

9.6 Code of Practice for Student Assessment

These regulations define the basis of the registration agreement between you and us. Students who register for a specific academic programme award are also governed by the relevant programme regulations.

Specific information relating to the assessment strategy for individual modules appears in the relevant module specification.

Definitions

The terms used in this Code of Practice for Student Assessment and associated regulations are defined below.

Task

A task is the generic term for any assessment completed by a student. Tasks may be used in the determination of the level of achievement by the student and in the determination of the module result.

Assessments

These can be formal written and oral examinations or any other assessment tasks that are approved as an examinable assessment component. The marks for these are used individually and also in combination with the mark achieved in assignment component, in the determination of an overall module result.

Assignments

These are the tutor-marked assessment tasks. The marks for these can be used individually, and also in combination with the mark achieved in any (examinable) assessment component, in the determination of an overall module result.

Resit

This term applies to reassessment of any assessment component including examinations and written assignments.

1 Assignments

1.1 How you will know about your assignments for a module

We will tell you in the module specification how many assignments you need to complete for a particular module, and how many of these we will use to work out your overall results (assignments used in this way are known as summative assignments). We will also tell you in the module specification how individual summative assignment scores will be combined to calculate your final module mark.

We will also give you details of any formative assignments for your module. Please note that these assignments are not compulsory but are provided to give you the opportunity to develop specific academic skills or to consolidate clinical learning.

1.2 Submitting assignments

We expect you to submit every assignment in a module by the date we give to you unless you have contacted us to arrange an extension prior to this submission date. Unless it is specifically arranged otherwise, you must submit all parts of an assignment together.

1.3 Assignment score appeals

If you are not satisfied with the score awarded for a particular assignment, or want to ask about any comments that have been made, you must follow the procedure and timescales for appeals set out in the policy for appeals and complaints.

1.4 Resitting assignments

If you have not reached the pass mark for a particular assignment you will be advised of your options for resit. If you have achieved the pass mark you will not be permitted to resit any assignment to try to improve the score for that assignment.

1.5 Cheating in assignments

For the purpose of this regulation, cheating in assignments is defined as any act in which you represent someone else's work as your own. This includes submitting an assignment or part of an assignment that has been written jointly or has been copied (either completely or partly) without acknowledging the other person's work. Such copying includes unacknowledged copying from published material. If you are found guilty of cheating, we will manage this in accordance with our code of practice for student discipline (appendix 8).

2 Assessments

Examinations

The following regulations apply to the conduct of formal written examinations and practical skills assessment.

2.1 Eligibility

You are eligible to sit an examination as long as you are registered for the module leading to the examination, or you have been allowed to resit the examination.

2.2 How the examination will be run

When you are accepted as a student onto the module we will write to tell you the date, time and location of the examination. The module specification will have details about how long is allowed for the examination, and the time will also be shown on the question paper. No extra time will be allowed for candidates who arrive late for an examination. Extra time can be granted to students with disabilities if agreed prior to the examination.

2.3 Late arrival within the first 15 minutes of a 1 hour paper or 30 minutes of a 2 or 3 hour paper.

If you arrive late for the examination, but within the timescales detailed above, you will be allowed into the examination room. You will not be permitted extra time for your examination.

2.4 Late arrival after these times

If you arrive after the times stated in 2.3 the invigilator will decide whether to allow you into the examination room. However, we have the right to refuse to accept your examination paper for marking. You will not be granted extra time to complete your examination.

2.5 Leaving the examination room

For a 1 hour paper students are not permitted to leave the examination room until the end of the examination, except in an emergency.

For a 2 hour paper you will be permitted to leave the examination room after the first hour. You will not be permitted to leave the examination room in the last 15 minutes of the examination.

For a 3 hour paper you will be permitted to leave the examination room after the first hour. You will not be permitted to leave the examination room in the last 15 minutes of the examination.

You are allowed to leave the examination room temporarily at any time between these times and as long as you have been accompanied by an invigilator, you will be allowed back into the examination.

If you have finished your examination early you are permitted to leave the examination room between the times indicated above but you must give your answer book or books to an invigilator when you leave. You will not be allowed back into the examination.

2.6 Late arrival for practical skills assessments

If you arrive late for your practical skills assessment you will be permitted to start your assessment, however the pre-set 'end time' of your assessment will not be extended. You will not be permitted additional time to complete your assessment and will be awarded a mark commensurate with assessment of the skills you are able to demonstrate.

If you arrive too late to undertake your assessment within your allocated time you will be considered to have forfeited an attempt and will be awarded a mark of 0.

2.7 Removing stationery

You may not remove any question paper or answer booklet, whether used or unused, or any other examination stationery from the examination room.

2.8 Conduct of students at the examination

While in the examination room, you must not behave in a way that, in the opinion of the invigilator, would disrupt other candidates.

3 Misconduct during the examination

3.1 Definitions

For the purpose of this regulation, misconduct in the examination is defined as:

- taking into the examination room, or possessing while in that room, any books, notes or other similar material, except those which have been supplied by the invigilator or are allowed under the regulations for that examination.
- helping or trying to help another student, or getting or trying to get help from another student;
- consulting or trying to consult any books, notes or other similar material while temporarily outside the examination room during the period of the examination
- having a mobile phone, or other communication device, at your desk or on your person.

Such issues will be dealt with in accordance with our promoting best academic practice policy available on our website.

3.2 Indiscipline in the examination

For the purpose of this regulation, indiscipline in the examination is defined as any socially unacceptable action or behaviour that the invigilator believes has disrupted other students in the examination room, or has given you an unfair advantage over other students.

3.3 Serious cases

In serious cases of indiscipline, the invigilator may stop the examination and may ask you, and anyone else involved to leave the examination room. You will not be permitted to re-enter the examination room and we may refuse to mark your examination paper.

4 Additional support

4.1 If you are unable to write your answers

You will be allowed to record your answers in a different format if you have extra requirements that, in the opinion of the Academic Lead, prevent you from completing them in writing. You must produce a medical certificate to confirm your extra requirements.

4.2 Visual impairment

You will be allowed to have your examination question paper produced in an appropriate format approved by us if you are visually impaired. You must produce appropriate documentary evidence to confirm your extra requirements.

4.3 Extra time

You will be allowed extra time in which to complete your examination if you have requirements that, in the opinion of the Academic Lead, justify it. You must produce appropriate documentary evidence to confirm your extra requirements.

5 Resits

5.1 When resits are allowed

You may (in line with any relevant award regulations) be allowed to resit the assessment if you fail to meet the minimum requirement (40%) in any specific assessment task.

You are entitled to a **total** of 2 attempts (1 attempt and 1 resit attempt) to complete any assessment task.

5.2 Conditions for allowable resits

The conditions for resits are as follows.

- a. Resits can only take place after the meeting of the Board of Examiners or following agreement by the Chair and the External Examiner of the Board.

The regulations relating to resit provision are outlined in section 17.3 of the Academic Regulations (effective 1st September 2015). Please note that section 17.5 of these regulations applies only to students registered on a programme of study, and not to module only registrations.

5.3 Viva voce examination

You may be offered additional assessment tasks, such as an oral examination, if the Programme Examination Board thinks it is necessary before the module result is determined.