

Manual of General Regulations Part 5: Assessment

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1 Principles

- 1.1 Assessment is a fundamental of the student learning experience and is the general description for a set of processes which measures the success of a student's Learning In order to maintain uniform standards, our University applies to all its courses of study (including those delivered by academic partners) a set of general principles governing the assessment of students.
- 1.2 The term *assessment* means the process of making decisions or recommendations as to a student's suitability to receive an award, or to be credited with achievements which may be used for this purpose on a later occasion.
- 1.3 Assessments are ratified by Assessment Boards with a standard constitution as set out in the [Manual of General Regulations Part 3: Academic Regulations](#). Any variations exceptionally permitted to regulations must be specified in the course specification.
- 1.4 Assessment Boards derive their powers from Academic Board. They function as committees of that Board and are subject to such direction of the Board may from time to time be applied. See [Registry School Assessment Service](#) for more information.
- 1.5 Our University will appoint an appropriate number of external examiners to each of its designated modules of study in order to ensure that justice is done to the individual student and that the standard of our University's awards is maintained in accordance with national standards. This includes modules at collaborative partner institutions. A full description of the scheme is set out in the [External Examiner System](#).
- 1.6 Assessment regulations for courses leading to University awards shall be formulated in accordance with the [Manual of General Regulations Part 3: Academic Regulations](#) and the regulations specific to a particular course. For courses which lead to awards of external bodies, and are exempt from the academic regulations, this will be recorded on the course specification.
- 1.7 Students who are unable to engage with assessments due to unforeseen and impactful circumstances are directed to [Manual of General Regulations Part 6: Extenuating Circumstances](#).

- 1.8 Course run at collaborative partner institutions will be subject to equivalent procedures, with the process being administered by the partner institution.

2 Examination arrangements

- 2.1 It is the responsibility of the Dean of School to ensure that all students are given adequate formal notice of all relevant matters relating to examination arrangements and conditions for a particular course.
- 2.2 Examination timetables and examination instructions are published at [Examination Timetables](#) . It is the student's responsibility to be available during examination weeks and to check the examination timetable for the latest information.
- 2.3 The University reserves the right not to assess students who have not discharged all financial or other obligations.
- 2.4 Academic misconduct is defined as practice which leads to unfair advantage in an assessment for the purposes of achieving personal gain. Investigation of an alleged academic misconduct offence shall be conducted in the manner prescribed in [Manual of General Regulations Part 8: Academic Misconduct](#).
- 2.5 Arrangements for assessment, including the invigilation of examinations, are the responsibility of the Dean of the relevant academic School.

3 Student obligations in respect of assessment

- 3.1 It is the responsibility of students to attend examinations, to submit work for assessment as required, to fulfil any other criteria relevant to the course and to follow prescribed procedures in applying for [extension and/or extenuation](#).
- 3.2 If a student considers themselves unable to sit an assessment i.e. unable to engage/attend, they should follow the extension policy and/or extenuating circumstances regulations and submit a claim. It is not guaranteed that extension or extenuation will be granted, and the assessment result may be classed as a fail (non-submission) if there is no engagement/attendance on an assessment.



- 3.3 Where a student sits an examination but becomes ill during the course of that examination the student should inform the invigilator during the exam, leave the exam room and submit an extenuating circumstances claim. More information can be found via the [exams guidelines for students](#).
- 3.4 If a student fails to follow prescribed procedures in applying for extenuation the extenuation panel has authority to reject the request on those grounds, as per the [extenuation regulations](#).
- 3.5 If a student is found to have cheated or otherwise attempted to gain an unfair advantage, the matter will be investigated according to the procedures set out in [Manual of General Regulations Part 8: Academic Misconduct](#).
- 3.6 It shall be the student's responsibility to register with the Disability & Dyslexia team in order to ensure exam adjustments are implemented. This would also be the same for temporary injuries or where adjustments need to be made under the maternity, paternity policy for pregnancy. More information may also be found via the [Assessment and Feedback Policy](#) and [Examination Timetables](#) webpages.

4 Publication of assessment results and decisions and provision of award certificates and diploma supplements or record of achievement

- 4.1 Confirmed Assessment Board outcomes, including progression decisions and the conferment of awards, will be published in UEL Direct on a date previously announced. It is the student's responsibility to view their results in a timely manner to ensure that any requirement for reassessment is engaged with.
- 4.2 Provisional results may also be made available in some instances and before marks are ratified at an Assessment Board. Provisional results may be liable to change until final ratification at an Assessment Board.
- 4.3 Feedback on assessments will be made available to students as per the [Assessment and Feedback Policy](#)

- 4.4 Degree certificates and diploma supplements upon full completion of the course, will be provided within 12 weeks of the award conferment. Hard copy documents will be sent to the home address recorded on the student record. For collaborative partners the degree certificates and diploma supplements may be posted to the partner institution in the first instance.
- 4.5 Where a student has not fully completed their course but has achieved sufficient credit to be conferred an exit award, certificates and diploma supplements will be issued upon request by the student.
- 4.6 The University reserves the right to withhold results and awards from students who have not discharged all financial or other obligations.

Policy Owner: Academic Registrar

Department: Academic Registry

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted (e.g. Disability & Dyslexia Team, Policy Review Group)	Approval Date	Author	Date for Review
V1.0	01/09/2022	* Review and update of Regulation and revising for clarity. * Section 3.2 updated to refer to 'Fit to Sit' in terms of illness.	Click or tap to enter a date.	Schools Academic Registry Student Services Talent Gateway (for collaborative institutions)	04/05/2022	Ian Porton / Martin Hoyle	01/03/2023

This Policy is reviewed by Education & Experience Committee and approved by Academic Board