

Guide to Undergraduate Assessment

Session 2015-16

This guide contains important information about the rules and procedures relating to assessment. For example, it tells you:

- General informal advice on assessment;
- What to do if illness or other circumstances have affected your performance in an exam or in coursework;
- How to ask for an extension to a deadline for submission of coursework on the grounds of illness or other circumstances;
- What happens if you fail your exams;
- How your degree will be classified;
- How to appeal against a result;
- Information on academic misconduct.

Please take time to read the less formal advice at the start. The information thereafter is necessarily more formal but, depending on circumstances, it may be crucial to your success. We suggest you read it carefully, but you must at least know where to find it when you need it.

The notes that follow are for your guidance, but should any statement conflict with the provisions of the Charter, Statutes, Ordinances and Syllabuses or Programme Specifications as set out in the University Calendar or the University website, then the latter shall prevail.

CONTENTS

1. General Advice

Basics	1
Assessed coursework	2
Exams and in-class tests	3
What gains high marks?	4
Illness and other difficulties	4
Further reading.....	4

2. Principal Policies

Coursework	5
Written exams.....	6
Medical and other extenuating circumstances.....	8
Academic misconduct	9
Feedback to students	12
Examiners	13
Marking and progression	13
Classification of degrees.....	18
Publication of results.....	19

3. Re-examinations and Appeals

Re-examinations.....	20
How to make an appeal.....	22

Other sources of information

Further information about examination and assessment methods used in your programme are provided in your programme or School handbook (which will be issued by your School), in the programme specification which is available at www.reading.ac.uk/progspecs and in module descriptions which are available at www.reading.ac.uk/module.

The examination and assessment of taught programmes is governed by the relevant Ordinances contained in the University Calendar, by the University's Code of Practice on the Assessment of Taught Programmes, and by the University's Code of Practice on the External Examining of Taught Programmes. The University Calendar is available online at www.reading.ac.uk/Calendar; the Codes of Practice are available on the Examinations Office website: www.reading.ac.uk/exams. You may wish to consult the Examinations Office website for further information on examination matters.

Examination arrangements for some programmes, particularly in the Institute of Education, may differ from the standard arrangements in a number of areas. Please refer to your programme handbook for detailed information.

1. General Advice

Basics

Does assessment matter?

Assessment matters more than you might think. Apart from the obvious business of passing exams, your attitude to assessment may determine how much you enjoy university and how many skills you learn that will be useful in later life. University study may prepare you more or less well for the future, when the tests you face may not be as structured as a university assessment. It may put you in a frame of mind that makes it easier for you to get quickly to the heart of unstructured problems, or it may not. You may be more or less well equipped to learn by yourself later (lifelong learning is the catch phrase). Much of this will be determined by how you approach your learning in higher education, and that will probably be determined by your attitude to assessment.

First, find out what is assessed. Your programme handbook, programme specification, and the descriptions of individual modules will:

- tell you how much each component (coursework, exams, in-class tests) contributes to the assessment of a module;
- tell you what you have to do to pass;
- tell you the arrangements for resits, if necessary;
- tell you what you need to do overall to pass each year and the degree overall.

The technical statement of what you need to be able to do is stated in the “learning outcomes”. Individual modules have learning outcomes and so do entire degree programmes. Look at these learning outcomes. Generally they do not focus on memorising facts, but on skills and judgement. Most modules intend you to have acquired some skills, techniques and understanding associated with the factual content. Make sure you are aware of what is sought here. Some of these skills are best promoted as well as tested in assessed coursework rather than traditional exams.

The handbooks will also

- set out the arrangements for what to do if you are prevented from performing as well as you might by circumstances beyond your control, such as illness, the death or severe illness of close relative or partner, physical attack, or other events of comparable effect;
- explain procedures for having disabilities or specific learning difficulties (e.g. dyslexia) considered and taken into account appropriately.

Assessed Coursework

Assessed coursework is an important part of many programmes. It is usually more important than the marks it carries, for coursework provides an opportunity for feedback which, if you use it well, should improve your performance in future tasks. To benefit fully from coursework you must pay attention to the feedback: reports suggest that students often do this less than they might.

What is assessed?

The module description will tell you the contribution of the assessed coursework, and briefly describe its nature. In some cases, especially where there are assessments of different types, this may be in outline only. Your lecturer will supply a detailed account of what is expected in good time before the work is due in. Coursework can take several forms, including essays, reports, problem sets, posters, portfolios, presentations, dissertations and others. Be sure you know the task you have to do.

When?

The deadlines for submission of work may be in the module description, but where there are several pieces of assessed coursework it is more likely that the lecturer will advise you of the relevant deadlines. You should hand in the work by the deadline. This is not just good time management - there are penalties for late work. If you are prevented from meeting the deadline for good reason (e.g. illness), you should seek an extension *beforehand*; where the circumstances are appropriate an extension will normally be granted, or you may be exempted from the work. Permission can normally only be given by the Senior Tutor for the School responsible for your programme. Extensions are not granted for reasons such as lack of organisation, or because you have left the work to the last minute and a computer is not available or its printer has broken.

