

ASSESSMENT REGULATIONS UNDERGRADUATE

General

1. These regulations are derived from the University's 2012 Degree Undergraduate Regulations which take priority over the present text in case of contradiction or doubt.
2. All assessments are conducted under the auspices of a Board of Examiners comprising the College's internal examiners, the University's Collaborative Academic Advisor and the appointed external examiners. The Board shall be chaired by the Academic Dean or his deputy. Recommendations of the Board of Examiners concerning awards and the classification of degrees are subject to the confirmation of the University of Manchester.
3. External examiners are nominated by the College and appointed by the University. There are normally three external examiners, for the subject areas biblical studies, historical and doctrinal subjects, and applied theology. The responsibilities of the external examiners are laid down by the University in the Code of Practice for external Examiners and include:
 - the scrutiny and approval of final assessment questions
 - the moderation of samples of exam papers, dissertations and essays counting towards final assessment, as well as the entitlement to see all work
 - participation in meetings of the Board of Examiners
 - submission of reports to the University
4.
 - a. At meetings of the Board of Examiners students are discussed anonymously.
 - b. The College's Special Cases Committee, consisting of the Academic Dean and two other members of the teaching staff, will consider any problematic cases and situations in advance of meetings of the Board of Examiners. It will take account of medical and/or other relevant evidence and agree recommendations to the Board of Examiners. See also the College's policy on Exceptional Circumstances.
5. Students must complete the assignment requirements of each unit by the date prescribed. Credits will be awarded for each unit in which a mark of at least 40% has been achieved. The number of credits for each unit is listed in the course documents and student handbooks.
6. Students who do not submit written coursework by the required date or who do not present themselves for an examination at the required date and time will be deemed to have failed the piece of assessed work concerned. In such cases, a mark of 0 (nought) will be awarded.
7. Students who anticipate with good cause that they will not be able to present

assessed work by the required date should make a written application to the Academic Dean as far in advance of the assessment date as possible. In cases where illness is the cause, a medical certificate will be required. Busyness of routine work in the placement will not be accepted as a ground for late submission of assessed work. See the College's Extensions policy.

8. Students should attend at least 80% of the teaching sessions for each unit in order for the Board of Examiners to be obliged to consider their assessed work. Information concerning students' attendance is recorded in attendance books. This requirement does not apply to the online delivery mode of the Degree course.
9. Verification and Appeals procedures are in accordance with the Regulations of the University of Manchester.

A. Credit and award framework

1. Awards of the University of Manchester will be given on the basis of the accumulation of credit as mapped out in the table, which is based on the credit/awards and levels required by the national Framework of Higher Education Qualifications (FHEQ):

Name of Award	Minimum credits for the award	Minimum credits at the level of qualification required for an award	FHEQ level
Bachelors Degree with Honours	360	90	6
Ordinary Bachelors Degree	300	60	6
Diplomas of Higher Education (DipHE)	240	90	5
Certificate of Higher Education (CertHE)	120	90	4

2. Students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in the table.
3. A student must achieve the minimum amount of credit at the level of the qualification in accordance with the table. However, subject to the programme requirements, students can take credit at a higher or lower level in order to achieve the minimum credit for the award.

B. Assessment and progression

1. Undergraduate students must pass a minimum of 40 credits on the first attempt at each level, including Professional Ministry and Practice (PMP) for students on the ministerial route, in order to progress. When a student fails to do this they will have failed the level.

2. Undergraduate students progress on the basis of credit accumulation in accordance with the programme requirements. Students can progress once they have achieved enough credit as specified in the student handbook at each level of their programme.
3. Where a student has failed more than the required credits on the first attempt or fails to meet progression requirements after compensation or reassessment, the Examination Board has the following options at its discretion:
 - Withdraw the student and award an Exit Award if criteria are met in accordance with the table above.
 - Permit the student to retake the year.
 - Permit the student to carry over up to 20 credits (in exceptional circumstances, as defined by an examination board)
 - Consider reassessment, where there is approved and verified mitigation.
4. Marks will be awarded according to the following criteria

