

SECTION 28: RE-ASSESSMENT

Sections 28.1-28.8 relate to eligibility for and consequences of re-assessment at programme level. Section 28.10 specifies arrangements for re-assessment at module level.

Contents

28.1	General provisions.....	2
28.1.1	Right to resit.....	2
28.1.2	Candidates awaiting re-assessment at the beginning of the academic year.....	2
28.2	Bachelors and Integrated Masters programmes: Re-assessment in Parts 1 and 2 (and Part 3, Integrated Masters programmes only).....	2
28.3	Bachelor's degrees: Re-assessment in the Final Examination.....	3
28.4	Integrated Master's degrees: Reassessment in the Final Examination.....	4
28.5	Re-assessment for part-time students registered on undergraduate and Integrated Masters programmes.....	4
28.6	Re-assessment for Taught Postgraduate programmes.....	5
28.6.1	Resits for Taught Modules.....	5
28.6.2	For awarding purposes.....	6
28.6.3	Failing the programme.....	6
28.7	Re-assessment for Foundation Degrees.....	6
28.7.1	Re-assessment for Foundation Degrees in Part 1.....	6
28.7.2	Re-assessment for Final Examination for Foundation Degrees.....	7
28.8	Re-assessment for Ordinary degrees.....	7
28.9	Re-assessment for Graduate Diploma and Graduate Certificate.....	8
28.10	Mode of Re-assessment.....	8
28.11	Specific provisions in respect of Re-assessment of in-class tests.....	9

28.1 GENERAL PROVISIONS

28.1.1 Right to resit

Students registered on an undergraduate programme or an Integrated Master's programme have a right to a reassessment only if they have failed or are not qualified in the relevant Part or Final Examination. They are permitted a re-assessment on one occasion only, and may be re-assessed only in those modules in which they have achieved a mark below 40 (or the relevant pass mark in the case of Integrated Masters programmes or the specified qualifying mark in the case of some accredited programmes). The University Board for Teaching and Learning has agreed that, exceptionally, as a variant on the restriction to re-assessment on one occasion only, in the case of three specified practical-based assessments, students are permitted three attempts due to the specific circumstances which apply to the MPharm and its professional requirements.

Students registered on postgraduate taught programmes, or undertaking the validated Royal Military Academy Sandhurst (RMAS) CertHE programme and the Army Higher Education Pathway (AHEP) BSc programme, have a right to re-assessment, on one occasion only, in any module which they have failed, with the exception of the dissertation module where the right to resit is restricted, as specified in section 28.6 below.

Notwithstanding these provisions or any other provisions concerning re-assessment, re-assessment shall not be available in any placement, practical or other assessment in a professional context to a candidate whose reassessment would, in the view of the relevant Examiners' Meeting, entail unacceptable risk for clients involved.

28.1.2 Candidates awaiting re-assessment at the beginning of the academic year

A candidate who is awaiting re-assessment at the beginning of the academic year shall have their registration suspended until the student is formally registered for the next Part of the programme or the student completes the programme or the registration is terminated, whichever is sooner. A number of programmes (normally flexible programmes or certain programmes delivered with an international partner) are exempt from this requirement.

It should be noted that candidates who repeat their registration for a Part shall normally be assessed at the first attempt and modules previously taken shall be set aside.

28.2 BACHELORS AND INTEGRATED MASTERS PROGRAMMES: RE-ASSESSMENT IN PARTS 1 AND 2 (AND PART 3, INTEGRATED MASTERS PROGRAMMES ONLY)

A candidate who in the Part 1 or the Part 2 (and, for Integrated Masters programmes only, the Part 3) Examination has failed, or is not qualified to proceed, at the first attempt has the right to be re-

Assessment Handbook: Section 28

assessed on only one further occasion at the next opportunity (normally August); and such a candidate, if he or she elects to be re-assessed, may only be re-assessed in those modules in which he or she achieved less than 40 (or the relevant pass mark in the case of Integrated Masters programmes). Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed. In the case of the RMAS CertHE and the AHEP BSc, students are required to take reassessments during the normal period of registration.