Work should normally be submitted through Blackboard (the University's Virtual Learning Environment), though you may sometimes be asked to hand in a hard copy in addition to the electronic one. Refer to the instructions for the particular School or module. Unless otherwise instructed by the School responsible for the module, you should not submit coursework using email. You may be asked to submit your assignments directly to Turnitin, the University's originality matching software, which is a tool to aid the detection of plagiarism.

The task

Be clear what you have to do and how it will be judged. If this is not clear, ask your lecturer or module convener.

You are normally given a limited but reasonable time to complete assessed coursework. You should devote time to the work which is commensurate with the task and the marks it carries. Do not be misled into spending large amounts of time improving the work beyond the point when this is productive. You should

consider whether the time taken to raise your mark from 60% to 65% might be better spent raising another mark from 40% to 60%, or even getting enough sleep to let you function more effectively the next day; the higher your mark, the less you get for each additional hour spent. Use your time wisely.

Copying and plagiarism

Copying the answers from another student or from a past assessment is both pointless and dishonest; copying is cheating and is punishable by various sanctions. It is also damaging to your education; the assessed work is meant to promote your learning by engaging with a task. If you have not engaged with the task, you have not learned.

Plagiarism is more complicated. Briefly, it is using other people's work or ideas and passing them off as your own. If you use other people's work, whether published or not, you must acknowledge it. Plagiarism is a form of cheating and is punishable by various sanctions. (See the section on Academic Misconduct for further information.)

Co-operative work

By all means discuss your work, whether assessed or not, with others in the class or elsewhere. This discussion will benefit everyone involved. You should, however, always submit your own version at the end, in your own words, and acknowledge the discussions if they were extensive.

Feedback to students

It is the University's policy that you should receive timely, structured and appropriate feedback on your coursework assignments and in-class tests, within 15 days of the deadline for submission/completing the test. Whilst such feedback may be oral, normally it will be written and will contain comments appropriate to the nature of the assignment and how it is to be assessed. These comments, whether positive or negative, should provide the basis for you to improve and develop. You should expect that the type and amount of feedback will vary depending on whether the assignment is formative (usually coursework within a particular module) or summative (counting towards the final mark for a module). The feedback you receive is intended to help you to develop and improve your performance. Keeping your written feedback in a single folder will help you to see if there are any common themes that need to be addressed. It will also help you and your personal tutor to focus on particular issues and to discuss specific strategies to overcome any weakness or to build on good performance.

Exams and in-class tests

There are several types of exam. The most common is the unseen, timed, written exam where you are not allowed to take notes into the exam room, but others include open book (or open notes) exams; seen, timed, written exams; multiple choice exams; oral exams, and others. Make sure you know which type applies to the exams you will take - start by referring to the module description.

Many programmes make use of in-class tests as well as coursework and University examinations. Where in-class tests are referred to in the University's Code of Practice on the Assessment of Taught Programmes and other University policies and procedures, these refer to formal tests administered by Schools/Departments in a classroom setting which contribute to the mark for the relevant module. In-class tests may take place at the end of a module or part-way through the teaching on a module. They will be held under conditions which are closely comparable to those of University examinations.

Anonymity

It is a University requirement, in respect of all written exams whether administered centrally or by a School, that scripts remain anonymous until marking has been completed. In some circumstances, such as an oral exam and some other forms of exam, anonymity is impractical.

What Gains High Marks?

You should be aware of what merits high marks and what gains lower scores. The classification rules for degrees describe work which deserves First Class marks as "an excellent to outstanding performance demonstrating a thorough understanding of the subject. In addition to a mastery of a wide to full range of the standard literature and/or methods and techniques, it shows evidence of attainment beyond the standard material." Notice the point about attainment beyond the standard - for high marks you have to add something. The description also refers to lateral thinking, critical insight, reasoned questioning of assumptions, reflection on methodology, and independent judgement.

Illness and Other Difficulties

It is University policy that reasonable account will be taken of illness and other problems that are beyond your control (e.g. death or severe illness of close relative or partner, physical attack, or other events of comparable effect). This does not include things which you might reasonably have foreseen and acted on. If you are affected by difficulties beyond your control, such as illness, or serious personal circumstance affecting you or someone close to you, please tell the University so that due account can be taken of it. See *Medical and Other Extenuating Circumstances* later in this handbook for the procedure.

Further Reading

- Phil Race, *Assessment: A Guide for Students*, York: LTSN Generic Centre, 2001. ISBN 1-904190-03-0
- Northedge A, (2005), *The Good Study Guide*, Milton Keynes: Open University. (There are also more specific versions of this, for Arts, Science, etc.)

