

A Concise Guide for Students to the Assessment Procedures at Glasgow Caledonian University 2021/2022¹

This concise guide is a summary of the University's assessment procedures and does not supersede the *University Assessment Regulations*. Students are strongly advised to consult the relevant University Assessment Regulations (undergraduate or taught postgraduate), and associated regulations and policies. **Students must ensure that they understand individual programme regulations, where these apply. These are normally contained in your Programme Handbook and will be available from your Programme Coordinator.**

1. Assessment

- Each module is assessed by either coursework or written examination or a combination of both. Coursework is normally undertaken during the trimester in which the module is delivered and examinations are held at the end of the trimester in which the module is completed.
- There will be one resit diet of examinations in August, for SCQF levels 7, 8, 9 and 11 of programmes. Resit examinations for level 10 (Honours level) may be permitted at the discretion of Progression and Award Boards, normally at the August resit diet.
- Where a student has answered more than the required number of questions in any coursework or examination paper and has not indicated which answers are to be excluded from marking, only the first questions answered will be marked. For example, if a paper requires five questions to be answered and seven are attempted, where it is not clearly indicated which answers should be excluded, only the first five questions will be marked and used to calculate the overall mark for the paper. In cases where the examination paper and coursework has more than one section, the same procedure will apply to each section.

2. Entry to Examinations

- Students eligible for assessment are those who have complied in all respects with the conditions for admission and registration to the programme and/or all relevant modules within the programme. Such conditions include the payment of fees and compliance with such other specified requirements. No person whose registration has lapsed, or who has failed to register for the appropriate programme and associated modules, is eligible as a candidate for assessment. Progression and Award Boards will withhold the marks of an assessment of any person who appears ineligible pending an investigation and may ultimately disregard the attempt.
- Absence from any assessment without good cause and supporting evidence shall be deemed to be an attempt.

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The University reserves the right to make reasonable changes to the Assessment Regulations where in the opinion of the University those changes will assist in the proper delivery of education.

The University will normally maintain the Assessment Regulations for students within an academic session. However, the University reserves the right to introduce changes during the academic session when it reasonably considers those changes are:

- (a) for the maintenance of academic standards; or
- (b) required to secure the University's good operation and legal or regulatory compliance.

Appropriate prior notice of changes will be given.

3. Maximum Number of Attempts at a Module

- Undergraduate students at SCQF levels 7,8,9 will have up to and including three attempts.
- Undergraduate students at SCQF level 10 (Honours level) will have up to and including two attempts.
- Taught Postgraduate students at SCQF level 11 will have up to and including two attempts.

The maximum number of attempts shown relates to the SCQF level of the candidate's year of study, irrespective of the SCQF level of module being undertaken.

4. Failure at the First Diet

- Students who fail at a first diet will be required to re-enter the relevant modules at the re-assessment diet offered within the same session.
- The Progression and Award Board may, however, if there is substantive evidence that the student has failed to engage with the module, require a candidate to undertake a further formal programme of study, which may include repeating the work of the individual module, either with or, exceptionally, without a requirement to attend.

5. Failure at the Resit Diet

- Students are allowed to carry one 20 credit module and, at the discretion of the Progression and Award Board, up to 40 credits to the next level of a programme. The Progression and Award Board has the discretion to prevent this if the module has been identified in the programme documentation as a prerequisite to a required module at the next level, and there is no opportunity for further re-assessment of the carried module prior to the required module at the next level being delivered.
- Students are allowed to carry two 10 credit modules and, at the discretion of the Progression and Award Board, up to 40 credits to the next level of the programme. The Progression and Award Board has the discretion to prevent this for any 10 credit module that have been identified in the programme documentation as a pre-requisite to a required module at the next level, and there is no opportunity for further re-assessment of the carried module prior to the required module at the next level being delivered.
- Students who are permitted to carry module(s) will be required to pursue such a programme of study in that module as the Progression and Award Board considers necessary and will be required to re-enter the assessment in that module on the next normal occasion, or when agreed by the Board.
- Students who are not permitted to carry failed credit will be required either to repeat the outstanding modules, normally with attendance or exceptionally without attendance.
- The Progression and Award Board may allow a student to drop failed module(s) and take replacement module(s) at the appropriate level, provided the replacement module(s) ensure the delivery of the learning outcomes of the programme. The combined number of attempts that the student will be allowed for the original and the replacement modules shall not exceed that which would have been allowed for the original module.

