and ability;
 - f) The management of assessment will be just with clearly documented procedures to support this. Assessment should be designed so that there is clear evidence that the artefact has been produced by the student;
 - g) The policy and processes of assessment will be subject to regular monitoring and review.
- 1.3. The University has also incorporated, as far as is practical, the following recommendations from the National Union of Students Charter on Feedback and Assessments:
 - a) Formative assessment and feedback should be used throughout the course;
 - b) Students should have access to face-to-face feedback for at least the first piece of assessment each academic year;
 - c) Receiving feedback should not be exclusive to certain forms of assessment;
 - d) Feedback should be timely;
 - e) Students should be provided with a variety of assessment methods;
 - f) There should be anonymous marking for all summative assessment;
 - g) Students should be supported to critique their own work;
 - h) Course induction should include information on assessment practices and understanding marking criteria.
- 1.4. The University of Portsmouth operates a two tier system of formal meetings to agree assessment outcomes. The first tier, Module Assessment Boards, confirms marks at module level for all students studying the modules in its area, regardless of the award the students are registered on. The second tier, Boards of Examiners, recommends awards, including any classification, and makes decisions about the progression of students.
- 1.5. A student may only be assessed in modules for which the student has registered.

- 1.6. A student may only be recommended for an award of the University where the student has registered on a course for a named award. If a student withdraws or is excluded, the Board of Examiners may recommend a student for any lesser award listed in the Course Specifications.
- 1.7. A student may not be registered on modules in an academic year with a combined credit value of greater than 120 credits.
- 1.8. The Examination and Assessment Regulations gives detailed regulatory advice concerning features that could potentially affect students during their university life. This document forms part of the student contract and students of the University of Portsmouth are bound by the current regulations in force. The University reserves the right to amend the current regulations as it deems necessary.

2. RESPONSIBILITIES

- 2.1. It is the responsibility of the University within its procedures:
 - a) to assess students fairly;
 - b) to satisfy itself that proper invigilation of examinations is undertaken;
 - c) to ensure that the results of students' assessments are published as far as they relate to progression or awards of the University;
 - d) to investigate allegations of malpractice during assessment and act appropriately on the findings;
 - e) to consider appeals against decisions of Extenuating Circumstances Officers, Module Assessment Boards and/or Boards of Examiners;
 - f) to design assessment tasks to minimise opportunities for plagiarism and ensure that students are provided with the knowledge and skills to enable good academic practice;
 - g) to assure itself that the partner institution has procedures and processes for examining students consistent with those of the University.
- 2.2. It is the responsibility of students to:
 - a) undertake the learning activities specified for each module for which they are registered;
 - b) attend examinations and submit assessments, including Referral and Deferrals, as required. If a student fails to do so, without good reason, the Module Assessment Board will determine that the student has failed the assessments concerned;
 - c) notify the partner institution of changes to their term-time or home address and contact details;
 - d) notify the Head of the Additional Support and Disability Advice Centre of any special needs the student wishes provision to be made for in the assessment of any module;
 - e) provide any information on personal circumstances that has prevented them from attending or submitting any assessment and which they wish the Module Assessment Board and/or Board of Examiners to take into account, failing which any appeal founded on those grounds may be rejected;
 - f) undertake assessments honestly and in a manner that does not attempt to gain unfair advantage;
 - g) ascertain the results of their performance in any assessment;
 - h) register onto their course on its commencement and re-register annually on the course start date.

BEFORE ASSESSMENT

1. At, or before, the commencement of the teaching of a module, the Partner Institution Lecturer shall ensure that the following information is made available to all students registered on University of Portsmouth courses or modules :
 - a) the outcome(s) of the module;
 - b) the timetable for teaching the module;
 - c) the learning activities that students are expected to undertake in order to achieve the outcomes of the module;
 - d) the nature of assessment(s) (including any Referrals and Deferrals);
 - e) the final assessment of each module which the student must have attempted (or have submitted valid extenuating circumstances to cover the final assessment) to be allowed compensation;
 - f) the submission dates for assessed coursework, which will be within the dates published by Academic Council;
 - g) details of when and how they might expect feedback on assessments;
 - h) the non-examination assessments that will not be marked anonymously;
 - i) the contribution that each element of assessment makes to the overall assessment of the module outcomes;
 - j) a statement of the grading criteria to be used for each assessment;

It is the responsibility of any student who was not present when the information above was provided to take whatever steps are necessary to acquire the information.
2. Partner Institution Lecturers will provide opportunities for students to discuss the assessment criteria so that they have a good understanding of how these are being interpreted.
3. Partner Institution Lecturers will be responsible for ensuring that students are provided with written information relating to the supervision arrangements for all major pieces of assessed coursework in modules of more than 30 credits, including independent study modules. Students will be informed as to what advice they may expect from their tutor, whether their tutor will view and comment on drafts, how many drafts their tutor will view and whether this will affect their final mark. Students will be informed as to when the drafts may be submitted.
4. Module descriptions will provide explicit details of the module assessments including the form of the assessments (type, word count, or equivalent, etc) and which assessments count towards the module marks and their weighting. They will make explicit how the learning outcomes and assessment(s) are linked through the module learning, teaching and assessment strategy.