2. Principal Policies

These are the policies which we think you most need to know. You should also be aware that there are others (for example, those on re-examinations and appeals).

Coursework

Submission of coursework

Coursework should be submitted by the due date in accordance with the arrangements specified by the lecturer who has set the work, normally online via Blackboard or Turnitin. Failure to submit the work by the due date will mean that a penalty is applied, except where, due to illness or other extenuating circumstance (e.g. death or severe illness of close relative or partner, physical attack, witnessing a seriously distressing event or other events of comparable effect), an extension to the date for submission has been granted or approval is given for setting aside the normal penalty. For information on applying for an extension, please see the section on 'Medical and other extenuating circumstances' below.

It is normal for coursework other than that set at or near the end of a module to be returned with helpful feedback to allow you to improve your work next time. You should read this feedback and ensure that you understand it.

Penalties for late submission

The following penalties will be applied to coursework which is submitted after the deadline for submission:

- where the piece of work is submitted after the original deadline (or any formally agreed extension to the deadline): 10% of the total marks available for that piece of work will be deducted from the mark for each working day (or part thereof) following the deadline up to a total of five working days;
- where the piece of work is submitted more than five working days after the original deadline (or any formally agreed extension to the deadline): a mark of zero will be recorded.

You are strongly advised to ensure that coursework is submitted by the relevant deadline. You should note that it is advisable to submit work in an unfinished state rather than to fail to submit any work.

Formative assessment

You may be set coursework as a formative assessment, which allows you to benefit from feedback but does not contribute to the mark for the module. If you fail to submit such work by the deadline for submission, you forfeit your right to any feedback. It is entirely at the discretion of the marker whether to provide feedback.

Editorial and proof-reading services

The University's policy in relation to students' use of editorial and proof-reading services can be found at: www.reading.ac.uk/exams/Policies/exa-proofreading.aspx.

Written Exams

Past exam papers

Past exam papers, which may be a useful aid to revision, are available at www.reading.ac.uk/exams. Papers for the previous session are normally published on the website in mid-January.

Examination periods

In the Session 2015-16, exams for all Parts in all Faculties will be held in April-June and re-examinations for all Parts will be held in late August. Students who for reasons of disability or for religious reasons cannot take exams at certain times should contact the Exams Office as soon as possible and normally not later than the beginning of the Spring Term, and appropriate arrangements will be made.

The dates of the principal examination periods are as follows:

Postgraduate exams	18 April - 27 May 2016
IWLP Exams (all parts)	4 May 2016
Final Exams	25 April - 20 May 2016
Part 2 exams	9 May - 3 June 2016
Part 1 exams	9 May - 10 June 2016
International Foundation Programme (October cohort)	24 May - 10 June 2016
International Foundation Programme (January Cohort)	25 July - 29 July 2016
Resits for the International Foundation Programme	15 August - 26 August 2016
All other exams and resits	15 August - 26 August 2016

Exams are typically held Monday – Friday during mornings and afternoons. Exams may also be scheduled during early evenings and on Saturdays, but are not normally held on Sundays or Bank Holidays.

You should note that if you are taking a module at another level from the Part of your programme (e.g. taking in Part 3 a module normally offered at Part 2), the exam for such a module will be held in the examination period for the Part to which the module belongs and may fall outside the examination period for your other modules.

Exams in the Institute of Education may vary from the periods indicated above. Students in the Institute of Education should refer to their programme handbooks for the periods in which their exams are held.

Draft and final versions of timetables for University exams are published towards the end of the Spring Term. Personal timetables, together with a summary of rules and procedures for University exams will be available on the RISISweb student portal by 6 April 2016. The location of exams is shown on the personal timetable. All practical, oral and *viva voce* exams will be held in the School/department concerned.

For some modules, Schools arrange exams or tests at other times. Schools are responsible for all arrangements for these exams and tests and will advise students of the details.

Attendance at exams

Attendance at exams is compulsory. Students who are absent will receive a mark of zero for the exam unless there is good reason for the absence substantiated with appropriate documentary evidence (e.g. a medical certificate). Please see 'Medical and other extenuating circumstances' below.

Detailed arrangements for exams

It is important that you read carefully the detailed instructions for sitting written exams contained in the guide called "What you need to know!" available at:

<http://www.reading.ac.uk/internal/exams/exa-WYNTK.aspx>

Students with a disability or specific learning difficulties

If you have a disability or a disabling condition and feel that you require reasonable adjustments to be made in relation to exams or assessment, you should contact the Exams Office (examinations@reading.ac.uk) for advice.