A re-examinee will be given a mark for the re-assessed module which reflects the candidate's performance in the re-assessment. The mark used for purposes of *progression* shall be the higher of (a) the mark achieved in the original examination or (b) the actual mark on re-examination.

The Part 2 (and Part 3 in the case of Integrated Masters programmes) mark to be used in determining the *classification*, where relevant, is the higher of (a) the first attempt mark or (b) the lower of 40 and the mark achieved in the re-examination.

The registration of a candidate who fails Part 1 or the Part 2 (or for Integrated Masters programmes only, the Part 3) Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level. The programme registration of a candidate who is not qualified in Part 1 or the Part 2 (or for Integrated Masters programmes only, the Part 3) Examination at the second attempt shall be terminated, but the student may transfer their registration for an alternative programme subject to fulfilment of the normal requirements for admission or progression.

Candidates at Parts 2 and 3 whose registration is terminated due to failure may be eligible for a lesser award.

28.3 BACHELOR'S DEGREES: RE-ASSESSMENT IN THE FINAL EXAMINATION

A candidate who has failed the Final Examination for a Bachelor's degree at the first attempt shall have the right to be re-assessed on only one further occasion at the next opportunity (normally August), and, if he or she elects to be re-assessed, may only be re-assessed in those modules in the Final Part in which he or she achieved less than 40. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

A candidate who is re-assessed in the Final Part of a Bachelor's degree shall not be eligible for classified Honours and shall be restricted to the result of Pass (except in the case of BSc Architecture, which is subject to special provisions (see Section 17, Annex 1; http://www.reading.ac.uk/web/files/qualitysupport/17_Awards_Bachelors_degrees_with_annex.pdf)).

The actual mark achieved in the re-assessment or the mark achieved in the original assessment, whichever is higher, shall be used in determining whether a candidate has passed or failed.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level.

Candidates whose registration is terminated due to failure in the Final Examination may be eligible for a lesser award.

28.4 INTEGRATED MASTER'S DEGREES: REASSESSMENT IN THE FINAL EXAMINATION

A candidate who has failed the Final Examination for an Integrated Master's degree at the first attempt shall have the right to be re-assessed on only one further occasion at the next opportunity (normally August), and, if he or she elects to be re-assessed, may only be re-assessed in those modules in the Final Part in which he or she achieved less than a 50. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

A candidate who is re-assessed in the Final Part of an Integrated Master's degree shall be eligible only for a classification of Third Class. In the re-assessment of the Final Part, the actual mark achieved in the re-assessment or the mark achieved in the original examination, whichever is higher, shall be used in determining whether a candidate has achieved a Third Class degree or has failed.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level. However, a candidate for an Integrated Master's degree who elects not to be reassessed or who fails on re-assessment is eligible to be considered for a Bachelor's degree on the basis of his or her performance in Parts 2 and 3, in accordance with the normal classification rules for Bachelor's degrees. The classification of the Bachelor's degree will be based on the first attempt marks at Part 3, and Part 2 marks subject to the normal Part 2 capping convention whereby Part 2 marks at the second attempt are capped at 40. In the event that a candidate fails the Bachelor's degree on this basis, their Part 3 resit marks will be included in the calculation and they will be considered for a Pass degree.

The classification of the Bachelor's degree is not subject to a cap simply by virtue of the candidate having failed the Integrated Master's degree.

28.5 RE-ASSESSMENT FOR PART-TIME STUDENTS REGISTERED ON UNDERGRADUATE AND INTEGRATED MASTERS PROGRAMMES

A candidate on a part-time mode of study who achieves less than 40 in any module (or the relevant pass mark in the case of Integrated Masters programmes) has the right to be re-assessed in the module on only one further occasion at the next opportunity (normally August). Such a candidate must choose whether to be re-assessed at the next opportunity or not to be re-assessed at all in that module. The candidate cannot wait until all modules comprising the current Part have been taken before selecting his or her re-assessments.

A part-time re-examinee will be given a mark for the re-assessed module which reflects the candidate's performance in the re-assessment. The mark used for purposes of progression shall be the higher of (a) the mark achieved in the original examination or (b) the actual mark on re-examination.