ADJUSTMENTS FOR DISABLED STUDENTS

1. Training Orders of the relevant naval establishment shall apply.

COURSEWORK

1. Training Orders of the relevant naval establishment shall apply.

RULES FOR THE CONDUCT OF EXAMINATIONS

1. GENERAL

- 1.1. The University defines an examination as an assessment undertaken within a constrained period of time in a set location following a specified rubric of instruction. The candidate will undertake examination by writing except where the assessment is conducted using computer aided assessment software. This definition is intended to include examinations, open book examinations, mid-term exams and in-class testing. Examinations in centrally allocated accommodation will be conducted entirely in accordance with these rules. Students taking examinations elsewhere will be notified at or before the start of the examination which, if any, of these rules do not apply.
- 1.2. Candidates must observe all instructions given by an invigilator.
- 1.3. A candidate who wishes to attract the attention of an invigilator shall remain seated and raise a hand.
- 1.4. Candidates are required to bring a form of formal identification with photograph e.g. passport, national identification card, driving licence with them to every examination. A candidate who is unable to identify himself/herself may be excluded from the examination at the discretion of the Senior Invigilator
- 1.5. Any person alleged to have committed an offence under these regulations will be subject to the disciplinary procedures as defined in the Training Orders of the relevant naval establishment.

2. ENTERING AND LEAVING EXAMINATION ROOMS

- 2.1. Training Orders of the relevant naval establishment shall apply.

3. STARTING AND ENDING EXAMINATIONS

- 3.1. Training Orders of the relevant naval establishment shall apply.

4. EXAMINATION STATIONERY AND MATERIALS

- 4.1. Training Orders of the relevant naval establishment shall apply.

5. BEHAVIOUR DURING EXAMINATIONS

- 5.1. Training Orders of the relevant naval establishment shall apply.

6. ACTION BY INVIGILATORS ON DISCOVERY OF AN ASSESSMENT OFFENCE

- 6.1. Training Orders of the relevant naval establishment shall apply.

7. ILLNESS

- 7.1. Training Orders of the relevant naval establishment shall apply.

MARKING AND FEEDBACK

1. GENERAL

- 1.1. The Partner Institution Academic Contact will ensure that all staff responsible for teaching and/or assessment are able to demonstrate good practice in assessment and providing feedback, before they are involved in any assessment practices.
- 1.2. The Partner Institution Academic Contact will be responsible for ensuring that systems are in place for mark verification and second marking. In particular:
 - a) where there are multiple markers for the same assessment artefact, systems must be in place to ensure consistency and equality of marking.
 - b) where the assessment piece is not a physical artefact eg presentations, oral assessments, performances.

2. ANONYMOUS MARKING

- 2.1. The Royal Navy Fd Engineering courses are exempt from the provisions and requirements of the University of Portsmouth policy on extenuating circumstances.

3. MARKING SCHEME

- 3.1. Marking schemes are criterion-referenced and will enable internal assessors and External Examiners to distinguish between different categories of achievement and to justify marks awarded.
- 3.2. The Module Co-ordinator must use percentages where numerical marking schemes are used.
- 3.3. The following qualitative criteria is used for the FdEng Electronic Engineering:
 - a) distinction standard - a mark in the range of 85-100;
 - b) merit standard - a mark in the range of 70-84;
 - c) the student has demonstrated achievement of the learning outcome(s) of the module – a mark in the range of 40 to 100;
 - d) the student has not demonstrated achievement of the outcome(s) of the module - a mark in the range 0 to 39.
- 3.4. The following qualitative criteria is used for the FdEng Marine Systems Engineering:
 - a) distinction standard - a mark in the range of 85-100;
 - b) merit standard - a mark in the range of 70-84;
 - c) the student has demonstrated achievement of the learning outcome(s) of the module – a mark in the range of 50 to 100;
 - d) the student has not demonstrated achievement of the outcome(s) of the module - a mark in the range 0 to 49.
- 3.5. The University does not require pass standards or thresholds of achievement in particular components of assessment.
- 3.6. Professional and Statutory Regulatory Bodies may require pass standards or thresholds of achievement in particular components of assessment. Where this has been agreed as part of the accreditation process, an exemption from the regulations need not be sought. Students must be informed at the start of the module of the relevant pass standards or thresholds of achievement in particular components of assessment.

3.7. Any further variation to **3.5.** must:

- a) have the specific approval of the University Education and Student Experience Committee acting on the authority of Academic Council;
- b) be recorded on the approved module description;
- c) state clearly to which groups of students it shall apply.

4. VERIFICATION OF MARKS

4.1. Training Orders of the relevant naval establishment shall apply.

5. FEEDBACK

- 5.1. The Partner Institution Lecturer will provide students with feedback on all assessed work. The Partner Institution Academic Contact and University Contact will monitor provision of feedback.
- 5.2. Training Orders of the relevant naval establishment shall apply to the arrangements for feedback to students.

6. RETURN OF ASSESSED WORK

- 6.1. The Partner Institution Academic Contact must make provision for systems to ensure that the return of assessments to students is timely and secure.
- 6.2. Partner Institution Lecturers must ensure that work for their module is returned in a timely fashion and is either accompanied by feedback or feedback has been provided by alternative means.
- 6.3. Partner Institution Lecturers must ensure that a sample of work is either retained or photocopied so that it is available for scrutiny by the Subject External Examiner. In the former case, the retention of work must not prejudice the return of feedback.
- 6.4. Students' work must not be left unattended for collection. Work may be returned in a timetabled or non-timetabled session or it may be appropriate for students to collect the work from a central collection point.
- 6.5. Where a student is unable to collect the assessment in person for a legitimate reason, a request can be made for either the assessment feedback sheet to be posted to the student or the student may identify in writing to the University a named third person to collect their work. This person must produce a form of identification to establish that they are the student's proxy.
- 6.6. Students must be informed that there will be a time limit for collecting their work, after which it will be confidentially destroyed. The work should be held long enough to allow students a reasonable opportunity to reclaim it. For guidance on retention periods for assessed work, please see the University's Retention Policy.

EXTENUATING CIRCUMSTANCES

1. GENERAL

- 1.1. Extenuating Circumstances are short term circumstances that must relate to the health and/or personal matters of the student, which are of a sufficiently serious nature to have prevented the student from completing or submitting an assessment artefact on time.
- 1.2. Procedures for Extenuating Circumstances are intended to apply to individuals .
- 1.3. The Royal Navy Fd courses are exempt from the provisions and requirements of the University of Portsmouth policy on extenuating circumstances
- 1.4. Training Orders of the relevant naval establishment shall apply.