If you have been assessed as having specific learning difficulties, special arrangements may apply in respect of exams and the marking of written work. You will need to have submitted a full educational psychologist's report to the Disability Office, or have been assessed by the University Specialist Teacher Assessor. Further information is available at www.reading.ac.uk/exams/student/exa-special.aspx

Medical and Other Extenuating Circumstances

If there are circumstances which you think might affect or have affected your performance in exams or other assessment or if you wish to request an extension on the grounds of medical or other circumstances, you are required to complete the University's Extenuating Circumstances form and inform your Personal Tutor or the lecturer responsible for your work.

The procedures for notifying extenuating circumstances are explained on the Exams Office website: www.reading.ac.uk/exams/student/exa-circumstances.aspx. The Extenuating Circumstances Form is available through the website and from your School Office. The completed form should be submitted at the earliest opportunity to the School Office of the School responsible for your programme.

Some form of evidence is required to support your case, such as a medical certificate or letter from a doctor or counsellor. Please refer to www.reading.ac.uk/exams/student/exa-circumstances.aspx for further information.

It is your responsibility to submit an extenuating circumstances form in relation to any circumstances which you believe have affected your performance. If you do not submit an extenuating circumstances form, your circumstances will not be considered. The relevant deadlines for submission are published here: www.reading.ac.uk/exams/student/exa-circumstances.aspx.

Where extenuating circumstances are accepted as having a significant impact on your work, possible outcomes include:

- you are allowed an extension to the deadline for submission of coursework
- a penalty for late submission of coursework is removed
- you are deemed not to have sat one or more exams and are thereby permitted a further attempt at the exams as if for the first time

Extenuating circumstances are treated in strictest confidence. Exceptionally, in a case where a student has highly sensitive circumstances which they are reluctant to disclose to staff within the School, the student may submit an extenuating circumstances form directly to the Faculty Manager or Faculty Director of Administration of his or her Faculty.

If you are ill or have other difficulties during the examination period, the Exams Officer may be able to arrange for you to take exams in a special exam centre.

Academic Misconduct

Cheating, which is the attempt to gain an advantage for oneself or another by deceit, and other misconduct are breaches of discipline under the University's Regulations for Conduct 16, and are punishable by a range of sanctions.

- (a) Cheating in assessed coursework (for example, dissertations, long essays or projects) and open book exams includes, but is not restricted to:

- (i) Plagiarism

For the purposes of these regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism.

[Please note that programme handbooks normally provide discipline-specific advice on the appropriate use and attribution of source material]

- (ii) Taking a copy of another student's work without his or her permission (whether or not this work is subsequently plagiarised).

- (iii) Reproduction of work assessed elsewhere

Unless otherwise stated, it is not permissible for a piece of work submitted for assessment to include substantial sections which are drawn from another piece of work submitted for a qualification, whether of this University or another awarding body. In the case of assessments where the incorporation of work from another assessment is permitted, the relevant School will inform students accordingly. Any material in an assignment which has been drawn from another piece of work submitted for a qualification should be clearly indicated with a reference to the assessment and qualification for which the material was previously submitted.

- (iv) Falsifying data, evidence, or experimental results.

- (v) Collusion: acting with another student with the intention to deceive.

- (b) Cheating and other academic misconduct in written exams (including in-class tests and exams administered by a School/Department) include, but are not restricted to:

- (i) Taking into the exam hall, or possessing while in the exam hall, any books, memoranda, notes or other similar material (including material held electronically) except that students are permitted to deposit such material in an area designated by the invigilator prior to the start of the exam. Material which has been supplied by the invigilator or authorised by the Examiners is exempt from this proscription.*
- (ii) Taking into the exam hall or possessing while in the exam hall any device which permits communication with others or receipt of communication from others or receipt of information;*
- (iii) Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script;
- (iv) Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
- (v) Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the exam hall during the period of the exam;*
- (vi) Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

* Please note that for the purposes of these regulations, 'exam hall' includes the exam room, the toilets and any other areas to which candidates have access during the exam.

(c) Other misconduct in written exams

Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an exam. Candidates are not permitted to smoke or eat in the exam room, and are permitted to drink still water only. Candidates are not permitted to have a pencil case or other container in the vicinity of their exam desk, unless the pencil case or container is transparent. It is forbidden to remove an exam script or a part of an exam script from the exam room.

Candidates are not allowed to leave the exam before it has finished without the permission of the invigilator or to leave the exam room temporarily for any purpose without the permission of the invigilator.

Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.

It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.

You must not have a mobile phone on your person during an exam, even if it is switched off.

The University reserves the right to confiscate mobile phones and other items in cases of alleged cheating. Confiscated items will not normally be returned until the end of the exam period.

(d) Penalties

It must be emphasised that the most serious view is taken within the University of cheating and other academic misconduct, whether in written exams, in-class tests or coursework. Any such case will be treated as a disciplinary matter and will be referred to the School Director of Teaching and Learning (in respect of students registered on taught programmes) or the School Director of Postgraduate Research (in respect of students registered on research programmes) who may impose a penalty or refer the matter to the relevant Teaching and Learning Dean, who has powers to impose more severe penalties. In the most serious cases, the Teaching and Learning Dean will refer the matter to the Senate Standing Committee on Academic Misconduct, which may lead to a student being failed in all assessments for the relevant Part of their programme or being removed from membership of the University.

