

## LANCASTER UNIVERSITY

### POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS

These Regulations are an extract from **Chapter 12 of the current version of the *Manual of Academic Regulations and Procedures (MARP)*** and as such are identical to the text in MARP. They are provided separately for ease of reference within the University and for external users of the Regulations and will be published on an annual basis alongside MARP. The numbering corresponds to the relevant chapter and sections in MARP.

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## 12. POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS

### 12.1 POSTGRADUATE TAUGHT AWARDS

The University currently offers the following postgraduate taught awards:

Post graduate taught awards	Level	FTE period of study (normal)	Normal total credit value	Normal minimum credit at level of award
Masters degree: LLM; MA; MBA; MMus; MRes <sup>1</sup> ; MSc	7	1 year	180	150
Postgraduate Diploma (PGDip)	7	Up to 1 year	120	90
Postgraduate Certificate (PGCert)	7	Up to 1 year	60	40
Postgraduate Certificate of Achievement (PGCertA)	7	Under 1 year	20	20
Graduate Diploma <sup>2</sup>	6	1 year	120	120

### 12.2 STRUCTURE OF MASTERS DEGREE PROGRAMMES

12.2.1 Masters degrees, with the exclusion of the Masters degree (integrated), comprise learning at level 7, normally with 180 credits of assessment of which a substantial portion represents a dissertation.

### 12.3 CRITERIA FOR AWARDS

12.3.1 The pass mark for taught Masters degrees, postgraduate diplomas and postgraduate certificates shall be 50%, with credit for a module being awarded when the overall mark for the module is 50% or greater.

12.3.2 To qualify for an award, candidates should pass all the assessments required by their programme and be awarded credits, or have assessments condoned, as follows:

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<sup>1</sup> The University categorises the MRes (Master of Research) as a postgraduate research degree award; however, such programmes are governed by the assessment regulations for postgraduate taught programmes for the purposes of assessment and classification and, for these purposes, the MRes is included within these regulations.

<sup>2</sup> Although the Graduate Diploma is based on undergraduate material, it is taken usually by those who are already graduates in another discipline. Thus it is 'postgraduate' in time, but not in level.

- (a) for a taught Masters degree, a total of at least 180 credits, with no more than 30 credits having been defined as being undergraduate in level;
- (b) for a Postgraduate Diploma, a total of at least 120 credits, with no more than 30 credits having been defined as being undergraduate in level;
- (c) for a Postgraduate Certificate, a total of at least 60 credits, with no more than 20 credits having been defined as being undergraduate in level.

## **12.4 PROGRESSION**

12.4.1 Requirements for progression from one stage (or element) of a postgraduate taught programme to the next (for example taught module stage to dissertation/project/ placement) should be specified at the time the programme is approved and communicated to all students when they first enrol on the programme.

## **12.5 CLASSIFICATION OF AWARDS**

12.5.1 Once students have attained sufficient credit, taking full countenance to mitigating circumstances as reported from the Mitigating Circumstances Committee, reassessment, and condonation opportunities as detailed below, they will be considered for awards of the University.

12.5.2 Where awards are classified an overall average for the programme should be computed in accordance with the approved credit weightings for each module. This average should be expressed to one decimal place and be used to determine the class of degree to be awarded in accordance with the class boundaries as defined below. In respect of a redeemed failed module (capped at 50%), the resit module score will be used as part of the computation of the overall mean unless the resit module score is lower than the original, in which case the original score will be used.

12.5.3 There will be three classes of awards: distinction, merit and pass. Where the overall average, calculated to one decimal place, falls within one of the following ranges, the examination boards will recommend the award stated:

70.0%+	distinction
60.0-69.9%	merit
50.0-59.9%	pass
Below 50.0%	fail

12.5.4 Where the overall average falls within two percent points of the range (68%, 58% or 48% respectively) or in cases where most credits are in the class above the mean the examination boards will have discretion, on the basis of previously approved and published criteria, to decide which of the alternative awards to recommend.

