

**UNIVERSITY OF ESSEX ONLINE**  
**UNDERGRADUATE RULES OF ASSESSMENT**  
**Certificate of Higher Education**  
**Academic Year 2023-2024**

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## **1 In respect of all University of Essex Online Certificate of Higher Education awards offered by Kaplan Open Learning**

- 1.1** Students will be considered under the Rules that are current at the time the Board of Examiners meets.

### **In the Event That a Student Does not Complete a Module They Have Started**

- 1.2** Within the first two weeks of a module, a student may 'reverse start':
- a) Students may only exercise the opportunity to 'reverse start' once per module. The incomplete module will not be treated as a Fail.
  - b) Marks earned in the first 2 weeks of the module cannot be re-instated when the module is started for a second time. Work submitted during the first period of study cannot be re-submitted when the module is restarted.
  - c) 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.
  - d) 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.

### **In Addition to the Standard Rules of Assessment:**

- 1.3** Students must, in any 12-month period of study, enrol in at least 30 credits and complete at least 50% of the assessment for the module. In the event that a student does not meet this requirement, and there are no substantiated Extenuating Circumstances, the student will be required to withdraw from the course.
- 1.4** Where the provisional mark for an attempt at assessment indicates that the student has failed the module, the student would be permitted to undertake reassessment prior to the next meeting of the Board of Examiners. All marks, including marks for initial attempts at assessment and following reassessment

will be ratified by the earliest scheduled Board of Examiners following completion of the reassessment.

- 1.5** Where a student has two outstanding failed modules, they may not enrol onto a third module until they have successfully completed all resubmission work. Once the internal examiners are satisfied that the student has achieved a pass mark for the reassessed work the student may enrol onto a new module.
- 1.6** If, after the Board of Examiners has met, the student has not met the requirements to progress, the student's studies will be suspended pending successful completion of the module(s).

## 2 Certificate of Higher Education

### Eligibility for an Award

#### 2.1 To be eligible for a Certificate of Higher Education (Cert HE) students must:

- a) Pass 120 credits at Level 4 or above;  
**and**
- b) Pass core modules and meet any additional course-specific requirements outlined in the [Variations to the Rules of Assessment](#), including professional, statutory and regulatory body requirements.

#### 2.2 If a student does not meet the requirements for a Certificate of Higher Education:

- a) Where the student has failed a module with a score of 20 or above, they must undertake the necessary reassessment. The Module Aggregate Mark will be capped at 40.
- b) Where the student has failed a module with a score of below 20, they must repeat the module, with the Module Aggregate Mark capped at 40.
- c) Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
  - Where the Level Mark is **below 20**;
  - Where a student cannot complete their studies within the maximum period.

#### 2.3 When the Board of Examiners meets after re-sits/resubmissions are completed, the Board of Examiners will consider the following options (the Board of Examiners cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board of Examiners will offer more than one option to the student:

- a) Where a student has failed a module with a score of 20 or above, they must undertake the necessary reassessment. The Module Aggregate Mark will be capped at 40;  
**or**

- b) Where a student has failed a module with a score of below 20, they must repeat the module. The Module Aggregate Mark will be capped at 40;  
**or**
- c) Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
- Where the Level Mark is **below 20**;
  - Where a student has undertaken none of the required reassessment;
  - Where a student cannot complete their studies within the maximum period;
- or**
- d) Where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module, they would be required to withdraw from the University.

**Note:**

Where a student has attempted the reassessment of a module and the Module Mark is lower than the previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not they can progress.

## **Award Classification**

- 2.4** A Certificate of Higher Education (Cert HE) is unclassified. The student will receive a transcript of marks.

## **Notes Relating to Maximum Period of Study**

The maximum period of study is set from the date when the student is enrolled onto the first module that contributes towards a University of Essex Online course. Transfers of course are still included in the original maximum period. Unless there are exceptional reasons, periods of intermission will still count towards the original maximum period, with the exception of transfers between courses of different lengths. In these cases, the maximum period will be adjusted in line with the maximum periods of study for the new course - increasing for students transferring to a longer programme and reducing for students transferring to a shorter programme.

If there are serious Extenuating Circumstances, the Board of Examiners can consider extending the maximum period of study.

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