

**University Of Essex**

**Rules of Assessment for Full-Time Taught Masters Degrees 2024-2025**

**Essex Partnership University NHS Foundation Trust**

MSc Clinical Associate in Psychology (MCAP) – Apprenticeship Route

## **1 Preamble**

1.1 These rules apply to the full-time Apprenticeship Route Masters programme pathways named below. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and module outlines. The module outlines will give details of assessment arrangements. The Programme Structure will identify which modules are core for the Programme.

a) MSc Clinical Associate in Psychology (Health, Ageing and Disability) – Apprenticeship Route

b) MSc Clinical Associate in Psychology (Mental Health) – Apprenticeship Route

1.2 A taught module is any assessed component excluding the dissertation or equivalent, which for this programme is the Clinical Practice and Further Clinical Practice modules.

1.3 A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed. A compulsory module must be taken but can be condoned.

1.4 All Masters degrees and exit awards can be awarded with Distinction or Merit.

1.5 It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.

## **2 Pass Mark**

2.1 The pass mark for all modules of the Masters degree is 50, with the exception of the End Point Assessment module which is credit-bearing but awarded as Fail, Pass or Distinction only. Credits are only awarded if the module is passed.

2.2 A pass must be achieved in all individual components of assessment for a module as follows:

- a) 50 or above in a coursework assessment component for which a numerical mark is assigned;  
and, for the Clinical Practice and Further Clinical Practices modules, which also incorporate a clinical assessment component with a pass/fail outcome:
- b) a pass in the clinical assessment component.

2.3 For modules which contain clinical components with a pass/fail outcome, the module can only be passed if the clinical components are completed and passed. If the clinical components are not passed the mark for any coursework component(s) within the module will be recorded, but the module aggregate mark will be zero and any credits for the module will not be awarded.

2.4 For the purposes of these rules taught module averages, the overall weighted average for the taught modules will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

2.5 The End Point Assessment will be graded as a Fail, Pass or Distinction in accordance with the Institute for Apprenticeships End Point Assessment Plan for the Clinical Associate in Psychology Apprenticeship Standard.

## **3 Eligibility for an Award**

### **The Masters Degree**

#### **3.1 Pass**

To be awarded a pass in the Masters a student should:

- a) Pass all the modules including the End Point Assessment.
- b) Pass at least 60 taught module credits at the first attempt, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

### **3.2 A Pass with Merit or Distinction**

Degree class is based upon the marks for all modules, excluding the End Point Assessment module.

#### **3.2.1 Pass with Merit**

To obtain a Merit, in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 60 or more.

#### **3.2.2 Pass with Distinction**

To obtain a Distinction, in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 70 or more.

### **3.3 THE POSTGRADUATE DIPLOMA and CERTIFICATE**

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Masters, then the award of either a Postgraduate Diploma or a Postgraduate Certificate will be considered. Students can be considered for the award of a Distinction and Merit for an exit award.

The programme structure will identify which taught modules have to be passed in

order to obtain a PG Certificate or PG Diploma.

To obtain an Exit Award a student must achieve a pass at module aggregate level without the need to pass each individual assessment component within the module.

**3.3.1 To be awarded a POSTGRADUATE DIPLOMA IN APPLIED PSYCHOLOGY THEORY a student should:**

- a) Attempt 120 credits at Masters level (level 7) of which 100 must be passed, with the remaining credits condoned, subject to (c);
- b) Pass at least 60 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners;
- c) Failure with a mark of 40 or more for up to 20 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50 or above.

For purposes of this exit award, all modules are considered to be compulsory.

This award does not lead to eligibility to practice clinically or to apply for registration with the British Psychological Society.

**A Pass with Merit or Distinction**

Where a student has more than 120 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 credits will be used to calculate the overall weighted average mark.

**Pass with Merit**

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 60 or more.

### **Pass with Distinction**

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 70 or more.

### **3.3.2 To be awarded a POSTGRADUATE CERTIFICATE IN APPLIED PSYCHOLOGY THEORY a student should:**

- (a) Attempt 60 credits at Masters level (level 7) of which 40 must be passed, with the remaining credits condoned, subject to (c);
- (b) Pass 20 credits at the first attempt unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- (c) Failure with a mark of 40 or more for up to 20 credits in non-core modules may be condoned.

For the purposes of this exit award, all modules are considered to be compulsory.

This award does not lead to eligibility to practice clinically or to apply for registration with the British Psychological Society.