12.5.5 Merit and distinction classifications are not awarded in programmes where all assessment is wholly collaborative, involving peer assessment in each assignment.

12.5.6 In exercising discretion the examination boards will take account of a variety of factors which may include the following:

- (a) dissertation;
- (b) core modules;
- (c) optional modules;
- (d) placements/study abroad;
- (e) elements of reassessment/condonation.

12.5.7 In the event of a student not meeting the requirements for a Masters degree having exhausted all reassessment opportunities, the exam board may exercise discretion in awarding a subsidiary award (e.g. PGDip) where this award has already been validated.

12.5.8 Students who wish to challenge the process by which judgments concerning marks/grades or the class of degree to be awarded were made may apply to have their cases reviewed under approved procedures.

## **12.6 REASSESSMENT**

12.6.1 A student who fails any module at any point in the degree programme will have one opportunity for reassessment for that module within the same academic year. Where for administrative or logistical reasons it is not possible for a student to complete the reassessment requirements to the published time (for example with a resubmitted dissertation) and an alternative form of assessment cannot be devised, the examination boards may propose an alternative date for reassessment. Such alternative reassessment arrangements will not give advantage or disadvantage compared with the original form of assessment.

12.6.2 Marks for all reassessed modules will be capped at the pass mark of 50%.

12.6.3 Where reassessment is prohibited for reasons of professional accreditation this will be clearly stated in the assessment guidelines provided to students and alternate awards and other available options identified.

12.6.4 Students may not seek reassessment to improve a passing grade unless required for professional accreditation and allowed under specific accreditation arrangements.

12.6.5 The overall profile will only then be considered for classification when all the results of reassessment are available.

## **12.7 CONDONATION**

12.7.1 Where a student, after all opportunities for reassessment, has failed a module, the exam board, at its discretion, may condone credit whereby said credit will be available as an element of either progression or final classification requirements

of the award. For the purposes of averaging, the mark obtained in any condoned module stands.

- 12.7.2 When all the results of all reassessments relating to postgraduate taught modules of 15 credits or more in size award are available the overall profile will be reviewed by the relevant exam board. For Masters programmes, up to a maximum of 45 credits can be condoned where the mark after all opportunities for reassessment is at least 40% (30 credits for Postgraduate Diplomas and 20 credits for Postgraduate Certificates). Where a module has a credit value of less than 15, these can be combined with other smaller values to create an assessment unit to a maximum value of 20 credits and therefore combined for condonation. However, such assessment units must be agreed and published in advance and not simply created for the purpose of condonation.
- 12.7.3 Should it be deemed academically justifiable to reduce the credit available for condonation within a Masters degree programme this can be considered as a specific element of the programme approval. Any such decision must be clearly communicated to all students on the programme.

## **12.8 SUBSIDIARY AWARDS**

### **Award of postgraduate diploma and postgraduate certificate**

- 12.8.1 Candidates for a taught Masters degree who fail to meet the requirements for the award of such a degree may be awarded either a postgraduate diploma or postgraduate certificate, provided that:
- (a) such an award has been defined in the programme regulations; and
  - (b) the student has been awarded sufficient credit for these lower awards as defined above.
- 12.8.2 Candidates for a postgraduate diploma who fail to meet the requirements for such an award may be awarded a postgraduate certificate, provided that:
- (a) such an award has been defined in the programme regulations; and
  - (b) the student has been awarded sufficient credit for these lower awards as defined above.

## **12.9 INCOMPLETE ASSESSMENT AND MITIGATING CIRCUMSTANCES**

- 12.9.1 For the purposes of these regulations 'mitigating circumstances' will mean properly evidenced and approved claims from students that demonstrate good cause as to why their performance and achievements have been adversely affected by means which have not been fully addressed through extension and other available assessment procedures.
- 12.9.2 For the purposes of these regulations 'good cause' will mean illness or other relevant personal circumstances affecting a student and resulting in either the student's failure to attend an examination, or submit coursework at or by the

due time, or otherwise satisfy the requirements of the scheme of assessment appropriate to his or her programme of studies; or, the student's performance in examination or other instrument of assessment being manifestly prejudiced.