Where a part-time candidate has failed such modules at the second attempt that he or she cannot progress to the next Part of the programme regardless of how he or she performs in the remaining modules for that Part:

- a) If the candidate can achieve a higher qualification than he or she is already qualified for by completing the Part, he or she should be allowed to complete the current Part.

Assessment Handbook: Section 28

- b) If the candidate cannot achieve a higher qualification, he or she should be required to leave the University. This will also apply to Finalists who have failed such modules in the Final Part that they cannot achieve a Pass degree.

The Part 2 (and Part 3 in the case of Integrated Masters programmes) mark to be used in determining the *classification* is the higher of (a) the first attempt mark or (b) the lower of 40 and the mark achieved in the re-examination.

Where a part-time finalist has failed and been re-assessed in a Final Part module:

- a) The first attempt marks for Final Part modules should be used in determining his or her *classification*.
- b) If the overall result is a Fail, any Final Part re-examination marks already taken should be used in determining whether the candidate is eligible for a Pass degree (in the case of a Bachelor's degree) or a Third Class (in the case of an Integrated Master's degree).

If the overall result then remains a Fail, the candidate shall be entitled to be re-assessed in any module taken in his or her final academic year in which he or she has achieved less than 40 (or the relevant pass mark in the case of Integrated Masters programmes). Such a candidate, in the case of a Bachelor's degree, shall not be eligible for a classified Honours degree and shall be limited to the result of Pass, and, in the case of an Integrated Master's degree, shall only be eligible for a classification of Third Class.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level.

Candidates whose registration is terminated due to failure in the Final Examination may be eligible for a lesser award.

28.6 RE-ASSESSMENT FOR TAUGHT POSTGRADUATE PROGRAMMES

28.6.1 Resits for Taught Modules

A candidate on a taught postgraduate programme who achieves a mark less than 50 in the overall summative assessment of a taught module has the right to be re-assessed in the module on one further occasion only. Provision should be made for the re-assessment to be undertaken during the normal period of the programme. The Examiners are responsible for determining an appropriate point in the programme schedule when the reassessment will be held.

This means that re-assessments for taught modules will take place before the awarding for the programme as a whole, and the awarding will be made on the outcome both of first attempts and of any second attempts which may have been necessary. It further means that a candidate who fails the programme as a whole has exhausted the right of resit in any module for which a resit has been offered during the programme.

Schools will be responsible for administering the resit procedure, supported by Student Support Centres, i.e. for

- a) consulting the External Examiner as appropriate;
- b) identifying those candidates who have failed the module and providing a list of those who have failed to the Programme Examiners' Meeting for approval, or, where it is necessary for the re-assessment to be held before the next meeting, providing the list to the Chair of the relevant Programme Examiners' Meeting for approval on behalf of the Programme Examiners;

Assessment Handbook: Section 28

- c) advising the Examiners in their determination of the dates for re-assessment (dates will commonly have been agreed as part of planning the schedule for the programme);
- d) informing the candidates of the failure and of the arrangements for resitting;
- e) to do so, Schools should report candidates who fail a module to the Examinations Office. When it is necessary to hold the resit before the next University Awarding Board, Schools should submit the list of candidates who fail a module to the Chair for approval; on receiving approval from the Programme Examiners' Meeting (or its Chair), Schools should forward to the Examinations Office, for information, the approved list of candidates who have failed and details of the resit arrangements, together with an assurance that resit arrangements have been made and the candidates informed
- f) administering the re-examination (unless the resit is of a written examination falling within a normal examination period administered by the Examinations Office);
- g) recommending the mark to go forward for award, indicating any candidate who has failed the module for a second time.

Where a candidate has failed a taught module and the resit falls within a period scheduled for preparation of a dissertation, an extension of one month will normally be granted to the submission date for the dissertation.

28.6.2 For awarding purposes

The mark forwarded for classification will be the HIGHER of the original or the re-assessment mark, subject to a cap of 50 where the candidate reaches passing standard on re-assessment.

Awards will be based on the profile of marks forwarded for classification regardless of how many modules have been re-assessed.

