

# Hopwood Hall University Centre

## Academic Regulations

### 2022/2023



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## INTRODUCTION

1. This policy sets out the academic regulations for Higher Education courses studied at Hopwood Hall University Centre

## SCOPE

2. These regulations apply to all Higher Education courses offered by the College.
3. Where a student is undertaking a HE course validated by a partner university or awarding organisation, additional regulations may apply. These will be listed in partner handbooks and policy documents.

## POLICY STATEMENT

4. This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race or ethnicity, sexual orientation, religion or belief, age, disability, inclusion need, gender identity, socio-economic status or any other protected characteristic.

## AIM

5. The aim of this policy is to detail the regulations relating to the creation, submission and marking of student work.

## ROLES AND RESPONSIBILITIES

6. The College will ensure that students have access to the HE Regulations and ancillary assessment policies and procedures.
7. The Course Team Leader will ensure that the assessment requirements for the course are published. This will include:
  - a. Student handbook linked to the programme specification
  - b. Assessment schedule (including reassessment dates)
  - c. Learning outcomes, assessment criteria, weightings and mode(s) of assessment for each unit
  - d. Procedures for the submission of assignments including the procedure for dealing with late submission of work, and indicative feedback dates.
  - e. Criteria relating to grading and marking schemes
8. It is the student's responsibility to:
  - a. Ensure they understand and comply with the assessment regulations for their course, ancillary policies and procedures set by partner universities or exam boards.
  - b. Attend examinations and submit work for assessment as required

- c. Submit any relevant information on exceptional and extenuating circumstances which they believe may have affected their performance in accordance with the Exceptional Extenuating Circumstances regulations

## PROCEDURE

### 9. Duration of the award:

- a. The table below summaries examples of the normal duration of a programme for students studying on full time or part-time awards.

Mode of attendance	Usual duration of programme	Usual credits per year
Part-time HNC / Level 4 Programme	2 years	60 credits*
Full-time HNC / Level 4 Programme	1 years	120 credits*
Part-time HND / Level 5 Program / Foundation Degree	3 / 4 years	60 / 80 credits**
Full-time HND / Level 5 Programme / Foundation Degree	2 years	120 Credits**

- b. The total number of credits normally required for a Level 4 award is 120 credits. The credits are made up of mandatory units that have to be delivered and optional units selected by the programme team. \* Some Level 4 programmes run at the university centre are less than 120 credits
- c. The total number of credits normally required for a Level 5 award is 240 credits. The credits are made up of mandatory units that have to be delivered and optional units selected by the programme team. \*\* Some Level 5 programmes run at the university centre are less than 240 credits
- d. Exceptionally, and with the prior agreement of the Academic Board, faculty areas may offer a bespoke method of delivery for courses but it is accepted that the usual method of delivery is face to face at the college's main campus.
- e. If the normal duration of a course is exceeded there may be funding implications for confirmed registrations

### 10. Withdrawal from a programme

- a. A break in study or permanent withdrawal from the programme may be necessary if circumstances prevent the student from continuing their studies. This must be discussed as soon as possible with the student and appropriate staff in faculty area (e.g. course team leader, HE Manager, student support services), so that the correct procedures are followed.

### 11. Passing a unit and the award of credit

- a. Unit assessment is made up of one or more assessment tasks which could be either “In programme Assessment” or “End Assessment”. Where there is more than one assessment task, weightings and rules for passing the unit will be defined and published.
- b. The grades awarded for each unit are dependent on which programme of study is being undertaken. Some programmes are awarded with a percentage mark out of 100 and others are marked against Pass / Merit / Distinction criteria. This will be listed in the programme handbook.
- c. Final grades for all units on programme are agreed by the HE Assessment Board.
- d. If a student has not yet received a passing mark they may receive another outcome:
  - i. Refer – after formative and summative assessment the student has failed to achieve a passing grade but is eligible to resubmit.
  - ii. Fail – after initial referral and reassessment the student has failed to achieve a pass grade the student will be deemed to have failed the unit.
  - iii. Defer – after the student has submitted a case for mitigating circumstances and it has been accepted the student is permitted a further opportunity for assessment.
  - iv. Partner Universities and awarding organisations may issue other outcomes, these will be detailed to students where this is applicable and is available in that partner’s academic regulations.
- e. Unit tutors will be responsible for recommending overall student grades for each unit. For a unit involving one assessment, the overall grade will be the grade obtained in that assessment. For a unit involving more than one assessment, each student’s profile of grades and weightings of assessment components will be considered when recommending overall grades.
- f. The minimum pass criteria to pass a unit is to
  - i. Achieve an overall pass grade and
  - ii. Make a valid attempt at all unit assessment tasks
- g. When the student has passed a unit and the outcome of summative assessment is recorded on the student profile, further opportunities to improve the original grade are not allowed.