- 12.9.3 A chronic medical condition, for which due allowance has already been made, will not itself be considered a good cause although a short-term exacerbation of such a condition might be so judged.
- 12.9.4 'Evidence' will mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the student for consideration as amounting to good cause. Such a report should include a supporting statement from an appropriate person. Where the report refers to a medical condition of more than five days duration the report must be completed by an appropriate medical practitioner who would be requested to comment on how the medical condition concerned would be likely (if this were the case) to have affected the student's ability to prepare for or carry out the assessments in question.
- 12.9.5 Where an incomplete assessment may be the result of good cause, it will be the responsibility of the student concerned to make the circumstances known to their department or equivalent body and to provide appropriate evidence. Notification later than forty-eight hours after the examination, or after the date at which submission of the work for assessment was due, will not normally be taken into account unless circumstances have prevented the student from notifying the department within this time.
- 12.9.6 All programmes will have a Mitigating Circumstances Committee whose primary responsibility it is to consider claims of good cause for the modules they administer. Any such claims would be subject to confirmation by the examination boards at a later date. The Mitigating Circumstances Committee would be required to meet at least once prior to the final examination boards, but might usefully meet to consider claims of good cause on a more frequent basis. The Mitigating Circumstances Committee will produce minutes of its meetings to be submitted to the appropriate examination body.
- 12.9.7 In considering claims of good cause:
- (a) the evidence provided by the student claiming good cause, and any relevant and available material submitted by him or her for assessment will be scrutinised;
  - (b) fairness to the individual student claiming good cause must be balanced with fairness to other students and the integrity of the assessment as a whole;
  - (c) in the event of the student having failed to attend an examination or examinations, or having failed to submit course material or other work for assessment at or by the due time, it will be determined whether the failure to attend or submit has been justified by good cause; and
  - (d) in the event of the student having submitted work for assessment by examination or otherwise, it will be determined whether such work has

been manifestly prejudiced by good cause. If such prejudice is established the work affected will normally be deemed not to have been submitted.

- 12.9.8 Where it is determined that the evidence presented does not support the student's claim that s/he was prevented by good cause from attending an examination or from submitting work for assessment, the student will be awarded a percentage score of zero for the assessment or assessments in question. Where work is submitted but the student makes a claim that it has been affected by good cause (or a late penalty is applied), and the evidence presented does not support the student's claim then his or her work will be assessed (or penalised) as though no claim of good cause had been received and the student's grade for the module will be calculated accordingly.
- 12.9.9 In the event of incomplete assessment arising from good cause being established the student will normally be expected to complete his or her assessment by attending the examination at a subsequent session, or submitting outstanding work for assessment, if an opportunity to do so occurs within his or her period of study. In considering whether this requirement should apply, the desirability of the student's assessment being conducted in full should be balanced with the practical considerations and financial costs to the student and the University of providing a later completion date. Consideration should also be given to the student's other assessment commitments to ensure that he or she is not unreasonably burdened. In order to permit such completion:
- (a) a special sitting of an examination may be arranged, or the student will be required to attend for examination at a scheduled session; and/or,
  - (b) a date for completion of non-examination assessment will be set; as appropriate in the circumstances. In any such event, that sitting or submission will be regarded as the student's first attempt if the examination or assessment missed would itself have been his or her first attempt.
- 12.9.10 Where it is determined that the evidence presented supports the student's claim that he or she was prevented by good cause from completing work for assessment on or by the due time, and where no means of substituting an alternative assessment may be found, the following regulations will apply.
- (a) The extent to which the student's assessment has been completed will be determined as a percentage, taking into account the relative weights attributed to the components of a complete assessment as published in the relevant approved assessment scheme.
  - (b) The examination boards will make an overall judgement of the student's work submitted for assessment, using as far as possible the standards and criteria applied in respect of the work of other students.