6. Coursework - Late submission and failure to submit

- Failure by a student to meet any given submission deadline without good cause will result in a mark of zero for the coursework element concerned. Where a student has good cause, supported by documentary evidence where appropriate, for a late submission and intimates this in advance of the submission deadline, a later submission date should be negotiated with the Module Leader, or, if unavailable, the Programme Leader.

- Where a student has, in circumstances that could not reasonably be foreseen (supported by documentary evidence where appropriate) good cause for late submission which they have not intimated in advance, they must notify the Module Leader, (or, if unavailable, the Programme Leader) as soon as possible. Provided there are valid reasons for the late notification, a later submission date should be negotiated with the Module Leader (or, if unavailable, the Programme Leader). However it is acknowledged that if the notification is too close to the Progression and Award Board, a late submission date may not be possible.
- If it has not been possible to arrange a late submission date and thereby not enabling a mark to be awarded, the case must be processed in line with the *Consideration of Mitigating Circumstances*, and the student must submit the required form.

7. Awarding of credit for modules and compensation

For undergraduate students, the following will normally apply:

- In order to pass any module, students must obtain an aggregate mark of 40% or greater, and a mark of 35% or greater in each coursework element and examination.
- If the coursework component is formed of two or more coursework elements, the coursework component mark used is the aggregated mark of the constituent elements, with minimum mark requirements for each element as outlined above.

For taught postgraduate students, the following will normally apply:

- In order to satisfy the examiners in any module, candidates must obtain an aggregate mark of 50% or greater and a mark of 45% or greater in each element of coursework and examination.
- If the coursework component is formed of two or more coursework elements, the coursework component mark used is the aggregated mark of the constituent elements, with minimum mark requirements for each element as outlined above.

Compensation

- Compensation makes provision for allowing, within specified limits, the overall performance of a student to compensate for failure in up to and including 20 credit points of module(s) at each level of the programme.
- Compensation may only be awarded following delivery and assessment of all of the modules which contribute to the eligibility for an award at any given programme level.
- Compensation will not be applied in respect of a final level undergraduate or postgraduate project or dissertation (or equivalent module).
- Some Programme Assessment Regulations may be approved with the regulation that compensation may not be exercised in respect of specified modules.
- **Undergraduate:** Progression and Award Boards will apply compensation when the following conditions are satisfied:
 - A student obtains an overall module mark of 35% or greater and the mark for each element of assessment is equal to or greater than 30%.
 - The student has achieved an overall aggregate mark across all modules at that level of the programme of at least 45%.
 - In modules where certain elements of the coursework component have been approved by the Exceptions Subcommittee as requiring a specific mark, the student must have attained a mark no

more than 5% below the minimum mark in each of these specified elements of the coursework component.

- **Taught Postgraduate:**
 - A student obtains an overall module mark of 45% or greater and the mark for each element of assessment is equal to or greater than 40%.
 - The student has achieved an overall aggregate mark across all modules of the programme of at least 55%.
 - In modules where certain elements of the coursework component have been approved by the Exceptions Subcommittee as requiring a specific mark, the student must have attained a mark no more than 5% below the minimum mark in each of these specified elements of the coursework component.
- Progression and Award Boards have discretion to raise a mark by 1 percentage point in order to achieve compensation. This may be applied, either, to the aggregate module mark; or, to one of the Component marks; or, in the case of an approved minimum mark for a coursework element, to a coursework element.

8. Merit and Distinction for Unclassified Awards

When the Progression and Award Board is satisfied that a candidate has shown special performance in assessment, it may recommend that the award be granted 'with Merit' or 'with Distinction'. The regulations for merit and distinction are described in section 19 of the [University Assessment Regulations for Undergraduate Programmes](#) and section 18 of the [University Assessment Regulations for Taught Postgraduate Programmes](#).

9. Honours Awards

The University operates a number of Honours classification schemes. Students should consult their programme handbook for further information on how their Honours classification will be calculated.

10. Conduct of Examinations

- Applicants or students who have notified the University, at application stage, of an impairment or condition which may impact on aspects of teaching or assessment practices will be invited by the Positive Living & Disability Service to attend a meeting at which their needs will be assessed. This 'Needs Assessment' will include consideration of need for adjustments to examination and class test arrangements.
- It is the students' responsibility to find out examination dates and locations from the designated University notice boards or the Exams Timetable link:
<https://www.gcu.ac.uk/student/essentials/exams/>
- Detailed regulations are found in [Regulations for the Conduct of Examinations](#)

11. Assessment Results

Trimester A

- Results are issued by e-mail to students GCU e-mail address, after results have been confirmed by module leaders.
- It should be noted that all Trimester A results are provisional recommendations. The Progression and Award Board will meet in May/June to make final decisions on progression and awards.