Originality Reports

The University uses text matching software called Turnitin to aid the detection of plagiarism. Your work may be routinely run through Turnitin to check the originality of the text submitted. All part 1 students will be given the development opportunity to access an Originality Report so they can understand how it works and how a lecturer may make use of it. In addition, you may also be given an opportunity to submit some draft work, to check for correct referencing, before submitting a piece for final assessment.

Feedback to Students

Coursework and in-class tests

It is the University's policy that you should receive timely, structured and appropriate feedback on your coursework assignments and in-class tests within 15 days of the deadline for submission/date of the test. Whilst such feedback may be oral, normally it will be written and will contain comments appropriate to the nature of the assignment and how it is to be assessed. Usually the feedback will be accessed via Blackboard, along with your provisional mark. These comments, whether positive or negative, should provide the basis for you to improve and develop. You should expect that the type and amount of feedback will vary depending on whether the assignment is formative (usually coursework within a particular module) or summative (counting towards the final mark for a module). In setting an assignment, you can expect staff to indicate the date on which an assignment will be returned and feedback provided.

Across all undergraduate and taught postgraduate programmes, the standard turnaround time for individual feedback and marks on coursework and in-class tests is a maximum of fifteen working days from the deadline for submission/date of the in-class test. Some assessments may be exempt from the fifteen working day turnaround feedback policy. The following assessments are exempt, subject to the proviso that work submitted in the Summer Term of the Final Part should be returned prior to graduation:

- Dissertations
- Final year projects

If you would like feedback on your overall progress, module providers will give you an indication of your progress in an individual module, while feedback on progress on your programme will normally be given by your personal tutor or in some instances by the programme director or programme advisor.

The feedback you receive is intended to help you to develop and improve your performance. Keeping your written feedback in a single folder will help you to see if there are any common themes that need to be addressed. It will also help you and your personal tutor to focus on particular issues and to discuss specific strategies to overcome any weakness or to build on good performance.

Exams

Feedback on performance in written exams, if sought, is available from Schools. The School is responsible for determining the nature and extent of feedback which is appropriate to the circumstances, subject to the proviso that students who are resitting a module are entitled to guidance on their performance in the relevant module which identifies the strengths and weaknesses of their performance and how they might improve their performance. In the case of students who are not resitting, more generic feedback, which does not specifically address each individual case, may be appropriate. You do not have an entitlement to have access to your exam scripts.

Examiners

Internal and External Examiners are appointed for all programmes which lead to an award of the University. Internal Examiners are members of the academic staff in the relevant subject(s). External Examiners are drawn from other universities or from among suitably qualified professionals, and are involved in scrutinising draft exam papers, moderating the marking of assessments, and determining the overall result for each student.

External Examiners' reports are considered by the relevant Board of Studies and Student Staff Liaison Committee. You can request a copy of the External Examiner's report for your programme by contacting the Exams Office.

Marking and Progression

Generic marking criteria for Bachelor's and undergraduate Master's degrees are contained in the University-wide Framework for Classification and Progression for First Degrees which is available at: www.reading.ac.uk/exams/Policies/eva-class.aspx

Make sure you refer to the version of the Framework that applies to your cohort.

Students on the International Foundation Programme and the Foundation Degrees in the Institute of Education should refer to their Programme Handbooks for details of the mark/grade structure for their programmes.

The mark/grade structure for Bachelor's and integrated Master's degrees is as follows:

A	70-100	E	35-39
B	60-69	F	30-34
C	50-59	G	0-29
D	40-49		

Marks in the range 0-39 are failing grades.

Some modules may be graded simply Pass (P) or Fail (F).

Other designations which may appear on results lists for modules include:

- DN Deemed not to have sat (which means that a student's attempt at the exam has been discounted owing to extenuating circumstances and that the student is permitted a

further attempt at the exam at the next opportunity).

RN Result not yet available (students are advised to seek further information from their Personal Tutor if they are uncertain why their result is not available).

U Unassessed (which means that the module is not formally assessed).

Examinations for the Parts of a degree

The following sections outline, in respect of the post-2002 programme structure, the function and requirements of the Examinations for the various Parts of Bachelors' and integrated Masters' programmes, excluding the part-time programmes in the Faculty of Arts, Humanities & Social Sciences (FAHSS). (For details of the requirements relating to the part-time programmes in FAHSS, please consult your programme handbook or the Faculty Office.)

Part 1 Examination

The Part 1 Examination is used to assess a student's suitability to proceed to Part 2 of their programme. For most programmes, it also determines eligibility for the Certificate of Higher Education.

The Part 1 Examination does not contribute to the classification of your degree.