- (c) At module level where the student has:
  - (i) completed 33% or more of the total summative assessment required the examination boards can recommend an overall module result using the full grading table on the basis of work completed so long as the work completed is deemed to demonstrate attainment against substantial elements of the module's learning outcomes;
  - (ii) completed less than 33% of the work required for assessment he or she will be regarded as not having completed sufficient assessment to be awarded a grade in the module.
  
- (d) At programme level where the student has:
  - (i) completed 75% or more of the total work required for programme assessment, the examination boards will recommend an award or other outcome on the basis of the work completed;
  - (ii) completed less than 75% of the work required for assessment he or she will be regarded as not having completed sufficient assessment to be awarded a degree.

12.9.11 Further guidance on the management and operation of Mitigating Circumstances Committees can be found in [Chapter 10 on General Assessment Regulations for Undergraduate and Postgraduate Taught Programmes](#).

## **12.10 CONSIDERATION AND CONFIRMATION OF RESULTS**

12.10.1 Senate has ultimate authority to determine all results of assessment leading to University of Lancaster credit and awards. For Masters degrees it delegates its authority to an officer of the University, who in turn delegates operational authority to individual examination boards.

12.10.2 The officer with delegated authority from Senate provides:

- (a) formal confirmation (or not) of due process regarding the decisions from Boards of Examiners for the award to individual students of a named degree (i.e. qualification and subject) of a particular class;
- (b) formal approval of due process regarding the recommendations from Boards of Examiners that students be awarded no degree with or without a re-sit opportunity (i.e. fails); and
- (c) formal review of External Examiner reports of all postgraduate taught provision to ensure consistency across the University.

12.10.3 For each degree programme approved by the University there will be an exam board comprising external and internal examiners which will be responsible for the assurance of standards through the exercise of their academic judgement both directly in the assessment of students' work and indirectly in the design of specific forms of assessment. The constitution and terms of reference for

examination boards within the constituent elements of the University are set out in the section on examination boards in [Chapter 10 on General Assessment Regulations for Undergraduate and Postgraduate Taught Programmes](#).

- 12.10.4 The exam board will receive decisions from the Mitigating Circumstances Committee. Examination boards cannot, of themselves, reconsider or change decisions of the Mitigating Circumstances Committee. Examination boards may challenge decisions of Mitigation Circumstances Committees by referring final decisions to the Committee of Senate, or equivalent body.
- 12.10.5 Examination boards will consider the results of examinations and final marks and make recommendations to the officer with delegated authority from Senate as to the award of degrees (and the classification of degrees) within the approved degree programme classification scheme.
- 12.10.6 Examination boards will agree condonation of assessment against understood and agreed criteria, details of which are available elsewhere.
- 12.10.7 The business of the examination boards will be minuted and the minutes will include a record of the External Examiner's adjudications, comments and recommendations, as well as particular decisions made by the board. The minutes will also record the decisions of the Mitigating Circumstances Committee for each candidate considered by that committee. The minutes must include a list of attendees (together with their status as external or internal examiners or assessor. This record of the proceedings of the board will be restricted and made available only to: the participating examiners and assessors, the Vice-Chancellor and other officers of the University as appropriate; the officer with delegated authority from Senate and appropriate review and appeal committees. Where the exam board has exercised its discretion in a particular case, as provided by these Regulations, the officer with delegated authority from Senate will normally uphold its decision providing it had the support of the majority of the External Examiners present at that exam board.
- 12.11 PUBLISHED INFORMATION**
- 12.11.1 The determination of results and the classification of University degrees are subject always to ratification by the Senate and will be regarded as provisional until ratified, normally through the officer with delegated authority from Senate.
- 12.11.2 Immediately after the meetings of the relevant examination boards, departments or equivalent may notify students of their provisional degree results.
- 12.11.3 Within forty days of the ratification of degree results, students will receive a transcript of their results together with a diploma supplement, both of which will conform in scope and layout to principles agreed by Senate.