MODULE ASSESSMENT BOARDS

1. GENERAL

- 1.1. The Head of Department shall ensure that all modules within the Department which are delivered under a collaborative arrangement with a Partner Institution are assigned to the authority of a Module Assessment Board.
- 1.2. The Module Assessment Board shall convene meetings to discharge the duties defined by these regulations. The University Contact shall confirm dates on which the meetings must be convened in each year. The Module Assessment Board, additionally, shall hold a sub-committee meeting to consider the outcomes of referral and /or deferral before the start of each academic year.
- 1.3. In exercising the powers provided by these regulations, the Module Assessment Board shall have due regard to academic standards and to the identified aims, objectives and learning outcomes of the module/s.

2. MEMBERSHIP

- 2.1. In respect of each module in the group for which the Module Assessment Board is responsible, the following have membership rights:
 - a) University Contact;
 - b) Partner Institution Academic Contact;
 - c) All members of partner institution staff and University of Portsmouth staff responsible for the teaching and/or assessment of the module;
 - d) Head(s) of Department(s) or School(s);
 - e) Associate Deans of the Faculty;
 - f) Academic Registrar or her or his appointed nominee;
 - g) Subject External Examiners.
- 2.2. The Chair shall be appointed on the authority of Head of Department and shall be accountable to Academic Council for ensuring that the Module Assessment Board fulfils its responsibilities in accordance with these regulations.
- 2.3. No student of the University may be a member of the Module Assessment Board, save that a member of staff who is coincidentally registered as a student of the University shall not be disqualified from discharging normal examining commitments.
- 2.4. The Module Assessment Board shall be quorate to consider each module with the following membership:
 - a) Head of Department, or exceptionally an appointed nominee (Chair);
 - b) the Subject External Examiner;
 - c) Partner Institution Academic Contact or appointed nominee;
 - d) the Partner Institution Lecturer for the module or an appointed nominee;
 - e) University Contact or an appointed nominee.Where, exceptionally, the nominee has not been involved in the assessment of the module, the reasons for the appointment shall be recorded in the minutes.
- 2.5. The role of the Subject External Examiner and the associated rights and responsibilities are described in the document "External Examiners: Regulations and Procedures".

- 2.6. If, exceptionally, the Subject External Examiner is unable to attend the meeting, she or he shall:
- a) as far as possible, make her or his views known to the Module Assessment Board before it meets;
 - b) after the Module Assessment Board has met, write to the Chair of the Board stating the extent of any involvement with the modules during the year and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the Module Assessment Board.

3. PROCESS AND POWERS

3.1. The Module Assessment Board shall receive:

- a) the minutes of its previous meeting and any intervening sub-committee(s);
- b) notification of actions taken under delegated authority from previous meetings;
- c) the current approved module description of each module;
- d) the examination papers, course work and other assessments used;
- e) the names of all students identified by the partner institution as having disabilities and details of any special provision made;
- f) the annual report of the Subject External Examiner(s);
- g) in respect of each student:
 - the overall mark for the module;
 - the mark for each assessment element (i.e. coursework, examination etc);
 - the mark for each assessment artefact;
 - a record against each assessment artefact mark of Extenuating Circumstances found valid;
 - a record against each assessment artefact mark showing if it is the result of the application of an assessment penalty, and if it is, the record must also show the mark without penalty;
 - a record against each assessment element showing if, by virtue of a special exemption, there is a threshold pass mark.
- h) in respect of each module, the following aggregated information:
 - number of students;
 - mean, range and standard deviation;

3.2. The Module Assessment Board shall:

- a) agree the final version of the minutes of the previous meeting to be a true record of that meeting and note any matters arising from them;
- b) scrutinise the marks or grades relating to each module and the analysis of the marks and identify any anomaly, in accordance with criteria approved by Academic Council, or other cause for concern;
- c) obtain an explanation of any anomaly or cause for concern and take any action considered necessary, seeking advice from the Subject External Examiner;
- d) make decisions in relation to each student,
- e) confirm the marks or grades for each candidate in each module;
- f) assign credit to individual students on the basis of the confirmed marks or grades;
- g) assign credit to individual students for other good reason agreed;
- h) determine the repeat requirements for those students who have not passed;
- i) determine whether to defer confirmation of a mark or grade and the assignment of credit until specified conditions, within a specified time scale, have been met;

- j) authorise the publication of confirmed results to students;
- k) consider the last report of each Subject External Examiner and report to the Head of Department in which each module resides for consideration at the Departmental or School's Annual Subject Review;
- l) consider the adequacy of examination papers, course work and other assessments used in each module and make recommendations for future assessments;
- m) consider and approve criteria for the analysis of marks and grades.

4. MODERATION OF MARKS

- 4.1. Moderation of marks relates particular assessment artefacts, and the results may apply to some or all of the students attempting the assessment. Moderation may alter the module mark, which must be re-calculated following moderation.
- 4.2. Module Assessment Boards may moderate marks as a collective decision, with the agreement of the Subject External Examiner, and after reviewing the full range of information in the following circumstances if:
 - a) the pass threshold has been incorrectly applied; or
 - b) the marks do not fall within the expected mark distribution.
- 4.3. In addition Module Assessment Boards may moderate marks as a collective decision, with agreement of the Subject External Examiner, and after reviewing the full range of information, if a course management issue has disadvantaged students as detailed at section 8 below.
- 4.4. Moderation may take the form of discounting an assessment artefact and extrapolating a module mark from the remaining artefacts, re-weighted accordingly.
- 4.5. The Chair of the Module Assessment Board must ensure that any moderation, and the reason for it, is recorded in the minutes and is made known to all Boards of Examiners that receive marks or grades in respect of that module.
- 4.6. The University Contact in which the module resides must inform students in writing of the reason(s) for any moderation and of its impact.