## 12. Student assessment / reassessment

- a. Registration onto a unit entitles the student to:
  - i. One delivery of the unit (In some cases a student may be able to re-sit a whole unit where this is agreed at assessment boards)
  - ii. Access to learning and teaching resources
  - iii. An initial opportunity to attempt the assessment tasks
  - iv. One referral opportunity (if required)
- b. Formative assessment involves both the Assessor and the student in a two-way conversation about their progress and takes place prior to summative assessment. It does not confirm achievement of grades, but focuses on helping the student to reflect on their learning and improve their performance. The main function of formative assessment is to provide feedback to enable the student to make improvements to consolidate a Pass, or attain a higher grade.

- c. Feedback on formative assessment will be constructive and provide clear guidance and actions for improvement. It is then the student's responsibility to act upon the feedback and submit the final piece of work / task by the agreed deadline.
- d. One formal opportunity to provide final formative assessment feedback will be included in each assessment plan at one point when students will have had the opportunity to provide evidence towards all the assessment criteria targeted. The assessment will be formally recorded.
- e. Normally, further formal opportunities for formative feedback should not be necessary. However, if it is clear at the formative assessment stage that students have misinterpreted or have been misdirected by the assignment brief, there may be need for another formative assessment once issues have been addressed.
- f. Following formative assessment and feedback, students are able to:
  - i. Revisit work to add to the original evidence produced to consolidate a passing grade or to enhance their work to achieve a higher grade
  - ii. Submit evidence for summative assessment and final unit grade
- g. Summative assessment is a final assessment decision on an assignment task in relation to the assessment criteria of each unit. It is the definitive assessment and recorded on the student's profile. Should the student not achieve at least a pass grade after both formative and summative assessment, the submitted work will be recorded as a "Referral".
- h. All Summative assessments are subject to confirmation by the Assessment Board, and thus are provisional and can be overridden by the Assessment Board.
- i. In accordance with partner university and exam board regulations, usually one resubmission is allowed if the student does not achieve a pass on first submission (see Referral in a unit below).

### 13. Referral in a unit

- a. If the student has submitted work for all assessment tasks but does not achieve the minimum passing criteria for the unit overall, they may be entitled to a referral at the end of the unit.
- b. Referral assessment will be on a 'task for task' basis and will usually involve the reworking of the original task. However, an alternative form of assessment task may be set if it is not appropriate for the student to be assessed by exactly the same method as at the first attempt, for example if this was group work or took place on a field trip.
- c. For examinations, reassessment shall involve completion of a new task
- d. Only one opportunity for reassessment of the unit will usually be permitted
- e. A student will not be entitled to be reassessed in any component for which a passing grade or higher has already been awarded.
- f. The minimum criteria to pass a unit following referral are that the student:
  - i. Achieves an overall pass grade and
  - ii. Makes a valid attempt at all unit assessment tasks
- g. In most cases referrals are limited to achieving Pass grades however this may not be in all cases. Students will be notified if their resubmission is capped at a pass or not.
- h. Students are normally only allowed one reassessment opportunity for each unit. Should a student not submit work that consolidates a pass grade, the unit will be recorded as a "Fail".

#### 14. Late submissions

- a. Deadlines for assessment must be met unless an extension has been applied for and granted.
- b. Where an authorised extension (see extensions) has not been approved in advance, work submitted late by up to 7 calendar days of the published deadline will still be marked and might be capped in line with partner university / exam board regulations.
- c. Work submitted after 7 days of the published deadline and without an authorised extension will not be marked and will be recorded as "Did Not Submit". Students may be offered a reassessment at the next available opportunity.

#### 15. Deferral in a unit or an assessment task

- a. A deferral in an assessment task or an overall unit means that, due to exceptional circumstances accepted by the College, the student has a further opportunity to take the assessment task that was affected. The grade is not capped unless the task is already "Referred".
- b. Deferred assessment will be on a 'task for task' basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original assessment. However, an alternative form of assessment task may be set if it is not appropriate for the student to be assessed by exactly the same method as the initial task, for example if this was group work or took place on a field trip.