Threshold Performance at Part 1

(a) To be considered to have achieved a threshold performance at Part 1 a student shall normally be required to:

- achieve an overall average of 40% over 120 credits taken in Part 1, where all the credits are at level 4 or above; and
- achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 1.

(b) For programmes at Part 1 in which part of the material taught is at Foundation level (pass mark 55%) and Part at level 4 (pass mark 40%) the mark required to pass Part 1 will be the weighted average of the pass marks for the modules taken in Part 1. That is, if x credits are taken at Foundation level and $120 - x$ at level 4, the pass mark will be

$$\frac{x \times 55 + (120 - x) \times 40}{120} \left(= 40 + \frac{x}{8} \right)$$

To be considered to have achieved a threshold performance at Part 1 a student following such a programme shall normally be required to:

- achieve an overall average of the pass mark, as calculated in the paragraph above, over 120 credits taken in Part 1; and
- achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 1.

Rules for progression from Part 1 to Part 2

In order to progress from Part 1 to Part 2 of a Bachelor's or an integrated Master's programme, a student shall normally be required to:

- (a) achieve a threshold performance at Part 1; and
- (b) fulfil any programme-specific requirements which are stipulated in the relevant programme specification.*

*Programme-specific requirements will normally relate to the achievement of a minimum mark (normally 30 or 40) in a module or modules directly relevant to the programme or to the achievement of a minimum average over a group of modules directly relevant to the programme.

Part 2 Examination

The Part 2 Examination is used to assess a student's suitability to proceed to Part 3 of their programme. It also determines eligibility for the Diploma of Higher Education.

In addition, the marks achieved in the Part 2 Examination contribute to the classification of your degree (see Appendix 2 for details of the relative weighting of the Part 2 marks).

Threshold performance at Part 2 (cohorts entering Part 1 in the Autumn Term 2012 and thereafter)

To be considered to have achieved a threshold performance at Part 2 a student shall normally be required to:

- achieve an overall average of 40% over 120 credits taken in Part 2; and
- achieve a mark of at least 40% in 80 credits taken in Part 2, and a mark of at least 30% in 120 credits taken in Part 2.

Progression from Part 2 to Part 3

- (a) In order to progress from Part 2 to Part 3 of a Bachelor's programme, a student shall normally be required to:
- (i) achieve a threshold performance at Part 2; and
 - (ii) fulfil any programme-specific requirements which are stipulated in the relevant programme specification.*

*Programme-specific requirements will normally relate to the achievement of a minimum mark (normally 30 or 40) in a module or modules directly relevant to the programme or to the achievement of a minimum average over a group of modules directly relevant to the programme.

In the case of programmes with a placement or a language year abroad in Year 3, progression from Part 2 to Part 3 will be determined on the basis of Part 2 work, subject to any specific requirements in relation to the placement.

- (b) In order to progress from Part 2 to Part 3 of an integrated Master's programme, a student shall normally be required to:
- (i) achieve a threshold performance at Part 2; and
 - (ii) achieve an overall average of 50% (or the average specified in the programme specification) over 120 credits taken in Part 2 (of which not less than 100 credits should normally be at level 5 or above); and
 - (iii) fulfil any programme-specific requirements which are stipulated in the relevant programme specification.*

*Programme-specific requirements will normally relate to the achievement of a minimum mark (normally 30, 40 or 50) in a module or modules directly relevant to the programme or to the achievement of a minimum average over a group of modules directly relevant to the programme.

Part 3 Examination

Bachelor's programmes

The marks achieved in the Part 3 Examination, together with marks at Part 2, form the basis for the

classification of your degree (see Appendix 2 for details of the relative weighting of the marks).

Integrated Master's programmes

For cohorts entering Part 1 in the Autumn Term 2012 and thereafter, in order to progress from Part 3 to Part 4 of an Integrated Master's programme, a student shall normally be required to achieve an overall average of 40% over 120 credits taken in Part 3.

Part 4 Examination (Integrated Master's programmes only)

The marks achieved in the Part 4 Examination, together with marks at Parts 2 and 3, form the basis for the classification of your degree. The relative weighting of the Parts in determining the final classification of integrated Master's degrees varies between programmes (see your programme handbook/programme specification for information on the variant relevant to your programme).

For cohorts entering Part 1 in the Autumn Term 2013 and thereafter the pass mark for Level 7 modules (normally taken during Part 4) will be 50%.

Results for Parts 1 and 2

Candidates for the Examinations for Parts 1 and 2 (and Part 3 for Integrated Master's programme cohorts entering Part 1 in the Autumn Term 2012 and thereafter) will be given one of the following results:

Failed

A candidate who has failed to achieve a threshold performance shall be stated to have failed.