5. EXTENUATING CIRCUMSTANCES

- 5.1. Where extenuating circumstances have been found valid, Module Assessment Boards may:
 - a) permit the assessment of the module in the form of the affected assessment artefacts to be deferred as a Deferred First Assessment until specified dates;
 - b) permit the assessment of the module by means of different assessment artefacts, which must be defined and made known to the student, to be deferred until specified dates;
 - c) where the student's overall mark is close to a significant boundary (e.g. pass/fail), move the overall mark to the lowest required mark on the higher side of the boundary.

6. DECISIONS

- 6.1. The mark reported to students and to the Board of Examiners shall be a integer as follows:
- a decimal of .5 or greater shall round up to the next highest integer;
 - a decimal of .4 or less shall round down to the integer;
 - module marks ending in a 9 after rounding will be rounded up to the next highest integer.
- 6.2. The Module Assessment Board will make one of the following decisions for each student:
- Passed;
 - Deferral(s);
 - Referral(s);
 - Deferral(s) and Referral(s);
 - Repeat;
 - Decision Pending.

6.3.1. PASSED

- 6.3.1.1. Passed confirms that the credit has been assigned.

6.3.2. DEFERRAL(S)

- 6.3.2.1. This confirms that the student has not completed the assessment of the module for good reason and that conditions and a time scale have been set for the student to undertake the assessment or further assessment of the module.
- 6.3.2.2. The purpose of the Deferral is to allow a student who has not attempted an examination type artefact at the normal attempt and has submitted extenuating circumstances which have been found valid.
- 6.3.2.3. The Deferral shall take the form of assessment(s) determined by the Module Assessment Board.
- 6.3.2.4. Academic Council shall fix the dates by which Deferrals must be completed. The Board of Examiners shall not permit a student to undertake a Deferral after the expiry of the dates for Deferrals prescribed by Academic Council.
- 6.3.2.5. The Deferrals will be marked as if it were submitted for the first time and will not be capped.

6.3.3. REFERRAL(S)

- 6.3.3.1. Referral confirms that the student may be eligible for Referral and that the requirements have been determined.
- 6.3.3.2. The purpose of the Referral is to allow a student who has failed a module or modules at the first attempt, or after repeat assessment, to have the opportunity to achieve the credit required to complete that stage and make normal progress, or satisfy the credit requirements for an award, without having to repeat the module(s) in full.
- 6.3.3.3. The Referral shall take the form of assessment(s) determined by the Module Assessment Board for failed assessment artefacts within the module. The student shall be deemed to have failed an assessment artefact in any failed module if they have not achieved a mark of 40% in the artefact. The Module Assessment Board may prescribe either a single re-assessment task that allows the student to demonstrate achievement of the module's learning outcome or assessments arising from the failed assessment components.

- 6.3.3.4. The student shall be deemed to have failed an assessment artefact in any failed module if they have not achieved a mark of 40% in the artefact.
- 6.3.3.5. The University Contact on the authority of Academic Council, and in liaison with the Partner Institution Academic Contact, shall fix the dates by which Referrals must be completed. Student will not be able to undertake a Referral after the expiry of the dates for Referrals. When prescribing the Referrals period(s), the University Contact shall be mindful of the dates and duration of the fixed period/s prescribe for 'Home' University courses and align it where possible
- 6.3.3.6. The Referrals will be marked with the artefact mark capped at the pass mark of the module. The overall module mark will be recalculated with the capped Referral marks but the overall module mark will not be capped. That mark shall be annotated on the transcript with the legend "Passed after Second Assessment". Where the Module Assessment Board has prescribed a single re-assessment task that allows the student to demonstrate achievement of the module's learning outcome, the capped Referral mark will be used for all the failed assessment artefacts.
- 6.3.3.7. Should the combined number of failed modules (including Referrals and Combined Referral Deferral) exceed the limits allowed by the Board of Examiners, the Board of Examiners shall change the decision for the modules with the decision of Referral to Repeat. The student will no longer be entitled to undertake the Referral element.

6.3.4. REFERRAL(S) AND DEFERRAL(S)

- 6.3.4.1. Combined Referral Deferral confirms that the student has not completed one or more the assessment of the module for good reason and that conditions and a time scale have been set for the student to undertake the assessment or further assessment of the module and that the student has failed one or more other assessments and may be eligible for a Referral.
- 6.3.4.2. Section **6.3.2.** details the process for the artefacts(s) that are Deferral and section **6.3.3.** details the process for the artefacts(s) that are Referral
- 6.3.4.3. Should the combined number of failed modules (including Referrals and Combined Referral Deferral) exceed the limits allowed by the Board of Examiners, the Board of Examiners shall change the decision for the modules with the decision of Combined Referral Deferral to Deferral. The student will no longer be entitled to undertake the Referral element.

6.3.5. REPEAT

- 6.3.5.1. Repeat confirms that the student has repeat assessment requirements in accordance with the Training Orders of the relevant naval establishment.

6.3.6. DECISION PENDING

- 6.3.6.1. Decision Pending confirms that the Module Assessment Board has been unable to confirm the mark and assign credit because of some procedural delay.

7. EXTERNAL EXAMINER

- 7.1. When the Module Assessment Board has agreed the marks, the Subject External Examiner shall sign the marksheet. This endorsement on the final marksheet signifies general satisfaction with the effectiveness and adequacy of the relationship between the module outcomes, the assessment strategy and the marking criteria. It does not necessarily indicate agreement with every individual confirmed mark.
- 7.2. After the Subject External Examiner has signed the marksheet, marks may only be changed in exceptional circumstances and with the agreement of the Subject External Examiner.

