

# UNIVERSITY OF ESSEX / PORTOBELLO INSTITUTE

## UNDERGRADUATE RULES OF ASSESSMENT

### Applicable to Students Starting in Academic Year 2024-25

#### BA (Hons) Early Childhood Care and Education

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## Standard Entry Year One

### Requirement to Pass Standard Entry Year One

- 1.1 To pass Standard Entry Year One and proceed to Standard Entry Year Two, you must:
  - a) Pass all modules and achieve 120 credits in the Year at Level 4.
- 1.2 You may be allowed to proceed to the next Year, following an attempt at reassessment, having passed a minimum of 90 credits.
- 1.3 You can only fail 30 credits across your degree. For example, if you fail 30 credits in Standard Entry Year One, you cannot fail any more credits in your degree. Carrying forward failed credits to following Years is called condonement. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark. Table 1.1 sets out the possibilities for condonement across the BA (Hons) Early Childhood Care and Education Degree.

**Table 1.1: Condonement of credits across the BA (Hons) Early Childhood Care and Education Degree**

Entry & Year	Possibilities for condonement
<p><b>Standard Entry – Year One</b> 120 credits at Level 4</p>	<p>Following compulsory reassessment failure may be condoned in up to 30 credits.</p>
<p><b>Standard Entry – Year Two</b> <b>Advanced Entry – Year One</b> 120 credits at Level 4 30 credits at Level 5</p>	<p>a) If you have failed 30 credits in Standard Entry Year One, you must pass 150 credits in Standard Entry Year Two.</p> <p>b) If you have failed 15 credits in Standard Entry Year One, following reassessment, failure may be condoned in up to 15 credits in Standard Entry Year Two.</p> <p>c) If you have passed 120 credits in Standard Entry Year One (i.e., you had no failures), following reassessment, failure may be condoned in up to 30 credits in Standard Entry Year Two.</p> <p>d) If you have entered directly onto Advanced Entry Year One, following compulsory reassessment failure may be condoned in up to 30 credits.</p>

<p><b>Standard Entry – Year Three</b></p> <p><b>Advanced Entry – Year Two</b></p> <p>90 credits at Level 5</p> <p>60 credits at Level 6</p>	<p>a) If you have failed a total of 30 credits in the previous years, you must pass 150 credits in Standard Entry Year Three / Advanced Entry Year Two.</p> <p>b) If you have failed a total of 15 credits in the previous years, failure may be condoned in up to 15 credits in the Standard Entry Year Three / Advanced Entry Year Two.</p> <p>c) If you passed a total of:</p> <ul style="list-style-type: none"> <li>▪ 270 credits in Standard Entry Years One and Two (i.e., you had no failures), failure may be condoned in up to 30 credits in Standard Entry Year Three, or;</li> <li>▪ 150 credits in Advanced Entry Year One (i.e., you had no failures), failure may be condoned in up to 30 credits in Advanced Entry Year Two.</li> </ul>
<p><b>Final BA (Hons) Year – All Entries</b></p> <p>60 credits at Level 6</p>	<p>a) Within the Final Year, <b>all modules must be passed</b> in order to obtain the classified degree. There is no condonement in the Final Year.</p>

**1.4** As an alternative to condonement, up to 30 credits of reassessment can be carried forward to the next Year of your course. Carrying forward the reassessment in failed credits the following Year is called trailing. Where credits are trailed, the mark for the reassessment will be recorded as part of the previous year’s marks. Trailing is only offered where the failed credits are eligible for condonement (see Table 1.1 above). You are only able to trail credits from one Year into the next Year, i.e., Standard Entry Year One credits can be trailed into Standard Entry Year Two but cannot be subsequently trailed into Standard Entry Year Three They will either need to be passed or condoned prior to progression to the Final Year. Table 1.2 sets out the possibilities for trailing across the BA (Hons) Early Childhood Care and Education Degree.

**Table 1.2: Trailing of credits across the BA (Hons) Early Childhood Care and Education Degree**

<b>Entry &amp; Year</b>	<b>Possibilities for trailing</b>
<p><b>Standard Entry – Year One</b> 120 credits at Level 4</p>	<p>Following compulsory reassessment trailed reassessment may be permitted in up to 30 credits.</p>
<p><b>Standard Entry – Year Two</b> <b>Advanced Entry – Year One</b> 120 credits at Level 4 30 credits at Level 5</p>	<p>a) If you are carrying 30 failed credits from Standard Entry Year One you must pass 150 credits in Standard Entry Year Two, no trailing will be permitted.</p> <p>b) If you are carrying 15 failed credits from Standard Entry Year One, following compulsory reassessment, trailing may be permitted in up to 15 failed credits in Standard Entry Year Two.</p> <p>c) If you passed 120 credits in Standard Entry Year One, following compulsory reassessment, trailing may be permitted in up to 30 failed credits in Standard Entry Year Two.</p> <p>d) If you have entered directly onto Advanced Entry Year One, following compulsory reassessment, trailing may be permitted in up to 30 failed credits.</p>

