

# UNIVERSITY OF ESSEX RULES OF ASSESSMENT 2012-13

## *International Academy Pre-sessional Pathways*

### **1. Eligibility**

To be eligible to successfully complete the pre-sessional pathway programme and progress onto the chosen UG or PG course at the University of Essex, students must pass all elements of assessed coursework with a minimum grade of 40% in each assignment and test.

### **2. Approved late submissions and/or make-up tests during the pre-sessional pathway**

If a student misses an in-class test and/or does not submit a piece of coursework on time, he/she is invited to discuss their circumstances with the Pre-sessional Programme Leader (or nominee), and he/she may be given a make-up test during the pre-sessional pathway and/or the opportunity to submit the piece of coursework by a re-established deadline. This opportunity is only given once per element of coursework. Marks are uncapped.

### **3. If a student does not meet the requirements for progression onto the chosen UG or PG course at the University of Essex the following rules apply:**

#### **3.1 15- and 10-week classic pre-sessional programme**

- a) where a student has failed up to 3 elements of coursework, he/she will be reassessed in these specific elements of coursework which will be capped at 40%.
- b) where a student has failed 4 or more elements of coursework, he/she must withdraw from the pre-sessional programme.

#### **3.2 10-week intensive pre-sessional programme**

- a) where a student has failed up to 2 elements of coursework, he/she will be reassessed in these specific elements of coursework which will be capped at 40%.
- b) where a student has failed 3 or more elements of coursework, he/she must withdraw from the pre-sessional programme.

#### **3.3 5-week intensive pre-sessional programme**

- a) where a student has failed 1 element of coursework, he/she will be reassessed in these specific elements of coursework which will be capped at 40%.
- b) where a student has failed 2 or more elements of coursework, he/she must withdraw from the pre-sessional programme.

**4. If a student fails the reassessment, he/she will not be offered a further reassessment opportunity and will therefore fail the pre-sessional programme.**

**5. Extenuating circumstances**

Extenuating circumstances can only be considered by the Board of Examiners if the student has completed an extenuating circumstances form by the agreed deadline. When substantial extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

**6. Appeals**

The normal right of a student to appeal against the decision of a Board of Examiners shall apply.

**7. Discretion**

Except in the case of Extenuating Circumstances, the Board of Examiners does not have powers of discretion in relation to the application of the rules of assessment.

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**NOTES**

- i. The University's guidelines in dealing with extenuating circumstances shall apply. Substantial extenuating circumstances in relation to attendance will be considered (eg visa issues, illness, etc).
- ii. Students may lose marks if they do not submit on time because some assignments have built-in marks which are awarded or withheld based on meeting the deadline.
- iii. Students who are allowed to submit late and/or take a late test for uncapped marks will not be penalised, as described in note ii.
- iv. Reassessment tasks will be tailored to the coursework item failed (e.g. listening/reading comprehension, essay correction, oral presentation).
- v. If a student achieves a mark less than 40% for one or more elements of coursework during the pre-sessional pathway programme, he/she cannot be offered reassessment until the Board of Examiners meets at the end of September.

**End**

**SENATE JUNE 2011**