8. ASSESSMENT PENALTIES

- 8.1. Responsibility for the application of assessment penalties rests with the Module Assessment Board when it determines the final mark in the module.
- 8.2. All cases in which assessment penalties have been applied shall be reported to the Module Assessment Board and to the Board of Examiners.
- 8.3. The Module Assessment Board shall waive assessment penalties, if it receives a decision from an Extenuating Circumstances Officer that late submission of work was due to valid Extenuating Circumstances.
- 8.4. Exceptionally, the Module Assessment Board may exercise discretion to waive assessment penalties in the absence of any decision from an Extenuating Circumstances Officer. It may not exercise such discretion if it receives a decision from an Extenuating Circumstances Officer that Extenuating Circumstances reported by a student were Not Valid. The grounds for exercising such discretion shall be stated and recorded in the minutes of the meeting.
- 8.5. The Module Assessment Board has no discretion to waive penalties imposed in accordance with the Disciplinary Procedures as defined in the Training Orders of the relevant naval establishment.

9. COURSE MANAGEMENT ISSUES

- 9.1. The Module Assessment Board shall have discretion, in exceptional circumstances, to depart from any of these regulations if it believes a course management issue has arisen and a strict application of the regulations would be unjust to a student or students.
- 9.2. In such a case, the Head of Department, the Partner Institution Academic Contact or the University Contact should contact the Academic Registrar to take advice in relation to good practice.
- 9.3. In such a case the minutes must record all of the following information:
 - a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the Module Assessment Board wishes to depart;
 - d) the full circumstances in which the Module Assessment Board considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the Module Assessment Board considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the both exercising and not exercising discretion for the student.
- 9.4. The Chair of the Module Assessment Board shall send a copy of the minute to the Academic Registrar.

10. DISCLOSURE OF MARKS AND GRADES

- 10.1. Provisional marks or grades are notified to students in accordance with the Training Orders of the relevant naval establishment.
- 10.2. The Partner Institution Academic Lecturer, acting on the authority of the Chair of the Module Assessment Board, shall ensure students receive final confirmed marks or grades and explain details of the decisions and any consequences. This information will be provided at the earliest opportunity after the meeting of the Module Assessment Board.

11. DELEGATION OF AUTHORITY

- 11.1. The Module Assessment Board shall delegate, by resolution, to a sub-committee its authority for the confirmation of marks and the assignment of credit following Referrals, Deferrals and Pending decisions. The resolution must define the membership and quorum of the sub-committee and prescribe the reporting arrangements to the Module Assessment Board.
- 11.2. The Module Assessment Board shall delegate, by resolution, to the Chair its authority in relation to the confirmation of marks arising from Deferrals or pending decisions. The resolution shall require the Chair to document the decision, the reasons for it, and the extent of any consultation and report the decision to the next meeting of the Module Assessment Board.
- 11.3. The Module Assessment Board shall delegate, by resolution, to the Chair its authority in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Chairs must ensure the possibility of such action does not remove a student's right of appeal against decisions of a Module Assessment Board. The resolution shall require the Chair to document the decision, the reasons for it, and the extent of any consultation and report the decision to the next meeting of the Module Assessment Board.
- 11.4. The Module Assessment Board can not otherwise delegate its authority.

12. MINUTES

- 12.1. The Chair of the Module Assessment Board shall appoint a Minutes Secretary to draft the minutes of the Module Assessment Board and of any sub-committee.
- 12.2. In the case of the exercise of discretionary powers under these regulations, the minutes shall reflect the discussion at the meeting and record the reasons for the decision to exercise discretion or not to do so.
- 12.3. The Chair of the Module Assessment Board shall ensure that approved draft minutes of meetings are issued to members within a reasonable time period.

BOARDS OF EXAMINERS

1. GENERAL

- 1.1. The primary purpose of the Board of Examiners is to oversee the assessment of awards, to decide for each student on progression on a course and to make recommendations to Academic Council on the award, and category of award, to be conferred upon individual students.
- 1.2. The Head of Department shall ensure that all named awards shall be assigned to the authority of a Board of Examiners.
- 1.3. The Board of Examiners conducted at the Partner Institution shall convene meetings to discharge the duties defined by these regulations. The Board of Examiners shall meet at least once each academic year or more often for award courses that have multiple intake points. The University Contact will confirm the dates of the meetings to be convened in each year.
- 1.4. In exercising the powers provided by these regulations, the Board of Examiners shall have due regard to the principles described in the **Introduction**, the standard of the award, the identified aims and objectives of the course and each candidate's overall performance.
- 1.5. Only a Board of Examiners constituted in accordance with these Regulations shall be authorised to recommend conferment on a student of an academic award of the University of Portsmouth.
- 1.6. Academic awards of the University shall be conferred by Academic Council on behalf of the University in accordance with decisions of Boards of Examiners.
- 1.7. The decisions of Academic Council with regard to academic awards shall be determined by the signature of the Chair of the Board of Examiners upon the Conferment List, and shall accord with the recommendation of the Board of Examiners.