<p><b>Standard Entry – Year Three</b></p> <p><b>Advanced Entry – Year Two</b></p> <p>90 credits at Level 5 60 credits at Level 6</p>	<p>a) If you are carrying 30 failed credits from Standard Entry Year Two / Advanced Entry Year One, you must pass 150 credits in Standard Entry Year Three / Advanced Entry Year Two, no trailing will be permitted.</p> <p>b) If you are carrying 15 failed credits from Standard Entry Year Two / Advanced Entry Year One, following compulsory reassessment, trailing may be permitted in up to 15 failed credits in Standard Entry Year Three / Advanced Entry Year Two.</p> <p>c) If you passed 150 credits in Standard Entry Year Two / Advanced Entry Year One, following compulsory reassessment, trailing may be permitted in up to 30 failed credits in Standard Entry Year Three / Advanced Entry Year Two.</p>
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### **Pass With Distinction**

**1.5** To achieve a Distinction in Standard Entry Year One, you must have the following, either:

- b) A Year Mark of 70 or above; or
- c) 60 Credits at 70 or above with a Year Mark of 68 or 69.

### **Reassessment: General Principles**

**1.6** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year unless you have been offered trailed reassessment (see 1.4).

**1.7** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.

**1.8** The Board of Examiners will offer you all the reassessment opportunities that are available to you.

- 1.9** If you have attempted the reassessment of a module in the resit period or without attending the University and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 1.10** Following reassessment, if you have failed up to 30 credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- d) You can only fail a total of 30 credits over the first three Years of your degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark.
  - e) Where reassessment in failed credits is trailed into the next Year of study the mark for the reassessment will be recorded as part of the previous Year's Mark.

### **Reassessment Opportunities at the End of the Year**

- 1.11** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 1.12** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40.
- 1.13** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.

## **Reassessment Opportunities Following the Resit Assessment Period**

- 1.14** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.
- 1.15** Following an attempt at reassessment for all the required modules, if you have failed up to 30 credits, the Board of Examiners will offer you one or more of the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Standard Entry Year One and take reassessment (see 1.14 above);
  - b) If you have not had three attempts at the failed module(s), you can progress to Standard Entry Year Two and trail the reassessment in your failed module(s) (see Table 1.2);
  - c) If you have not had three attempts at the failed module(s), you can progress to Standard Entry Year Two carrying the failed credits and have no further reassessment attempts at the failed module(s);
  - d) If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to Standard Entry Year Two carrying the failed credits.
- 1.16** You can only fail 30 credits across your degree (see Table 1.1 above).

## **Withdrawal**

- 1.17** You will be required to leave the Institution if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) You have failed the same module after three attempts and you need the module credits in order to progress to the next Year; or
  - d) You cannot complete your studies in your maximum period.



## **Mitigating Circumstances**

- 1.18** If you submit Mitigating 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 Mitigating Circumstances [Policy](#) and [guidelines](#).

## Standard Entry Year Two & Advanced Entry Year One

### Requirement to Pass Standard Entry Year Two & Advanced Entry Year One\*

\*Please note: Students who enter onto the Early Childhood Care and Education programme on the Advanced Entry pathway will be on 'Year One' of their course, but will fall under the Year Two progression rules due to sharing the same credit structure as the Year Two of the Standard Entry programme.

**1.19** To pass Standard Entry Year Two / Advanced Entry Year One and proceed to the next Year, you must:

- a) Pass all modules and achieve 150 credits in the Year, with 120 credits at Level 4 and 30 credits at Level 5;
- b) You may be allowed to proceed to the next Year, following an attempt at reassessment, having passed a minimum of 120 credits, provided that you have either:
  - i. If on the Standard Entry Year Two, you have sufficient credits from the previous Year, or;
  - ii. You have entered directly onto Advanced Entry Year Two.

**1.20** You will need a minimum of:

- a) 240 credits from Standard Entries Year One and Year Two to be allowed to proceed, or;
- b) 120 credits from Advanced Entry Year One to be allowed to proceed.