%	Criteria
80+	Work of distinction standard; publishable quality without serious revision
75+	Use of a wide range of sources, strong evidence of independent judgment and originality, critique of alternative views, flair; outstandingly effective and well-focused content; fully accurate presentation and English: coherent, well-organised and persuasive
70-74	Wide knowledge of the issues and excellent critical understanding and evaluative ability; evidence of independent judgement and originality; accurate and polished presentation; effective and well-focused content
60-69	Wide knowledge of the issues, with good critical understanding and evaluative ability; some evidence of independent judgement; careful and well-organised presentation; no significant errors
50-59	Good knowledge of the issue, with adequate critical understanding and evaluative ability; reproduces other views capably, but less adept at constructing own judgements; fairly well ordered, with few errors
40-49	Satisfactory handling of the issues, but with noticeable gaps in knowledge; limited ability to argue, synthesise or construct independent judgements; some critical engagement with sources; weaknesses in organisation and presentation, as well as some errors
30-39	Does not deal adequately with one or more significant elements of the issues despite inclusion of relevant material; limited ability to argue, synthesise or construct independent judgements; weaknesses in organisation and presentation; probability of significant errors; minimal critical engagement
25-29	Does not address issues adequately, though may have presented general information relevant to the question; lacking structure and organisation of thought; superficial engagement with sources
1-24	Does not address issues; serious gaps in knowledge; incompetent use of sources
0	Unfair practice; collusion; no work received

C. Compensation

1. The compensation zone is defined by the agreed Marking Scheme.
2. A maximum of 40 credits, per level, can be compensated at Level 4 and 5.
3. Compensated units will keep the original mark and this is used in the weighted average for the calculation of the final classification/ award.
4. Referred assessment is compensatable.
5. PMP units, if taken, are not compensatable.

D. Reassessment

1. Where the overall unit mark is below the compensation zone or the maximum amount of compensation has been exceeded, reassessment may be taken unless in the final year (or level 6) of a Bachelors degree. This is known as a 'referral' and the referred assessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.
2. If an Examination Board has documented evidence that (a) a student's work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown improvement, the Board has the right to refuse referred assessment.
3. The Examination Board must specify the minimum circumstances to enable the student to progress and any remedial action required by the student, subject to teaching capacity not being exceeded. The examination board will decide which referred assessment should be taken.
4. An Examination Board may allow a student one attempt, per unit, at referred assessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Additional attempts at assessment as a result of mitigating circumstances are known as 'deferrals'. These are considered a first attempt and no cap is applied.
5. When a student fails to achieve the required credit after referred assessment, the Exam Board may decide to allow them to take the whole course unit again, on one further occasion, in attendance, subject to teaching capacity not being exceeded. This only applies to level 4 or 5.
6. Undergraduate students can be offered referrals in up to 80 credits, per level, except at level 6. The Examination Board decides which units are retaken.
7. Referrals are capped at the lowest compensatable mark (30%) and this is recorded on the transcript.
8. If a student fails a referred assessment that was previously in the compensated zone, the first mark stands and the student has failed to achieve the required credit.

9. Students cannot be referred in order to improve their marks at level 6.

E. Carrying forward failed credit on undergraduate programmes

1. An Examination Board may exceptionally permit an undergraduate student to carry forward up to 20 failed credits. This decision will be based on a student's academic standing and on mitigating circumstances. The student should resit, in attendance, at the next available opportunity.
2. Credit for PMP units cannot be carried over to subsequent levels.
3. Whole units must be repeated in attendance, with assessment taken in full and marks are capped to the lowest compensatable mark.
4. Students can only have one attempt at regaining credit carried over to a subsequent year / level. If they fail to regain the credit, they will be considered for an exit award.
5. Optional units can be substituted but a replacement unit should not be considered a first sitting and there will be no further opportunities to regain the credit if the unit is failed after assessment / reassessment.
6. Students should be advised by the Examination Board that if they fail the credit then they may not qualify for an Honours degree. Because 'carrying' extra units imposes a significant additional burden on the student, the Examination Board should give permission only where it judges that, in the light of previous results, the student is likely to be able to cope adequately.

F. Repeating the level

1. Examination Boards are permitted to make a decision on academic grounds when deciding whether or not a student is academically suitable to repeat a level of study.
2. An undergraduate can normally only repeat the level on one occasion during the whole programme. Exceptions may be permitted in cases of mitigating circumstances.
3. Fees are payable when levels are repeated as a result of failure without mitigating circumstances.
4. A student who is repeating a level cannot carry over credit from the level that is repeated.