Not qualified

A candidate who has achieved a threshold performance at Part 1 or Part 2 (or Part 3 for Integrated Master's programmes) but who has not fulfilled a programme-specific requirement, or who is following an Integrated Master's programme and has not achieved the qualifying mark at Part 2, shall be stated to have not qualified to proceed; such a candidate may be eligible for the award of a Certificate or Diploma of Higher Education in accordance with the provisions indicated below.

This result refers to the degree for which the student is registered; a candidate whose result is 'not qualified' may be qualified to proceed on another degree programme. Such students are not required to resit the exam if they proceed to a degree for which they are qualified.

Passed

A candidate who has achieved a threshold performance at Part 1 or Part 2 and has met all relevant programme-specific requirements for progression, and, if following Part 2 of an M programme, has achieved the qualifying mark, shall be stated to have passed; such a candidate may be eligible for the award of a Certificate or Diploma of Higher Education in accordance with the provisions indicated below.

Deemed not to have sat

A candidate may, at the discretion of the Faculty Examiners, be deemed not to have sat the exam if the candidate has been prevented from sitting the exam by illness or other good cause or if the candidate's performance in the exam has been significantly affected by illness or other serious personal circumstance.

Where a *result is not yet available* for a candidate, this shall be stated on the results list.

Certificate of Higher Education and Diploma of Higher Education

A student who achieves a threshold performance at Part 1 and who has taken modules including at least 100 credits at level 4 or above is eligible for the award of a Certificate of Higher Education. If the student has taken fewer than 100 credits at level 4 or above in Part 1, but subsequently takes further credits at level 4 or above, the later credits may contribute to the award of the Certificate of Higher Education.

A student who achieves a threshold performance at Part 2 and who has taken a total of 240 credits, and taken modules including at least 100 credits at level 5 or above, is eligible for the award of a Diploma of Higher Education. If the student has taken fewer than 100 credits at level 5 or above in Part 2, but subsequently takes further credits at level 5 or above, the later credits may contribute to the award of the Diploma of Higher Education.

The Certificate is not normally awarded to a student who is eligible for the award of a Diploma of Higher Education or is continuing to study for a degree or other award. The Diploma is not normally awarded to a student who is eligible for the award of a degree or is continuing to study for such an award.

The Certificate and Diploma of Higher Education achieved through this route are not classified awards.

Students following programmes for which exceptional progression rules apply or which include Foundation-level modules will not necessarily be eligible for the award of a Certificate or Diploma of Higher Education on progression to Part 2 or Part 3, respectively.

Classification of degrees

Results

Degrees with Honours may be awarded with the following classifications:

- First Class
- Second Class Division 1
- Second Class Division 2
- Third Class

A Pass degree may be awarded. For cohorts who entered Part 1 in the Autumn Term 2013 and thereafter the result of Pass is not available for Integrated Master's programmes.

Candidates who have failed to fulfil the requirements for a Pass degree shall be stated to have Failed.

An Aegrotat degree may be awarded to a candidate who is prevented by reason of illness from completing the assessment for a degree, subject to the provisions of the relevant Ordinance.

A candidate may at the discretion of the Faculty Examiners be deemed not to have sat the exam if the candidate has been prevented from sitting the exam by illness or other good cause, or if the candidate's performance in the exam has been significantly affected by illness or other serious personal circumstance.

No recommendation shall be submitted to the Senate in respect of a candidate who is in debt to the University. (See below for further information in relation to Finalists who are debtors.)

Where a result is not yet available for a candidate, this shall be stated on the results list.

Classification conventions

The University-wide Framework for Classification and Progression for First Degrees explains how degree results are calculated. The Framework is available at:

www.reading.ac.uk/exams/Policies/exa-class.aspx

Make sure you refer to the version of the Framework that applies to your cohort.

Debtors

No recommendation of a result will be published or disclosed to a candidate or submitted to the Senate in respect of candidates in their final year who have a debt outstanding to the University. Candidates who are in debt to the University will therefore not be able to graduate in person or in absence until after the debt has been cleared. When the debt has been settled, a recommendation will be considered and the result published. If the candidate is eligible for an award, he or she will graduate at the degree congregations following the approval of the result. If the student has failed at the first attempt, the student has the right to be re-examined in relevant modules at the next opportunity, provided that the debt has been settled and the result released within eighteen months of the decision that there be no recommendation.

Candidates taking mid-programme exams who are in debt to the University may not be allowed to sit a re-examination or to return to the University until their debt is settled.

Publication of results

Provisional Results Lists for Final Examinations are published in Schools following the relevant Programme Examiners' Meeting; they are subsequently published, following the Faculty Examiners' Meetings, as specified on the Exams Office website. Results for the Examinations for Parts 1 and 2 are published as specified on the Exams Office website www.reading.ac.uk/exams/student/exa-publication.aspx

Marks are available to students from their Department/School and on the RISISweb student portal.