28.6.3 Failing the programme

Failure at the first attempt at programme level leads to the Examiners recommending the re-assessment requirements for approval by the Programme Examiners' Meeting, based on the principle that a candidate has the right to two attempts at any assessment. If a candidate who fails the programme at the first attempt has already been offered a re-assessment for any modules, he or she will have had opportunity for the two assessments at such modules and will only have the right to be re-assessed in modules which he or she has not previously been offered a re-assessment opportunity.

Candidates who fail the dissertation at the first attempt and whose other results are such that a second attempt at the dissertation might lead to the award of the degree of Master will be permitted to resubmit the dissertation within twelve months from the original submission date as determined by the Programme Examiners' Meeting.

Candidates whose results from the taught component of the programme, including second attempts where they have been permitted, are such that they are unable to fulfil the criteria for the award of the degree of Master will not be permitted reassessment in the dissertation.

28.7 RE-ASSESSMENT FOR FOUNDATION DEGREES

28.7.1 Re-assessment for Foundation Degrees in Part 1

Assessment Handbook: Section 28

A candidate who in the Part 1 Examination for a Foundation Degree has failed, or is not qualified to proceed, at the first attempt has the right to be re-assessed on only one further occasion at the next opportunity (normally August); and such a candidate, if he or she elects to be re-assessed, may only be re-assessed in those modules in which he or she achieved less than 40. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

A re-examinee will be given a mark for the re-assessed module which reflects the candidate's performance in the re-assessment. The mark used for purposes of *progression* shall be the higher of (a) the mark achieved in the original examination or (b) the actual mark on re-examination.

The registration of a candidate who fails Part 1 Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level. The programme registration of a candidate who is not qualified in Part 1 Examination at the second attempt shall be terminated, but the student may transfer their registration for an alternative programme subject to fulfilment of the normal requirements for admission or progression.

Candidates at Part 1 whose registration is terminated due to failure may be eligible for a lesser award.

28.7.2 Re-assessment for Final Examination for Foundation Degrees

A candidate who has failed the Final Examination for a Foundation Degree at the first attempt shall have the right to be re-assessed on only one further occasion at the next opportunity (normally August), and, if he or she elects to be re-assessed, may only be re-assessed in those modules in the Part 2 in which he or she achieved less than 40. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

A candidate who is re-assessed in the Part 2 of a Foundation Degree shall not be eligible for the award of a Distinction or Merit. The actual mark achieved in the re-assessment or the mark achieved in the original assessment, whichever is higher, shall be used in determining whether a candidate has passed or failed.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level.

Candidates whose registration is terminated due to failure in the Final Examination may be eligible for a lesser award.

28.8 RE-ASSESSMENT FOR ORDINARY DEGREES

A candidate who has failed the Final Examination for an Ordinary degree at the first attempt shall have the right to be re-assessed on only one further occasion at the next opportunity (normally August), and, if he or she elects to be re-assessed, may only be re-assessed in those modules in the Final Part in which he or she achieved less than 40. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

The actual mark achieved in the re-assessment or the mark achieved in the original examination assessment, whichever is higher, shall be used in determining whether a candidate has passed or failed.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level.

Candidates whose registration is terminated due to failure in the Final Examination may be eligible for a lesser award.

28.9 RE-ASSESSMENT FOR GRADUATE DIPLOMA AND GRADUATE CERTIFICATE

A candidate who has failed the Final Examination for Graduate Diploma or a Graduate Certificate at the first attempt shall have the right to be re-assessed on only one further occasion at the next opportunity, and, if he or she elects to be re-assessed, may only be re-assessed in those modules in which he or she achieved less than 40. Subject to this restriction, a re-examinee may select those modules in which he or she wishes to be re-assessed.

The actual mark achieved in the re-assessment or the mark achieved in the original examination assessment, whichever is higher, shall be used in determining whether a candidate has passed or failed.

The registration of a candidate who fails the Final Examination at the second attempt shall be terminated and shall not normally be permitted to register for an alternative programme at the same or a higher level.