2. MEMBERSHIP

- 2.1. In respect of each named award for which the Board of Examiners is responsible, the following have membership rights:
 - a) Head of Department;
 - b) Award External Examiner(s);
 - c) Partner Institution Academic Contact;
 - d) University Contact;
 - e) All members of partner institution staff and University of Portsmouth staff responsible for the teaching and/or assessment of modules contributing to the award;
 - f) Associate Deans of Faculty;
 - g) Academic Registrar or her or his appointed nominee.
- 2.2. The Chair shall be appointed on the authority of the Head of Department and shall be accountable to Academic Council for ensuring that the Board of Examiners fulfils its responsibilities in accordance with these regulations.
- 2.3. No student may be a member of a Board of Examiners, save that a member of staff or approved Award External Examiner who is coincidentally registered as a student on another course of the University or elsewhere shall not be disqualified from discharging normal examining commitments.
- 2.4. The Board of Examiners shall have the following quorum:
 - a) Head of Department, or exceptionally an appointed nominee – Chair;
 - b) Award External Examiner/s, (but see regulation 14.2.vi below);

- c) Partner Institution Academic Contact or an appointed nominee;
 - d) University Contact or an appointed nominee.
- 2.5. The role of the External Examiner and the associated rights and responsibilities are described in the document External Examiners: Regulations and Procedures.
- 2.6. If, exceptionally, the Award External Examiner is unable to attend the meeting of the Board of Examiners, and none of the Subject Examiners for modules contributing to one or more of the awards is able to attend, then the Award External Examiner shall:
 - a) as far as possible, make their views known to the Board of Examiners before it meets;
 - b) after the Board of Examiners has met, write to the Chair of the Board of Examiners stating the reason for absence, the extent of his or her involvement with the courses during the year in question and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the Board of Examiners.

3. PROCESS AND POWERS

- 3.1. The Board of Examiners shall receive:
 - a) the minutes of its previous meeting and any intervening sub-committee(s);
 - b) notification of actions taken under delegated authority from previous meetings;
 - c) the current course specification and assessment matrix;
 - d) the confirmed marks and assigned credit from the appropriate Module Assessment Board(s) for each student registered for the award for which it is responsible;
 - e) decisions made with regard to repeat assessment and marks subject to penalty by the Module Assessment Board(s);
 - f) a record against each module mark of Extenuating Circumstances found Valid;
 - g) the names of all students identified by the partner institution as having disabilities and details of any arrangements made to make allowance for such disabilities;
 - h) the name of any student alleged to have been guilty of an assessment offence in relation to a module and details of any action taken in relation to that offence;
 - i) the annual report(s) of the Award External Examiner(s) and relevant sections of the annual reports of Subject External Examiners for modules which form part of the award;
 - j) the name of any student in breach of University regulations whose result is required to be withheld.
- 3.2. The Board of Examiners shall have marks presented to it according to the following conventions:
 - a) module marks in integers;
 - b) weighted mean averages, as appropriate to the classification criteria being reviewed, reported as integers as follows:
 - a. a decimal of .5 or greater shall round up to the next highest integer;
 - b. a decimal of .4 or less shall round down to the integer;
- 3.3. If a student has undertaken assessments or been awarded credit for prior learning such that the minimum required for the recommendation of an award is exceeded, the weighted mean average presented to the Board of Examiners shall:
 - a) take account of the student's performance in all compulsory modules;
 - b) then the student's best performance in optional modules up to the total required;
 - c) all other modules shall be disregarded, except in relation to the award of credit.
- 3.4. The Board of Examiners shall:

- a) agree the final version of the minutes of the previous meeting to be a true record of that meeting and note any matters arising from them;
- b) note any actions taken under authority delegated at its previous meetings;
- c) in the event of Valid Extenuating Circumstances exercise discretion as appropriate in accordance with the Training Orders of the relevant naval establishment;
- d) determine whether to permit a candidate to progress to the next stage of a course;
- e) determine whether a candidate shall be excluded from the University on academic grounds;
- f) determine to substitute repeat assessment for Referral for any candidate, where the permitted limits for such Referrals have been exceeded;
- g) recommend the conferment and, as appropriate, classification of an award,
- h) determine whether or not to defer recommending the conferment of an award until specified conditions, within a specified time scale, have been met;
- i) authorise the publication of a list of decisions and recommendations;
- j) consider the annual report(s) of the Award External Examiner(s), (and relevant sections of the annual reports of Subject External Examiners for modules which form part of the award) and refer matters of concern to the Board of Studies;
- k) fulfil, as appropriate, any specific and additional requirements of any external accrediting body for the award recognised by Academic Council.

4. COMPENSATION

4.1. Compensation is done in line with the Training Orders of the relevant naval establishment.

5. DECISIONS

- 5.1. At the end of each meeting the Chair shall sign a list of the decisions of the Board of Examiners. The Partner Institution Academic Contact shall ensure the list is published within 3 working days of the meeting.
- 5.2. The list shall show the name or Identification Number of each student and the decision of the Board of Examiners. The decision shall be one, or a combination, of the following:
 - a) Progress;
 - b) Recommend the award;
 - c) Deferral;
 - d) Referral;
 - e) Repeat Assessment;
 - f) Exclude;
 - g) Decision Withheld;
 - h) Decision Pending.
- 5.3. The Partner Institution Academic Contact shall ensure that, as soon as practicable after the Board, sufficient further details of the Board's decisions are supplied to each student to exercise all of their rights under these and any other regulations of the University. Those further details must make clear any actions the student must complete in order to retrieve any failure.

- 5.4. At the end of the meeting of the Board of Examiners, the Award External Examiner shall sign the Conferment List. This endorsement on the Conferment List signifies general satisfaction with the effectiveness and adequacy of the assessment processes, with particular reference to the student profiles, issues of fairness, as described in the document External Examiners: Regulations and Procedures. It does not necessarily indicate agreement with every recommendation of the Board.