**1.21** You can only fail 30 credits across your degree (see Table 1.1 above). If you are carrying:

- a) 15 failed credits from Standard Entry Year One, you can only fail an additional 15 credits across Standard Entries Year Two and Year Three;
- b) 30 failed credits from Standard Entry Year One, you cannot fail any more credits.

**1.22** You can only trail reassessment of failed credits into your next Year of study where these credits fall within the condonable range (see Table 1.2 above). If you are carrying:

- a) No failed credits from Standard Entry Year One, you can trail reassessment in up to 30 failed credits into your next Year of study;

- b) 15 failed credits from Standard Entry Year One, you can trail reassessment in up to 15 failed credits into your next Year of study;
- c) 30 failed credits from Standard Entry Year One, you cannot trail reassessment in any credits.
- d) No failed credits as you have entered directly onto the Advanced Entry Year One, you can trail reassessment in up to 30 failed credits into your next Year of Study.

**1.23** For Advanced Entry Year One, students must pass all placement modules to progress. Specific rules relating to the placement modules are set out within 1.24.

### **Placement Modules**

**1.24** Advanced Entry Year One contains the following placement-based module:

- a) PB206-4-FY: Reflective Practice and Professional Development (Level 4) (60 credits)

**1.25** For specific work-based modules there are two components involved in passing the Placement module:

- a) Completion of the portfolio
- b) Placement attendance

**1.26** Students must accumulate a minimum number of placement hours to pass the 'Placement attendance' component. The minimum number will be provided within the relevant module outline.

**1.27** If the student fails the Portfolio component, they can benefit from reassessment (see 1.31).

**1.28** If the student fails the placement attendance, they are allowed two further attempts at building up these hours (see 1.46).

### **Reassessment: General Principles**

**1.29** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year unless you have been offered trailed reassessment (see 1.4).

- 1.30** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.31** The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.32** If you have attempted the reassessment of a module in the resit period or without attending the University and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 1.33** Following reassessment, if you have failed up to 30 credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark.
  - b) Where reassessment in failed credits are trailed into the next Year of study, the mark for the reassessment will be recorded as part of the previous Year's Mark.

### **Reassessment Opportunities at the End of the Year**

- 1.34** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 1.35** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40.
- 1.36** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 135 credits for uncapped Module Marks;

- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Reassessment Opportunities Following the Resit Assessment Period**

**1.37** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:

- a) A full-time repeat year for uncapped Module Marks;
- b) A part-time repeat year for up to 135 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

**1.38** Following an attempt at reassessment for all the required modules, if you have failed up to 30 credits, the Board of Examiners will offer the following opportunities:

- a) If you have not had three attempts at the failed module(s), you can remain in Standard Entry Year Two / Advanced Entry Year One and take reassessment (see 1.37 above);
- b) If you have not had three attempts at the failed module(s), you can progress to the Standard Entry Year Three / Advanced Entry Year Two whilst trailing the reassessment in your failed module(s) (see Table 1.2);
- c) If you have not had three attempts at the failed module(s), you can progress to the Standard Entry Year Three / Advanced Entry Year Two carrying the failed credits and have no further reassessment attempts at the failed module(s);
- d) If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to the Standard Entry Year Three / Advanced Entry Year Two carrying the failed credits.

**1.39** You can only fail a total of 30 credits across your degree (see Table 1.1 above). Placement module reassessment

**1.40** For placement-based modules where the Board of Examiners permits reassessment, it will be offered as follows:

- a) For failure in the portfolio, reassessment will be offered.

- b) If students fail to accumulate the required minimum placement hours, students will be provided the opportunity to build up these hours within the reassessment period.
- c) If students fail to attend the required minimum placement hours following the reassessment period, the following options will be considered:
  - i. If students have attended 40% of their placement hours, they will be permitted to progress and build the hours up across the next Academic Year, or;
  - ii. If students have not attended 40% of their placement hours, they will be required to repeat the whole module within the next cohort, as per part-time reassessment.
- d) Failure in the placement module cannot be condoned.
- e) Failure in the placement module cannot be trailed, with the exception of students who have met the 40% attendance criteria.
- f) Following repeating the module, if the student fails, then they will be required to withdraw from the programme.

### **Exit Awards**

- 1.41** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.
- 1.42** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.

### **Withdrawal**

- 1.43** You will be required to leave the University if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) You have failed the same module after three attempts and you need the module credits in order to progress to the next Year; or
  - d) You cannot complete your studies in your maximum period.

## Mitigating Circumstances

**1.44** If you submit Mitigating 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 Mitigating Circumstances [Policy](#) and [guidelines](#).

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