## **12.12 EXCLUSION**

- 12.12.1 Students who fail to meet the final award criteria and who have exhausted all reassessment opportunities shall be subject to the University's approved review and appeal procedures, after which, if the failure is confirmed, they will be excluded from the University.

## **12.13 REVIEWS, APPEALS AND CHALLENGES**

- 12.13.1 Matters relating to a mark or grade for any assessment or an overall result shall be subject to the authority of the University, and agents acting on its behalf, in reaching academic judgements. The University, exercising its authority under its Statutes, acting through the decisions of boards of examiners as confirmed by the Committee of the Senate, has sole authority to determine whether or not a degree, certificate or diploma should be awarded to a particular candidate and, if so awarded, the specific class or other description of attainment, appropriate to the level of the award.
- 12.13.2 Students who wish to challenge, on procedural grounds, the class of degree awarded shall be entitled to have their cases reviewed by the Postgraduate Review Committee for all postgraduate cases. The initial review will be carried out by the Head of Student Registry who will make a judgement to determine if there are any grounds for appeal as stated in 12.13.3. If there are no grounds the appeal may end at that point. The decision of the appropriate Review Committee shall be final. Any student who is not prepared to accept this judgement shall be deemed to have exhausted all internal procedures and will be referred to the Office of the Independent Adjudicator. Information on the procedure to be followed is available on request from the Student Registry.
- 12.13.3 In all cases the grounds for review and appeal shall be limited to:
- (a) material administrative error or irregularity in conduct of assessment which has affected the student's results;
  - (b) the production of significant new evidence concerning extenuating or mitigating circumstances, which for good reason had not been available to boards of examiners;
  - (c) other grounds where unfair treatment or discrimination is alleged which is outwith the exercise of academic judgement and which for good reason had not been brought to the attention of the boards of examiners.

### **Remit of the Postgraduate Review Committee**

- 12.13.4 It shall be the responsibility of the Postgraduate Review Committee to review each case where examiners recommend that a degree or diploma for which a student is registered shall not be awarded and that the student shall not be given the opportunity to resit or resubmit for that degree or diploma. The Postgraduate Review Committee will also consider those cases where a student fails a course on the basis of coursework and examination and is not therefore

permitted to attempt the dissertation or project. The Postgraduate Review Committee will consider and approve the terms on which a resit of a course may be allowed. The Panel may delegate this responsibility to a group of not less than three of its members, namely the nominated representative of the officer with delegated authority from Senate or chair of the review committee (provided that that individual has not previously been involved in the case) and at least one member from a department cognate with that in which the student has been working.

- 12.13.5 Where a student fails a course on the basis of coursework and examination and is not permitted to attempt the dissertation or project, the case shall be reviewed by the Postgraduate Review Committee as quickly as possible. In such cases, the Review Committee will not require a written submission from the student but shall normally expect the student to attend its meeting. If the Review Committee upholds the failure, the student retains the right of appeal under Statute 21.

#### **Grounds to be considered**

- 12.13.6 In considering individual cases, the Postgraduate Review Committee may take account of either of the following grounds:
- (a) that there exist circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken;
  - (b) that there were irregularities in the conduct of the examination or in the process whereby the examiners reached their decision, of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had they not occurred.
- 12.13.7 The Review Committee shall also have a general duty to satisfy itself that all aspects of the case have been considered and informed their recommendation(s).

#### **Procedures**

- 12.13.8 Adequate notice shall be given to the student of the date for the review. The student shall have the right to appear before the Panel and may be accompanied by a member (normally a senior member) of the University; alternatively the student may be represented before the Panel by a member (normally a senior member) of the University.
- 12.13.9 Any student whose case is to be considered by the Postgraduate Review Committee shall be invited to make an initial written submission within one calendar month of being notified of the examiners' recommendation where that recommendation arises out of a final examiners' meeting.
- 12.13.10 The Postgraduate Review Committee shall have a duty of consultation with the head of department(s) or the course director concerned.