Students who have failed or have not qualified for their programme, who have been deemed not to have sat, or for whom there is no recommendation will, in addition, be sent a letter or email by the Exams Office specifying, as appropriate, the arrangements for further exams or other action which they might be required to take.

Results Lists are not sent individually to candidates.

3. Re-examinations and Appeals

Re-examinations

Students who have failed or have not qualified to proceed with their programme in the Examination for a Part or who have failed in the Final Examination for the award of a degree are permitted one further attempt at the Examination, except in certain cases where a student is deemed to be a potential risk to clients in a practical exam. Such students are permitted to re-sit those modules in which they achieved less than 40, or, in the case of Parts 2 and 4 integrated Master's students, those modules in which they have failed to meet the threshold mark of 50. You should note that it may not be necessary to resit every module for which a resit is permitted. It is a good idea to ask your personal tutor, school or department for advice when deciding which modules to resit.

If you are offered a resit in a module and you choose to decline the opportunity, you will not normally be entitled to resit that module at a later date.

Students who have failed or have not qualified at the first attempt will be sent a letter to their home address, or an email to their student webmail account, normally within a month of the publication of their result, advising them of their right to re-assessment and requiring them to register for those re-assessments which they wish to take. It is your responsibility to register for re-assessment.

You should note that students are not eligible to resit modules which they have failed if they have an overall result of Passed in the Part or Final Examination.

Students who have failed or are not qualified at the second attempt are not permitted a further attempt at the examination. Students who have failed at the second attempt will be required to leave the University. Students who are not qualified at the second attempt will also be required to leave the University, except in those cases where the student transfers to a programme for which he or she is qualified.

Academic support for re-examination candidates

Re-examination candidates are encouraged to seek from their school feedback on their performance in the initial assessment and guidance in respect of the re-examination.

It is the student's responsibility to seek such feedback and guidance within the period specified by the school. If you wish to seek further guidance in respect of a particular module, you should note that members of academic staff may not be readily available after the end of term, due to annual leave, research and other academic commitments, and that, in consequence, access to the relevant module convener or lecturer after the end of term cannot be guaranteed.

See also the section below on *Academic support for candidates who are suspended pending examination or re-examination*.

Re-examination fees

Students who are re-examined are liable for a re-examination fee as published on the Exams Office website here: www.reading.ac.uk/exams/student/exa-fees.aspx. The principal fees are as follows:

Undergraduate (all Faculties) and Foundation Programmes	£5 per credit retaken (Students resitting more than 65 credits will be charged a maximum of £325)
Re-examination in Teaching Practice	£620

In the case of re-examination in Teaching Practice, the fee specified above constitutes the total fee for such a re-examination rather than a supplement to the standard credit-based fee.

Re-examination periods

For full-time undergraduate programmes, re-examinations for all Parts are held in late August. In the Session 2015-16, the re-examination period will be 15 – 26 August 2016 inclusive.

For the part-time BA programmes in the Faculty of Arts, Humanities and Social Sciences, candidates may normally choose to retake any Part 2 or Finals module/unit in which they have failed on the next occasion or in a subsequent year, but continue with their programme in the meantime. However, if a student on the part-time programme has failed such modules that he or she cannot pass the Part or the Final Examination, he or she is not permitted to proceed to the next year of the programme until he or she has been re-examined and fulfilled the requirements to proceed.

Failure at the second attempt

Students who, at the first attempt, fail or are not qualified in the Examination for a Part or the Final Examination

are normally permitted one further attempt at the Examination.

Students who have a result of Failed at the second attempt are not permitted a further attempt and are required to leave the University.

Students who have a result of Not Qualified at the second attempt **are not permitted a further attempt; they will also be required to leave the University**, except in those cases where the student transfers to a programme for which he or she is qualified.

Candidates permitted a further attempt in the following Session

Any candidate who has not passed the relevant Examination before the start of the Session 2015-16 and who is allowed a further attempt at the examination in the Session 2015-16 (i.e. a candidate with a result of failed or not qualified at the first attempt, or with a result of deemed not to have sat), will be required to suspend their registration for the whole of the Session 2015-16 (and so effectively leave the University for this period). Candidates in this category who are successful in their further attempt at the examination may return to the University to rejoin their programme of study in October 2016. Suspension for a session may have funding implications, and students in this position are urged to seek advice from the Student Services Helpdesk in the Carrington Building. Students studying on a visa should also seek advice.

Academic support for candidates who are suspended pending examination or re-examination

During the period of suspension pending re-examination or pending examination subsequent to having been deemed not to have sat, access to university facilities is subject to the provisions outlined here: <http://www.reading.ac.uk/internal/exams/Policies/exa-facilities.aspx>

How to make an Appeal

Under certain circumstances, you may request a review of your marks or results. Details about what is possible and how to go about it are available on the Appeals web page:

<http://www.reading.ac.uk/internal/exams/Policies/exa-appeal.aspx>