#### 16. Assessment and reassessment periods

- a. All assessment and reassessment for HE programme provision will take place within a specified period.
- b. Each course team will publish a calendar for assessment and reassessment deadlines.
- c. Normally, reassessment will take place within 6 weeks of notification of "Referral".

#### 17. Failure of a unit

- a. There are three circumstances in which the unit can be failed:
  - i. Following first attempt and referral, the student has not made any valid attempt in one or more assessment tasks i.e. non-submission
  - ii. Following referral, the student does not achieve the minimum overall pass criteria in a unit, which may include the requirement to pass an individual assessment task.
  - iii. Where failure in a unit is the sanction set by an academic offence panel (see Academic Offences)
- b. If a student fails a unit:
  - i. They may be able to retake the same unit on one occasion only if approved at the assessment board
  - ii. They may retake a substitute for the unit if approved by the assessment board.
  - iii. If a unit is failed due to academic misconduct, a student may be given a sanction that means they are not allowed to retake the unit or a substitute unit.



#### 18. Progression to next stage or level

- a. If the student passes all the units at any given stage or level of the programme they can normally progress to the next stage or level. In some circumstances, however progression to the next stage could be affected by the following factors:
  - i. Any specified pre-requisite relationships between units that dictate the sequence in which they must be studied.
  - ii. The non-availability of units
- b. If the student has not passed all the units but has had exceptional extenuating circumstances accepted at either the first assessment or a reassessment point, then they will be allowed to progress with a further opportunity at reassessment, at the discretion of the Assessment Board.
- c. If the student has not passed all the unit/s then normally they will be provided with the opportunity to re-take the unit/s as if for the first time (often over the summer period), and not be allowed to progress until these units have been passed.
- d. At the discretion of the assessment board a student may be allowed to progress without achieving all credits. Opportunities must be provided for the student to submit, retake or substitute the missing credits the following year. Students may be charged an additional fee for any additional units.

#### 19. Retaking a unit

- a. If the student fails a unit, they will be allowed to retake a unit on one occasion only, unless prevented due to:
  - i. An academic offence sanction
  - ii. Availability of the unit concerned
  - iii. Programme duration regulations
- b. Retaking a unit means that:
  - i. The student may be charged a fee, published by the College
  - ii. The student must study the unit again with full attendance
  - iii. The student must take all the assessment tasks in the unit
  - iv. The overall unit grade for a successfully completed retaken unit is capped at a Pass for that unit
- c. The student must have the same reassessment opportunities as the first registration (see Student Assessment/Reassessment).
- d. If the unit is no longer available, a replacement unit may be studied as directed by the College. This will be treated as a retake and will be subjected to all regulations relating to retake units. If a replacement unit cannot be studied, the student will need to renegotiate their programme of study. Decisions about taking a replacement unit or renegotiating a programme require a discussion and agreement with the programme team

#### 20. Consequences of failure on a retaken unit (core/mandatory and optional)

- a. If a student fails a unit after retake this would normally mean that they will have to withdraw from the programme.
- b. Following a retake the student can only achieve a pass grade.

#### 21. Extensions

- a. It is the responsibility of all students to attend examinations and submit work for assessment by the set date for that assessment.



- b. Where a student's circumstances are such that the student feels unable to meet this deadline, the student is strongly encouraged, as soon as possible, to discuss his/her circumstances with an appropriate member of academic staff (usually the Module Leader) in advance of the submission / examination date.
- c. The member of staff will help the student identify a suitable type of extension, depending on circumstance.
- d. Short extensions, up to and including 7 days should be agreed by Module Tutor
- e. Long extensions, up to 6 weeks should be agreed by an EEC Panel following an EEC application by the student

22. Any extension discussions will be guided by the following principles:

- a. Permission not to take an assessment at first attempt must be normally given prior to the hand-in/examination date.
- b. It is preferable to agree an extension in advance, rather than using the Exceptional Extenuating Circumstances Regulations
- c. Students should always be encouraged to submit partially completed work rather than not submit anything if an extension or extenuating circumstances has not been agreed
- d. If students are experiencing difficulties in submitting work, long extensions should be considered via an EEC application. Long extensions could be given for all modules if the student's circumstances are such that they are likely to be able to work towards submission at the first attempt for all modules during the re-sit period. A form must be completed for both long and short extensions, dated prior to the hand-in date
- e. If an extension is seen as not appropriate or not feasible, the student should be advised to submit some work, even if partially completed