Trimester B and the August Exam Diet

- Results are issued by e-mail to students' GCU e-mail address.

12. Plagiarism

- Plagiarism is defined in the Assessment Regulations as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of another. It is considered by the University to be a very serious offence and can result in severe penalties.
- The regulations concerning this area are complex and students are strongly advised to consult the regulations on the following link:
<https://www.gcu.ac.uk/academicquality/regulationsandpolicies/universityassessmentregulationsandpolicies/>

13. Notification of Mitigating Circumstances

- Students wishing the University to take mitigating circumstances into account must complete the "Mitigating Circumstances Form" (MCF) and provide supporting evidence. If the mitigating circumstance relates to a medical problem, a medical certificate (or letter from a medical practitioner) must be attached - a self-certificate form is not acceptable evidence. The form must clearly relate to the dates during which the mitigating circumstances were applicable. The form must be submitted no later than 5 working days after last date of the examination diet in each trimester or where the submission date for an assessment is outwith a normal exam diet (e.g. an MSc dissertation), the MCF must be submitted no later than 5 working days after the submission/assessment date.
- A student who wishes to retrospectively notify the University of Mitigating Circumstances **which were not made available to a Progression and Award Board before it took its decision** must complete the Retrospective Consideration of Mitigating Circumstances Form (RCMCF). The form must be received by the appropriate School within two calendar weeks of publication of the Progression and Award Board's decision and must include full details of the circumstances which prevented the submission of a Mitigating Circumstances Form (MCF) by the appropriate Trimester deadline, including medical certificates or other documentation which support the retrospective submission of the claim. *Retrospective* Consideration of Mitigating Circumstances forms will only be accepted in exceptional circumstances
- The forms and Help Notes for Students are available at:
<https://www.gcu.ac.uk/student/essentials/exams/mitigatingcircumstances/>

2021/2022 COVID

- The University has introduced a blended delivery model to mitigate the impact of COVID-19 on normal operations. The requirement to provide evidence is suspended for 2021/22. In place of evidence, you are required to provide a short clear statement detailing why your circumstances meet the criteria of being 'exceptional, serious, acute and unforeseen'.
- If your Mitigating Circumstance application is presented on the basis of COVID-19, please outline the way in which this has impacted on your ability to undertake assessment and/or submit coursework on time. This could be, for example, as a result of COVID-19 directly impacting on your health on the day/date of assessment, a public health requirement to self-isolate, the consequential impact of COVID-19 on your physical or mental health, or unforeseen caring responsibilities, which have directly impacted on your ability to undertake assessment.

14. Application for Permission to take Examinations at Other Institutions

- In specified circumstances the University will provide a service to allow students who are unable to attend the University for the August resit diet to apply for permission to take their resit examinations at other institutions. The exercise of this right is contingent upon the student following the procedure set out in [*Policy for Alternative & Special Examination Requirements*](#).

- This service will be limited to students who have received a Progression and Award Board decision requiring them to take (re)-sits and who are unable to be in Glasgow or London (based on their main campus of study) due to:
 - Residence for personal reasons (not including holidays and non-placement summer employment) over 500 miles from Glasgow or London (based on your main campus of study); and/or
 - Medical reasons, certified by a duly qualified General or other Medical Practitioner, which would not preclude an attempt at an examination but would preclude travel to Glasgow or London for such an attempt.

15. Appeals

- Appeals against the decision of Progression and Award Boards can be considered on procedural or other academic grounds (e.g. material administrative error, regulatory irregularity or other material irregularity).
- Where a student has grounds for appeal, they must complete an Academic Appeals form **within two calendar weeks** of receiving notification of the decision of the Progression and Award Board, setting out the grounds for appeal in full and enclosing any supporting documentation or medical certificates.
- The Academic Appeals form and guidance is available via the following link:
<https://www.gcu.ac.uk/student/essentials/exams/appeals/>

16. Useful Web Links

For useful information on University regulations and policies and advice on examination procedures, go to the **Student Homepage** at <https://www.gcu.ac.uk/student/> and the **Exams Guide** <https://www.gcu.ac.uk/student/essentials/exams/>

More detailed information on University Assessment Regulations and associated regulations and policies can be found at:
<https://www.gcu.ac.uk/theuniversity/supportservices/qualityassuranceandenhancement/regulationsandpolicies/universityassessmentregulationsandpolicies/>