5.5.5. PROGRESS

- 5.5.5.1. Academic Council may approve the division of courses of study leading to named awards into stages separated by points of progression.
- 5.5.5.2. Responsibility for all progression decisions rests with the Board of Examiners.
- 5.5.5.3. The approved course specification or the individual student learning contract define the points of progression in the pathway to the award and the amount of credit which must be obtained before a student can progress to the next stage.
- 5.5.5.4. Unless specifically stated otherwise in the approved course specification or the individual student learning contract, the timing of points of progression shall be the first day of the next term to start after the meeting of the Board of Examiners following the completion of study at a particular stage.
- 5.5.5.5. The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of each stage. If the credit required to complete that stage has been obtained, the Board of Examiners shall permit the student to progress to the next stage. Students may not progress with trailing modules.
- 5.5.5.6. On the authority of the Chair of the Board of Examiners, a student may commence the study of a module or modules at the next stage before the Board of Examiners has met to consider the results of the assessment of modules at the preceding stage or the results of any Referral or repeat assessment.
- 5.5.5.7. A Module Assessment Board may not assign credit for a module or modules at any stage until the Board of Examiners has confirmed that the student has progressed to that stage.

5.5.6. "RECOMMEND THE AWARD OF [NAME OF SPECIFIC AWARD]"

- 5.5.6.1. Only a Board of Examiners, or a sub-committee or person acting on the delegated authority of a Board of Examiners, constituted in accordance with these regulations may recommend a student for conferment of an academic award of the University.
- 5.5.6.2. The document, Awards of the University of Portsmouth, lists the awards of the University, states the standard of those awards and, for taught courses, the credit requirements for eligibility to be recommended for conferment of them. No recommendation can be made to Academic Council for the conferment of any award of the University other than in accordance with that document.
- 5.5.6.3. The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of the final stage. The Board of Examiners shall recommend the student to Academic Council for the award of the University for which the student had registered if:
- a) Module Assessment Boards have assigned necessary credit;
 - b) any shortfall is made good by the exercise of compensation;
 - c) the student is not in breach of University regulations.
- 5.5.6.4. The recommendation to Academic Council shall be made upon the University's Conferment List.

5.5.7. CLASSIFICATION OF AWARDS

5.5.7.1. Marks for classification are presented to the Board of Examiners as integers.

5.5.7.2. The marks required for a particular classification for the FdEng Electronic Engineering are as follows:

- a) 40-59 Pass
- b) 60-74 Merit
- c) 75+ Distinction

5.5.7.3. The marks required for a particular classification for the FdEng Marine Systems Engineering are as follows:

- a) 50-69 Pass
- b) 70-84 Merit
- c) 85+ Distinction

5.5.7.4. Pass/Fail modules do not count towards classification. Mean values will be calculated on the remaining credits.

5.5.7.5. The Board of Examiners shall recommend the highest classification to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, arising from the application of the following formulae:

- a) the classification calculated from the weighted mean of all relevant credits;
- b) the minimum classification in which more than 50% of the relevant credits were attained.

5.5.7.6. For Foundation Degrees, relevant credits can be at Level 4, 5 or 6.

5.5.7.7. The Board of Examiners may exercise discretion to recommend an award with distinction or merit to a student who does not qualify for that classification. The Board must be convinced that the student has merited the higher classification but that a particular circumstance, perhaps the inclusion of AP(E)L credit that does not attract a mark, has prevented the student from having the opportunity to meet the standard in the required number of credits. In such cases, the minutes of the meeting shall show the reasons for the exercise of discretion.

5.5.8. AEGROTAT AWARDS

5.5.8.1. An award may be recommended in aegrotat form when the Board of Examiners does not have enough evidence of the student's achievements to recommend the award for which the student was a candidate, and a lesser award would be inappropriate, but is satisfied that, but for valid extenuating circumstances, the student would have reached the standard required.

5.5.8.2. An aegrotat award carries no classification.

5.5.8.3. Before a recommendation for an aegrotat award shall be made the student:

- a) must have signified that they are willing to accept the award and understands that this acceptance entails waiving any opportunity to be assessed or re-assessed;
- b) must, if applicable, be advised as to whether or not such an award is recognised by any accrediting body.

5.5.8.4. In all cases where a Board of Examiners recommends an aegrotat award, the reasons for doing so shall be stated and recorded in the minutes of the meeting.

5.5.8.5. Having been offered the aegrotat award, a student may elect not to accept the award but to request that the Board of Examiners makes a decision in accordance with **1.5**.

5.5.9. POSTHUMOUS AWARDS

- 5.5.9.1. An award may be conferred posthumously to a deceased student who was a registered student at the time of death, and had sufficient assessable work available at the time of death to enable the Board of Examiners to recommend an award.
- 5.5.9.2. In all cases where a Board of Examiners recommends the conferment of an award posthumously, the reasons for doing so shall be stated and recorded in the minutes of the meeting.
- 5.5.9.3. In practice, this recommendation often may be made by the Chair of the Board but must always be the result of appropriate consultation, and must always be reported back to the Board.

5.5.10. DEFERRAL(S)

- 5.5.10.1. The student has not been awarded sufficient credit to allow progression or the recommendation of an award, and the shortfall in credit is due to Valid Extenuating Circumstances, and that a remedy in accordance with the Training Orders of the relevant naval establishment has, for reasons acceptable to the Board, not yet been completed.
- 5.5.10.2. Boards of Examiners shall be informed that valid extenuating circumstances apply to named students in named modules, and the decisions made by Module Assessment Boards.
- 5.5.10.3. The Boards of Examiners shall minute all decisions reached in respect of valid extenuating circumstances made known to it, together with reasons. The Boards of Examiners may:
 - a) endorse defer decisions already made by a Module Assessment Board and defer its decision about progress or recommending an award;
 - b) offer an aegrotat award in accordance with the University's Regulations.
- 5.5.10.4. Where a student is offered the opportunity to be assessed again, the offer must be made in writing with a content that makes it plain:
 - a) the assessment shall be as if for the first time, or if it is in relation to a repeat module shall be as if for the repeat attempt;
 - b) if the student has achieved a pass in the module(s) for which they have valid extenuating circumstances, the student must signal within a specified time her or his intention whether, in relation to the passed module(s) affected, to accept the offer to be assessed again in the missed examination. If the student does not respond within the specified time she or he shall be deemed to have elected not to be assessed again.