28.10 MODE OF RE-ASSESSMENT

The assessment method at re-assessment or assessment following a result of deemed not to have sat shall be specified in the module description. The design of, and arrangements for, the re-assessment should be informed by the following principles and requirements:

- a) The assessment method at re-assessment, or assessment following a result of deemed not to have sat, must be effective in measuring student attainment of the range of intended learning outcomes.
- b) The assessment method at re-assessment, or an assessment following a result of deemed not to have sat, should, as far as is practicable, reflect the assessment method for the first attempt. In determining practicability, Schools should take into consideration both the feasibility of arrangements within the School and feasibility for the student undertaking re-assessment (including factors such as volume of work, and availability of resources when students may not be able to access the Library or other University resources).
- c) Where the first attempt assessment involves a series of coursework assignments, the School may wish to consider setting as the re-assessment for the coursework element a single synoptic assignment. Equally, where the first attempt assessment involves a long piece of coursework, Schools may wish to require a shorter piece of work for the re-assessment; such a substitution would not normally be appropriate in the case of a dissertation or substantial project, where the intended learning outcomes could not be adequately demonstrated in a shorter piece of work. For re-assessment of coursework, Schools may, at their discretion, set either the same assignment as was set at the first attempt or a different assignment.
- d) Where the first attempt assessment involves a series of in-class tests or an in-class test in combination with other methods of assessment, the School may wish to consider setting as the re-assessment a single synoptic assignment/in-class test, provided that the range of intended learning outcomes are appropriately assessed.
- e) Where a student is re-assessed in a module, the re-assessment must be capable of yielding a mark of 100% prior to any capping.
- f) Where the assessment and re-assessment methods involve a combination of coursework, in-class test and examination, students who are eligible for re-assessment must have the right to

re-assessment in all elements of the re-assessment (for example, coursework and re-examination) even if they have previously passed one of those elements.

It is expected, however, that the majority of students would probably elect not to repeat an element in which they had already passed.

In the event that a candidate re-submits/resits an element and achieves a lower mark in the re-assessment of the element, the mark for the first attempt should be used in the calculation of the module mark; the mark for the first attempt of those elements not re-submitted/resat would be used by default. In the case where a candidate has resat/re-submitted none of the elements of the re-assessment for which s/he was registered, a mark of zero for the re-assessment in the module would be recorded and, in accordance with current procedures, the mark for the first attempt would be used for progression or awarding purposes.

- g) It is recognised that there may need to be some greater measure of flexibility in respect of students who have been deemed not to have sat, since their first attempt may have been affected differently by their various circumstances. It is, however, important that there is equivalence with other candidates and that the relevant learning outcomes have been assessed.

Students who have been deemed not to have sat should normally have the right to undertake a further assessment only in those elements which were affected by the circumstances which had led to the student being deemed not to have sat.

Where appropriate, the assessment method in the case of students who had been deemed not to have sat may be aligned with the re-assessment method.

28.11 SPECIFIC PROVISIONS IN RESPECT OF RE-ASSESSMENT OF IN-CLASS TESTS

Re-assessment of in-class tests should normally take place during the re-examination period, or during the week preceding the re-examination period, for candidates on undergraduate programmes and at a suitable time (which may be outside of the re-examination period) for candidates on taught postgraduate programmes. Schools should not schedule re-assessments for in-class tests during the re-examination period until the central re-examination timetable has been published.

It is recognised that there may need to be some greater measure of flexibility in respect of students who have been deemed not to have sat. Students who have been deemed not to have sat in an in-class test which serves a primarily formative purpose should be permitted to re-take the assessment (as a first attempt) at the earliest opportunity. In the case of students who have been deemed not to have sat in an in-class test which serves a primarily summative purpose, the School shall determine whether the student should re-take the assessment (as a first attempt) during the re-examination period (or during the week preceding the re-examination period) or at an earlier opportunity. As a guiding principle, where an in-class test constitutes 100% of the assessment for a module, re-assessment should take place during the re-examination period (or during the week preceding the re-examination period). Where an in-class test comprises part of the assessment for a module, the School should determine whether re-assessment should take place during the re-examination period (or during the week preceding the re-examination period) or during term-time. For further details in respect of the distinction between primarily formative and primarily summative in-class tests, please refer to Section 6.8 of the Assessment Handbook.