### **Options open to the Committee**

- 12.13.11 The Postgraduate Review Committee may take either of the following decisions:
- (a) to exclude the student from the University without the opportunity to redeem the failure: in this case the student shall retain the right of appeal to the Vice-Chancellor or to a Pro-Vice-Chancellor nominated by him/her, under Statute 21;
  - (b) to allow the student the opportunity to resit examinations or to resubmit a dissertation or project which has been failed.
- 12.13.12 In the latter case, the department(s) shall recommend to the nominated representative of the officer with delegated authority from Senate the form, timing and content of the re-examination and the timing of any re-submission. Re-examination shall normally take place within one year.
- 12.13.13 There shall be no further review if a student fails on resubmitted work or examinations that have been resat, except where there is evidence of irregularity in the conduct of the examination or in the process whereby the examiners reached their decision, of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had they not occurred: such evidence shall be given to the nominated representative of the officer with delegated authority from Senate, who if satisfied that there is a *prima facie* case for review shall bring the evidence before the Postgraduate Review Committee, appropriately constituted, for final decision.

### **12.14 POSTGRADUATE CERTIFICATE OF ACHIEVEMENT**

- 12.14.1 The University shall award a Postgraduate Certificate of Achievement for students who have obtained between 20 and 50 credits at M level on a named award.
- 12.14.2 Each named award shall be in the form of a proposal to the appropriate teaching committee(s) and shall consist of modules within a specific area of study that together make up a coherent programme. The elements that make up the award and their assessment, and the timescale for their achievement, shall be specified in the proposal.
- 12.14.3 The holder of a Certificate of Achievement may progress to a further M level award, including diploma and taught Masters courses, and shall receive credit for some or all of the credits received within the Certificate, provided that the holder shall surrender the Certificate of Achievement on successful completion of the studies specified for the further qualification. The award may not be used as a substitute for partial success in any other programme.
- 12.14.4 Each named award shall have a named director of studies who will admit students by means of the standard postgraduate admissions procedures.

- 12.14.5 Students who are registered for a programme leading to a named Certificate of Achievement shall have access to the same procedures governing postgraduate study as all other students; except that they may not attend a degree ceremony.
- 12.14.6 The fee payable will normally be a pro rata proportion of the standard postgraduate Masters fee, calculated by reference to the credit value of the particular award.

## POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS

### APPENDIX 1: PERCENTAGE TABLE

Result	Broad Descriptor	Percentage range	Primary verbal descriptors for attainment of Intended Learning Outcomes	Class
Pass	Excellent	70-100	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures	Distinction
Pass	Good	60-69	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding	Merit
Pass	Satisfactory	50-59	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding	Pass
Fail	Marginal fail	40-49	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations	Fail
Fail	Fail	30-39	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions	
Fail	Poor fail	20-29	Attainment of intended learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation	

Other transcript indicators			
Flag	Broad Descriptor	Definition	Aggregation Score
M	Malpractice	Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations	0M
N	Non-submission	Failure to submit assignment for assessment	0N
P	Penalty	Failure to submit within regulation requirements (late submission, improper format, etc.)	varies
R	Resit	Attainment of a passing grade through reassessment processes	50R
DP	Decision Pending	The grade is subject to investigation	

## POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS

### APPENDIX 2: GUIDANCE FOR SCALING OF MARKS

1. Where the average mark for a piece of assessment or module is below the pass mark examiners may consider scaling marks. Within this:
  - (a) scaling may be of the overall mark for the module or of any assessment therein;
  - (b) the method of scaling to be used should be discussed;
  - (c) both the reason for scaling and the method used must be justified within the minutes of the exam board;
  - (d) in all cases both the original and the scaled marks should be permanently recorded.
2. Scaling can be applied to any mark, not just an examination mark. There will be circumstances where failures in the assessment process will make scaling obligatory. Examples of these might be a misprinted examination paper, the interruption of an examination or, in a science laboratory, an instrumental malfunction not obvious at the time of the experiment.
3. Where scaling is required in the same module for at least part of its assessment on more than one occasion, the assessment practices of the module will be reviewed and modified as appropriate.