### **A Pass with Merit or Distinction**

Where a student has more than 60 credits, the best credits compatible with the

structure for a Postgraduate Certificate giving at least 60 credits will be used to calculate the overall weighted average mark.

### **Pass with Merit**

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 60 or more.

### **Pass with Distinction**

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 70 or more.

## **4. Reassessment**

### **4.1 Reassessment for taught modules**

a) Students may have a second attempt at each individual module assessment component for module(s) that have been failed, up to a maximum of 60 taught module credits. For modules with both a coursework assessment component which receives a numerical mark and a clinical assessment component which receive a pass/fail outcome, reassessment can take place in both assessment components if needed.

b) Where a provisional mark for the first attempt at assessment indicates that a student has failed the module, the student will be permitted to undertake the second attempt prior to the next meeting of the Board of Examiners.

c) The marks for the first and second attempts at assessment will be presented to the Board of Examiners to ratify the fail of the first attempt and confirm the outcome of the second attempt at reassessment.

d) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

e) The Board of Examiners will reinstate the module mark for the previous attempt at a failed module if it is higher than the mark for the most recent attempt.

f) If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

g) Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed.

h) A student cannot be permitted to repeat a module unless permitted by the Board of Examiners because of substantiated extenuating circumstances.

## **4.2 Clinical Practice Placement modules**

a) Students may have a second attempt at a failed course work assignment on the placement modules in accordance with the regulations in section 4.1 above.

b) Where the supervisor evaluation of clinical practice is failed, this may be resubmitted after a further period of additional placement-based clinical practice up to a maximum of 300 hours. This is marked on a pass/fail basis.

c) Where the learning log of clinical practice experience is failed, this may be resubmitted after a further period of additional placement-based clinical practice up to a maximum of 300 hours. This is marked on a pass/fail basis.

d) Students may only progress on to the Further Clinical Practice module once the Clinical Practice module has been passed.

e) If a student fails a placement module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

f) Only one placement module may be retaken unless there are substantiated extenuating circumstances accepted by the Board of Examiners.

### **4.3 End Point Assessment**

In accordance with the Institute for Apprenticeships End Point Assessment Plan for the Clinical Associate in Psychology Apprenticeship Standard:

a) Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a retake. A resit does not require further learning, whereas a retake does. Apprentices should have a supportive action plan detailing what additional learning, supervision or practice the apprentice needs to support them to develop the requisite knowledge, skills and behaviours that were not sufficiently demonstrated at the first attempts to prepare for the resit or a retake. The apprentice's employer will need to agree whether a resit or retake is the most appropriate course of action.

b) An apprentice who fails an assessment method, and therefore the End Point Assessment in the first instance, will be required to resit or retake any failed assessment methods only.

c) Any assessment method resit or retake must be taken during the maximum End Point Assessment period, otherwise the entire End Point Assessment must be taken again, unless in the opinion of the End Point Assessment Organisation exceptional circumstances apply outside the control of the apprentice or their employer.



d) Where any assessment method has to be resat or retaken, the apprentice will be awarded up to a maximum End Point Assessment grade of distinction.

e) Resits and retakes are not offered to apprentices wishing to move from pass to distinction.

## **5 Assessment Procedures**

### **5.1 Powers of The Board of Examiners**

The Board of Examiners shall have the following powers:

a) Confirming the taught module marks achieved, including any marks for reassessment presented to the Board, and awarding credit.

b) Confirming whether the placement modules have been passed.

c) Confirming the mark for the dissertation or equivalent, including any mark for resubmission.

d) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent.; and any opportunities for condonement.

e) Considering each student's marks' profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation or equivalent credits.

f) Considering extenuating circumstances as necessary and their implications for results.

g) Determining the appropriate award for each student.

h) Requiring any student whose performance is below that required to achieve an award to withdraw from the programme.

An Interim Board of Examiners Meeting shall normally be held at the end of the taught module assessment.

The Interim Board will also determine whether the student is still on track to be eligible for a Masters' award and can therefore proceed with the programme.

Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of Assessment.

## 5.2 Extenuating Circumstances

If you submit Extenuating Circumstances and they are accepted as valid, the Board of Examiners may be able to offer additional assessment opportunities, such as reassessment for uncapped module marks or voluntary reassessment, in line with the Extenuating Circumstances [Policy](#) and [guidelines](#). When extenuating circumstances are accepted, the Board of Examiners will use its discretion to determine what if any action should be taken in accordance with the powers set out in the Policy. Except in the case of accepted extenuating circumstances, Boards of Examiners do not have powers of discretion in relation to the application of the Rules of Assessment.

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