23. Exceptional extenuating circumstances regulations

- a. Students may submit requests for consideration of exceptional extenuating circumstances in respect of their summative assessment where they are:
  - i. Unable to submit assessed coursework on the required date
  - ii. Unable to attend examinations or other scheduled assessments
  - iii. Exceptional factors that have resulted in poor performance
- b. If, without good cause, a student fails to seek consideration of exceptional extenuating circumstances in accordance with College Regulations and Procedures, normally any Request for Appeal Hearing on the grounds of these extenuating circumstances will be rejected.
- c. The College authorises the establishment of EEC Panels (Exceptional Extenuating Circumstances Panels) to:
  - i. Consider extenuating circumstances
  - ii. Make appropriate recommendations to the relevant Assessment Boards or External Examiners
- d. It is the responsibility of the student to do the following:
  - i. Inform the College of any extenuating circumstances which they wish to be taken into consideration in respect of assessed work
  - ii. Ensure that the request is submitted in the appropriate manner and ensure that the notification is received in a timely manner in accordance with College Regulations

- iii. Provide evidence to support the application where this is appropriate, for example letters from doctors.
- e. All submissions giving details of exceptional extenuating circumstances will be confidential to the College staff authorised to receive and consider them, except for the provisions relating to Appeal Hearings and Professional Body requirements, as detailed in College Regulations. Records of exceptional extenuating circumstances will be securely retained in accordance with College Policy.
- f. All discussion of extenuating circumstances will remain confidential to the membership of the Panel except:
  - i. Where the written requirements of a programme of study accredited by a Professional and Statutory Body, and accepted at the validation of that programme of study, require a wider disclosure.
  - ii. Where a student subsequently requests, and is granted, an Appeal Hearing.

#### 24. Consideration of Exceptional Extenuating Circumstances (EEC)

- a. The EEC Panel will consider the extenuating circumstances presented and will determine as follows:
  - i. The degree of seriousness of the extenuating circumstances
  - ii. The assessments which were affected by the relevant extenuating circumstances
- b. The EEC Panel will categorise the seriousness of accepted extenuating circumstances as follows:
  - i. Extenuating circumstances which are sufficiently serious to decide to defer an assessment
  - ii. Extenuating circumstances which are not deemed sufficiently serious to make a deferral of assessment appropriate

#### 25. Assessment Boards will receive a report from an EEC Panel in respect of submitted extenuating circumstances. The report may not be amended by an Assessment Board. The Assessment Board will consider the decisions advised by the EEC Panel and discuss appropriate action in respect of the students.

- a. If the EEC Panel permits mitigation, the mitigation will normally be permission for the student to be assessed in the work in question as if for the first time. In such cases the student will receive a deferred outcome
- b. If the student fails the deferred assessment, any re-assessment will be in accordance with current College Regulations.

#### 26. Academic offences

- a. The College operates Academic Offence Panels to consider admitted or found cases of cheating, plagiarism and unfair practice across the institution. Prior to consideration at an Academic Offence Panel cases are investigated within the Curriculum area presented to the assessment boards.
- b. Any attempt to gain an unfair advantage may be considered as an offence and dealt with under these Regulations and the associated procedures.
- c. For the purpose of these Regulations, assessment includes the following forms of assessment:
  - i. Coursework
  - ii. Examinations

- iii. Other forms of Assessment
- d. Each case will be considered on its own merits, and on the basis of
  - i. The severity of the case
  - ii. The circumstances of the case
  - iii. The level at which the offence took place
  - iv. Whether the offence was a repeat offence
- e. Cases will be considered at assessment boards where the consequences of these decisions are agreed.

## 27. Consequences of Committing an Academic Offence

- a. The following penalties may be applied in order of severity:
  - i. An advisory note: This will normally include further action to be undertaken relating to study skills and/or support to address the lack of understanding/inexperience. This will be confirmed to the student in writing, copied to the programme / course team leader for implementation and monitoring.
  - ii. Resubmission of work: In addition to the above a student will be asked to resubmit the affected assignment/s. This will be either the same task or an alternative assessment method depending on the nature of the assignment. Depending on the severity of the case this resubmission might also be capped at a passing grade.
  - iii. A written warning: In addition to the above a written warning will be issued stating that any further offences committed while the student is registered with the College will normally lead to termination of registration and enrolment.
  - iv. Termination of registration and enrolment: this may be the outcome if it is considered that the student has repeatedly committed academic offences.
  - v. Additional consequences may be considered by partner university or exam boards and students will be notified if these have been applied.