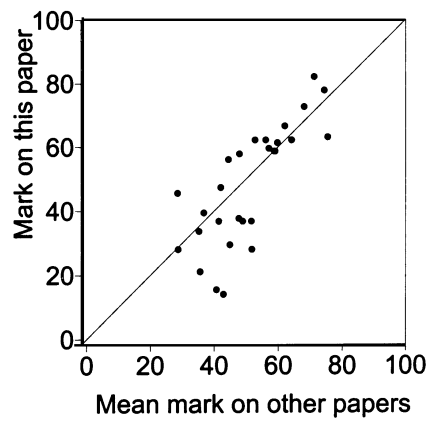
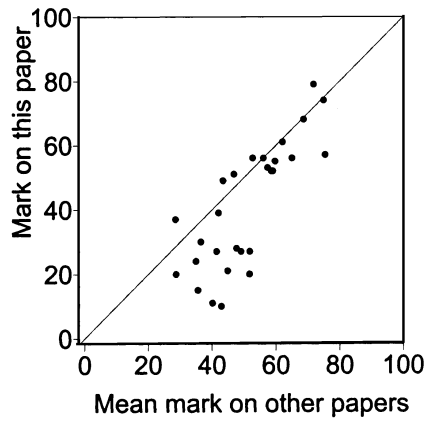
#### Scaling Methods

4. Should scaling be required, one of the following three methods should be employed.
  - (a) *Simple addition*

A notional grade or portion thereof is added to every mark (for example B becomes B+ or B-) or 50 becomes 55.
  - (b) *Multiplication by a factor*

Grades are translated into aggregation scores and each score is subsequently multiplied by the same factor, or percentages are multiplied by a factor.
  - (c) *Piecewise linear interpolation*

Again, grades are translated into aggregation scores (or percentages are used) and each score achieved is plotted for each student against their average mark on all other examinations.



## POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS

### APPENDIX 3: ADDITIONAL REQUIREMENTS FOR PROFESSIONAL AWARDS

1. Certain awards within Lancaster University carry alongside the academic award professional accreditation from the Professional, Statutory or Regulatory Body (PSRB) associated with the academic discipline. In certain cases these PSRBs have the authority to set requirements above and beyond those required by Lancaster's regulations. These additional requirements are set out below.

#### ***MA/PGDip Social Work***

2. Practice elements

H level assessments (i.e. Practice Portfolios) are marked pass or fail. Students failing the H level elements, but passing the M level elements will be eligible for the award of the MA or PGDip Applied Social Studies.

3. Examinations which assess the students' knowledge of the Law

Students must obtain a pass mark in examinations in the areas of Social Work with Children & Families, Mental Distress & Health and Social Work in Adult Social Care. In order to meet this examination requirement, students are eligible to undertake up to two resits of the examination and the module mark will be capped at either 50% or the first attempt module mark if higher than 50%.

4. Condonation

There is no condonation of the direct practice element of the placement modules or of Social Work with Children & Families, Mental Distress & Health and Social Work in Adult Social Care where the examination is failed.

Where condonation is being considered for a Social Work student, a special re-sit assessment panel made up of all markers will consider if the student has satisfactorily met the Health and Care Professions Council Standards of Proficiency and The College of Social Work's Professional Capabilities Framework in other work. If a student has not done so they may not be condoned for a degree in Social Work. Students may have failed units condoned for a degree in Applied Social Studies where the University criteria for condonation are met.

5. Fitness to practice

Examination boards will be held at four points in the programme:

- (a) the end of year 1;
- (b) the end of the first placement;
- (c) the end of the second placement; and
- (d) the end of the final year.

Failure at any of these four stages may be the subject of an appeal to a panel on fitness to practice, consisting of members of the University, a service user and an agency programme partner.

6. Progression requirements between years one and two

In order to progress between years one and two of the degree, the student cannot carry any more than 30 credits or two modules with condonable failed marks.