

**UNIVERSITY OF ESSEX ONLINE**  
**RULES OF ASSESSMENT**  
**MICRO-CREDENTIAL UNDERGRADUATE**  
**MODULES 2024-2025**

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## **1. Preamble**

- 1.1** These rules apply to the Undergraduate modules which students may study as micro-credentials. The Rules should be read in conjunction with the relevant Module Specification.
- 1.2** The credit lifetime for any module is six years.
- 1.3** Upon completion of a module(s) students have the option to progress onto a Certificate of Higher Education or a Bachelors degree. The Rules of Assessment for a Certificate of Higher Education or a Bachelors degree are only applied once a student has enrolled on a course leading to an award.
- 1.4** In respect to all University of Essex Online modules offered by Kaplan Open Learning; students will be considered under the Rules that are current at the time the Board of Examiners meets.

## **2. In the Event That a Student Does Not Complete a Module That They Have Started**

- 2.1** Within the first two weeks of a module a student may withdraw (known as a reverse start) from a module with the ability to start this module again in the future as a fresh attempt.
- 2.2** Students may only exercise the opportunity to 'reverse start' once per module. The incomplete module will not be treated as a Fail.
- 2.3** Marks achieved in the first two weeks of the module cannot be reinstated when the module is started for a second time. Work submitted during the first period of study cannot be resubmitted when the module is restarted.
- 2.4** For modules with a work-based project, it will be at the module leader's discretion, taking into account the student's employment situation, whether or not an entirely new project needs to be used when the module is started for a second time.
- 2.5** Where the student has completed more than two weeks of study or a Leave of Absence has not been agreed, marks for the module will be considered by the Board of Examiners in the normal way.

### **3. Pass Mark**

**3.1** The pass mark for all modules is 40. Credits are only awarded if the module is passed.

**3.2** For the purposes of these rules module averages will be rounded to the nearest whole number – i.e., 39.5 will count as 40.0, 39.4 as 39.0.

## **4. Reassessment for Modules**

- 4.1** Students who have failed any module may have two further attempts at the assessment for the module(s).
- 4.2** Where the student has failed a module with a Module Aggregate Mark of 20 or above, they must undertake the necessary reassessment. The Module Aggregate Mark will be capped at the Pass Mark of 40.
- 4.3** Where the student has failed a module with a Module Aggregate Mark below 20, they must repeat the module. The Module Aggregate Mark will be capped at 40.
- 4.4** The Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.
- 4.5** If a student fails a module after three attempts no further attempt will be permitted and the student will be required to withdraw unless there are substantiated Extenuating Circumstances accepted by the Board of Examiners.

## **5. Powers of the Board of Examiners**

- 5.1** The Board of Examiners shall have the following powers:
- 5.2** Confirming the module marks achieved, including any marks for reassessment presented to the Board, and awarding credits.
- 5.3** Confirming any opportunities for reassessment.
- 5.4** Considering Extenuating Circumstances as necessary and their implications for results.
- 5.5** Requiring any student whose performance is below that required to withdraw.

## 6. Extenuating Circumstances

- 6.1 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.

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