G. Exit awards

1. Once a student has exhausted the opportunities to retrieve failed assessment they will be given an exit award in accordance with the table above, subject to the accumulation of the appropriate number of credits, as defined in the Programme Specification.
2. If a student decides to withdraw, they will automatically be awarded the relevant exit award as defined in the Programme Specification.

H. Final year of the undergraduate programme

1. There will be no reassessment in the final year (level 6).
2. When considering classifications for classes 1st, 2:1 or 2:2, an Examination Board may award special compensation for up to 40 credits at level 6 of a Bachelors degree programme for any failed unit, provided the student has passed at least 80 credits at the level of the award.
3. When considering classifications for classes 1st, 2:1 or 2:2, an Examination Board may award special compensation for up to 60 credits at level 6 of a Bachelors degree programme for any failed unit, provided the student has passed at least 60 credits at the level of the award. However, there is a penalty applied due to the failure of 60 credits and the student will have the classification reduced to the classification below that which would have been awarded on the basis of the weighted average for the programme.
4. When considering classifications for a third class degree, an Examination Board may award special compensation for up to 60 credits at level 6 of a Bachelors degree programme for any failed unit, provided the students has passed at least 60 credits at the level of the award.
5. Where special compensation is given, this is for credit only and the original unit marks are recorded and used to calculate the degree classification.
6. Where up to 20 credits have been carried over from level 5 to level 6, this credit may be considered under the special compensation regulations providing the maximum allowable has not been exceeded.
7. Ordinary Degrees can only be awarded at the end of a programme of study where a student has obtained 300 credits, 60 of which must be at level 6. Special compensation does not apply to ordinary degrees.

I. Classification

1. To be considered for a Bachelors Degree a student must have achieved the requisite minimum credits listed in the table above in accordance with the unit marking scheme and grade descriptors. Students who have not achieved the minimum credit requirement for an honours degree will be awarded an ordinary degree.
2. Bachelors degree classification will be decided using weighted total points as follows: level 4 0.0, level 5 0.33,, level 6 0.67.
3. Decisions with regards to 'borderline' classifications for individual students should be resolved using the mechanisms outlined in appendix A.
4. Decisions about the awards for the Certificate in Theology and the Diploma in Theology will be based on the following criteria:

70+%	Distinction
60-69%	Merit

40-59%	Pass
0-39%	Fail

J. Examination Board arrangements

1. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted.
2. Examination Boards will take place at the end of each academic year or at points in the calendar where decisions are required with regards to progression, overseen by an External Examiner.

K. Undergraduate Degree classification scheme

1. The Undergraduate Degree Classification Scheme is based upon weighted average using a 0-100 mark range calculated to one decimal place, where marks for individual course units are recorded as whole numbers.

Stage 1: Classification thresholds and boundaries

Bachelor degree classification using 0-100 mark range and 120 credits

2. The following boundaries inform classification when the weighted average falls below a classification threshold.

Bachelors degree classification and boundary zone using weighted average:

Bachelors Degree classification weighted to 120 credits	Classification thresholds: weighted average (0 to 100 mark range)	Boundary zone weighted average
First class	70.0	68.0 to 69.9
Upper Second class	60.0	58.0 to 59.9
Lower Second class	50.0	48.0 to 49.9
Third class	40.0	37.0 to 39.9

Consideration of students within the boundary zone by mark distribution

3. After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above must be considered for the higher award as long as 2/3 of the credits at level 6 are equal to/or higher than the final award. For example, if the student is in the boundary between a 2.1 and a first, 2/3 of the credits must be at 70% or higher to fulfill this criteria and award the students a first class degree.

Stage 2: Mark review

4. If a student is in the boundary zone of the average mark and does not satisfy the additional criteria, the examiners will apply a further stage of 'Mark Review',

overseen by an External Examiner. The process of 'Mark Review' should not change unit marks and can only influence the classification awarded.

5. Spurgeon's College does not use viva voce exams in case the process of 'Mark Review' is considered to be inconclusive.

Document control box			
Title	ASSESSMENT REGULATIONS UNDERGRADUATE		
Date approved	September 2013		
Reviewed			
Next review date	t.b.a		
Version	2	Supersedes version	1
Approving body	University of Manchester		
Quality Code consulted			
Member of staff responsible	Director of Studies and Senior Registrar		