## 28. Record of Offences

- a. A record of admitted or found offences will remain on the student's file for the duration of their study in the College.

## 29. Right of Appeal

- a. A student has the right to appeal a finding of Academic Offences Panel. Grounds on which the appeal is made must be included in the notification of appeal. Simple request for a re-hearing does not constitute valid grounds for appeal.
- b. Appeals can be submitted following an assessment if a student believes:
  - i. That circumstances have affected their performance which the assessment board may not have been made aware of when an assessment decision was taken
  - ii. That there was a material administrative error or procedural irregularity in the assessment process
  - iii. That there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the assessors/examiners

- c. All appeals should be submitted through the college's compliments and complaints process. This is found online on the colleges website and detailed in induction and in student handbooks.

### 30. Operation of exam boards

- a. Exam Boards are authorised to:
  - i. Determine the standard of student module assessment outcomes
  - ii. Note any instance of cheating, plagiarism and other forms of unfair practice
  - iii. Note any accepted claims of exceptional extenuating circumstances
  - iv. Confirm unit grades and classifications
  - v. Identify referral/deferral opportunities
- b. A full list of members of the Exam Board will be recorded in the Exam Board minutes. This is evidence of their attendance.
- c. Usually, the HE Lead will chair all Exam Boards

### 31. Information to the Exam Board

- a. The following provisions apply:
  - i. The schedule/spreadsheet of grades arrived at by internal assessors will be tabled as a confidential paper
  - ii. Where there is a discrepancy, the grade as moderated by the external examiner(s) or moderators may also be tabled, providing both grades are shown
  - iii. The schedule of grades will be presented in accordance with the relevant guidance
  - iv. All results sheets/spreadsheets must be collected at the end of the meeting.

### 32. Discussion and decision-making at the Exam Board

- a. The chair should clearly identify the courses of action open to the Exam Board.
- b. The module/ unit assessment outcomes for each student should be conducted as follows:
  - i. The assessment grades for each student should be considered
  - ii. The consideration of extenuating circumstances will be noted
  - iii. Any amendment to the grades will be agreed and recorded on the grading sheet/schedule
  - iv. The overall module/unit assessment outcomes for the student will be agreed
- c. Consideration of overall results should be conducted as follows:
  - i. The module grades of each student should be considered
  - ii. The consideration of extenuating circumstances will be noted
  - iii. Any amendment to unit grades will be agreed and recorded on the grading sheet/ schedule
  - iv. The overall results for the student will be agreed
    - 1. Finalists will have their overall grade approved if they have successfully completed all credits to at least a passing grade
    - 2. Continuing students will be marked as progressing if they have fulfilled all the requirements of the year or if not appropriate refer/defer outcomes will be recorded.

- d. The decisions of the Exam Board will be formally recorded in the minutes. The Chair of the Exam Board will confirm the minutes and will forward them to the next meeting of the relevant Exam Board.
- e. Tutors should take care not to disclose the confidential proceedings of the Exam Board and should guide the student on what they now have to do.

### 33. Disclosure of Results

- a. Only designated staff are authorised to disclose results in accordance with College Policy. Following an Exam Board, the College will write to each individual student to notify them of the recorded outcome.

## MONITORING AND EVALUATION

34. The College reserves the right to make reasonable changes to the regulations where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of each academic year. The College may introduce changes during the academic year when it reasonably considers these to be in the interests of students or where this is required by law. Any and all such changes will be communicated clearly to students.

## DOCUMENTS ASSOCIATED WITH THIS POLICY

Assessment Policy and Procedure – All Staff 2021  
Compliments and Complaints Policy – All Staff 2021

## DOCUMENT REVIEW INFORMATION

Policy Date: 16/10/2022  
Policy Author: Simon Farrar  
Date of SLT Sign Off: 16/10/22  
Equality Impact Assessment Completed? TBC  
Equality Impact Assessment Date:  
Next Policy Review Date: 16/10/2023

## APPENDIX

## HOPWOOD HALL UNIVERSITY CENTRE EXCEPTIONAL/ EXTENUATING CIRCUMSTANCES FORM

Sections A and B must be completed by the student and submitted to the Centre Director within 7 days of the affected coursework/project deadline.