5.5.11. REFERRAL

- 5.5.11.1. Further marks are to be confirmed and credit assigned following repeat assessment in accordance with the requirements of the Training Orders of the relevant naval establishment.

5.5.12. REPEAT ASSESSMENT

- 5.5.12.1. Opportunities for retrieval of failure through repeat assessment shall be in accordance with the requirements of the Training Orders of the relevant naval establishment.

5.5.13. EXCLUSION

- 5.5.13.1. Exclusion on academic grounds shall be in accordance with the Training Orders of the relevant naval establishment.

5.5.14. DECISION WITHHELD

- 5.5.14.1. This decision confirms that a recommendation has been determined but not yet published because the student is in breach of one or more University regulations.

5.5.15. DECISION PENDING

- 5.5.15.1. This decision confirms that the student has to consider whether either to accept an offer of compensation or to undertake a Deferral.

6. AUTHORITY TO DEPART FROM THE UNIVERSITY'S REGULATIONS

- 6.1. Within the constraints of the course objectives and good practice in the subject area within the UK higher education sector, the Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in the opinion of the Board of Examiners, a strict application of the regulations would be unjust to a student or students. The Board of Examiners will take advice from the Award External Examiner in relation to good practice in the subject area.
- 6.2. In such a case the minutes must record all of the following information:
- a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the Board of Examiners wishes to depart;
 - d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion;
 - f) the advice of the External Examiner in relation to good practice in the subject area within the UK higher education sector;
 - g) the reason why such discretionary power should not be exercised for other students.
- 6.3. The Chair of the Board of Examiners shall send forthwith a copy of the minute to both the Secretary and the Chair of Academic Council.

7. COURSE MANAGEMENT ISSUES

- 7.1. The Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in its opinion, a course management issue has arisen and a strict application of the regulations would be unjust to a student or students.
- 7.2. In such a case, the Chair of the Board of Examiners should contact the Academic Registrar to take advice in relation to good practice.
- 7.3. In such a case the minutes must record all of the following information:
- a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the Board of Examiners wishes to depart;
 - d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion.

7.4. The Chair of the Board of Examiners shall send a copy of the minute to the Academic Registrar.

8. DELEGATION

- 8.1. The Board of Examiners shall delegate, by resolution, to a sub-committee its authority in relation to the progression and recommendation of awards to students following Combined Referral Deferrals. The resolution must define the membership and quorum of such a sub-committee and prescribe the reporting arrangements to the Board of Examiners.
- 8.2. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the progression and recommendation of awards to students in order to correct decisions based on erroneous or incomplete information. Chairs must ensure the possibility of such action does not remove a student's right of appeal against decisions of a Board of Examiners. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 8.3. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the making of exit awards arising from students withdrawing from the University. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 8.4. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the recommendation of awards to students to be made posthumously. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- 8.5. The Board of Examiners cannot otherwise delegate its authority.

9. MINUTES

- 9.1. The Chair of the Board of Examiners shall appoint a Minutes Secretary to draft the Minutes of all meetings of the Board of Examiners and of any sub-committee.
- 9.2. In the case of the exercise of any discretionary powers under these regulations, the minutes shall reflect the discussion at the meeting and record the reasons for the decision to exercise discretion or not to do so.
- 9.3. The Chair of the Board of Examiners shall ensure that approved draft minutes of meetings are issued to members within a reasonable time period.

EXEMPTIONS

1. The Policies contained within this document represent University-wide procedures and approval for any deviations from these Policies must to be sought from Academic Policy Committee.
2. Academic Council may separately approve award and supplementary assessment regulations with which specified categories of courses of study shall comply.
3. Any course of study which is not to be bound by these Examination and Assessment Regulations must seek specific exemption for such departure by the authority of Academic Policy Committee on behalf of Academic Council. Where such departure may exceptionally be authorised, the course regulations shall only be approved where they contain assessment regulations which shall identify:
 - a) the requirements for students to satisfy the examiners at each stage;
 - b) the conditions under which work may be reassessed;
 - c) the conditions which may lead the Board of Examiners to fail the student;
 - d) the conditions for progression within the course of study; and
 - e) the conditions for the recommendation of each possible award within the course of study.
4. Any other departure from these regulations must be approved in advance by the Academic Registrar acting with the authority of Academic Policy Committee on behalf of Academic Council. The Head of Department is responsible for the submission of any such requests to the Academic Registrar. The Head of Department shall be responsible for ensuring approved variations are set out in course regulations and communicated to students. The Board of Examiners, and/or the Module Assessment Board as appropriate has responsibility for applying these approved variations to the Regulations. Variations may arise from:
 - a) in the case of an award accredited by an external body recognised by the University, any restriction on the amount of Referral that is permitted at any stage;
 - b) at points of progression in courses of study leading to the award of both a Bachelor's Degree and an Integrated Masters Degree, the pass standard for progression to the Masters award;
 - c) a classification scheme that differs from that detailed for the award;
 - d) in the case of an extended undergraduate course of study the pass standard for progression to level four;
 - e) in the case of an award accredited by an external body recognised by the University, any restriction on the rights to repeat assessment.
5. By virtue of having partner specific regulations, many of the exemptions for the RN Fd Engineering courses have been reflected in these regulations. In addition the following exemption(s) have been approved:
 - there is no requirement to have Student Staff Consultative Committees separate from Board of Studies.

ACADEMIC APPEALS

1. Appeals shall be in accordance with the provisions of the Training Orders of the relevant naval establishment.

ASSESSMENT OFFENCES

1. Arrangements for identifying, determining and penalising assessment offences are defined in the Training Orders of the relevant naval establishment.