### SECTION A (to be completed by the student):

Student name: \_\_\_\_\_ Course and year: \_\_\_\_\_

ID number: \_\_\_\_\_ Centre: \_\_\_\_\_ Name of tutor: \_\_\_\_\_

Please indicate why the form is being completed by ticking the appropriate box or boxes:

- ☐ Explanation for absence from an assessment or non-submission of coursework
- ☐ Claim for extenuating circumstances to be considered when an assessment has been attempted
- ☐ Request for an extension to coursework – including a project deadline

### Nature of circumstances (to be completed by the student)

- ☐ Illness/Hospitalisation (Evidence: A medical certificate or letter)
- ☐ Family illness (Evidence: A medical certificate or letter)
- ☐ Bereavement - death of close relative or friend (Evidence: Death certificate or supporting letter from an independent source)
- ☐ Acute emotional/personal circumstances (Evidence: Letter from the College Counselling Service or equivalent and/or medical evidence)
- ☐ Victim of crime (Evidence: Crime reference number plus any written evidence available from the police)
- ☐ Domestic disruption (Evidence: Appropriate letter)
- ☐ Representing College at a national event or involvement in other prestigious event (Evidence: Letter of confirmation from the relevant organising body)
- ☐ Jury Service/Court Attendance (UK) (Evidence: Court or equivalent letter)
- ☐ Other – please give details in Section B overleaf and provide supporting documents

NB: Forms which are not fully completed and without the required documentary evidence will not be considered. Where evidence is not available by the deadline for submission of the form, the form should be submitted as required and appropriate evidence must be submitted within 14 days of the coursework deadline or affected examination. If the evidence is not in English an authenticated independent translation must also be attached.

SECTION B Further details (to be completed by the student and Centre/Department):

1. Is supporting documentary evidence attached to this form? Yes / No

If Yes please give brief details of attachments:

The Policy and Procedure sets out full information on the type and quality of evidence required, and gives examples of circumstances not normally considered as acceptable reasons. All evidence submitted in support of an extenuating circumstances claim will be treated with full confidentiality in accordance with the Data Protection Act and will be disclosed only to appropriate members of staff. Any student wishing to restrict the sharing of such information should make his or her wishes known to the appropriate members of staff, preferably in writing.

Is supporting documentary evidence being submitted separately? Yes / No

Note: Supporting documentary evidence should be submitted within 14 days of the coursework deadline or examination.

The student should state below the effect that the extenuating circumstances have had on their performance, including the number of days affected and other relevant information. Please expand or attach another sheet if additional

2. The student should state below the effect that the extenuating circumstances have had on their performance, including the number of day's affected and other relevant information. Please expand or attach another sheet if additional space is required. Students are advised to discuss their claim with their tutor or other member of staff of the programme before completing and submitting this form if at all possible.

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3. Where assessments have been affected the student should complete the blue highlighted areas of either or both of the tables below. Please expand or attach another sheet if additional space is required.

a. Request for Extension to Coursework project deadline

For Completion by Student (all information must be completed or the case may not be considered)					School Decision/Recommendation		
Module Code	Module Title	Assessment Period eg Semester one/two	Original coursework deadline	Length of extension requested (days)*	Decision (select code from Section D1 below)	Proposed action (select code from Section D2 below)	Amended deadline for coursework submission

‘Exam Board’ means that the circumstances that are claimed would be taken into consideration at the Examination Board either in relation to progression to the next stage of the programme and/or in relation to the degree class at the end of the programme.

4. Student confirmation

I confirm that the information provided is true:

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: To be completed by the Tutor/Programme manager/Centre Director (please delete):**

I have/have not seen the student on behalf of the Centre

Tutor/Programme manager/Centre Director comments:

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION D: EXPLANATORY NOTES

##### 1. BOARD OF EXAMINERS DECISION CODES

- 1 Approved
- 2 Not approved – reason given is not acceptable within the Colleges Academic Regulations
- 3 Not approved – supporting evidence does not cover the relevant period
- 4 Not approved – evidence not supplied by an approved source
- 5 Not approved – evidence is insufficient to support the claim of seriousness of impact
- 6 Not approved – wording of evidence supplied does not support the claim
- 7 Other

##### 2. CODES FOR USE BY SCHOOLS TO INDICATE PROPOSED ACTION TO BE TAKEN:

- A Coursework to be submitted or other reassessment period as appropriate for the programme
- B Extension to coursework/project to be granted: please give new deadline above
- C Module to be retaken
- D Refer to final Examination Board for consideration
- G Other – specify separately. Cases should be sent to the HE Lead