



Understanding the Regulations on Assessments

What are the Academic Regulations?

The New College Durham Academic Regulations for the Award of Foundation Degree (Academic Regulations) are the set of rules which govern all aspects of Foundation Degree programmes validated by New College Durham.

They are split into five sections.

Section A – Regulatory Principles Governing the Award of Foundation Degree

Section B – Regulations Governing the Design, Validation, Approval and Review of a Foundation Degree

Section C – Regulations Governing Assessment and Progression

Section D – Regulations Relating to External Examiners

Section E – Regulatory Principles Governing Recruitment and Admissions to Programmes

This presentation will focus on the key points of Section C, Items 5 to 8, however it is **strongly recommended** that you familiarise yourself with the entire content of Section C. All sections are available to view on the College website.

[Higher Education Information \(newcollegedurham.ac.uk\)](http://newcollegedurham.ac.uk)

Section C5

Section C5 of the Academic Regulations focuses on the Assessment of Modules and what is required of students in order for them to pass a module.

What the regulation says...	What this means...
C5.2 The overall pass mark for each module is 40% unless specified otherwise. Components of assessment where marked with a numerical grade will be marked and presented in whole percentages. The calculation for weighted overall grade for a module should be rounded up if 0.5 or above and rounded down if 0.4 or below	<p>The minimum pass mark for every assessment you will complete is 40% (unless stated otherwise). Each assessment carries a weighting; for example, you may have a report to write which makes up 60% of your module mark and a presentation which makes up the other 40%.</p> <p>If the overall average of both marks put together is, for example, 59.5%, this will be rounded up to 60%. If your average is 59.4%, this will rounded down to 59%.</p>
C5.3 To pass a module, a student must attempt all component parts of an assessment. Failure to attempt a component without appropriate evidence of extenuating circumstances will determine a fail.	You must submit every assessment/sit every exam for every module by the given deadline. Unless you have approved mitigation, you will be recorded as a fail for the module.
C5.4 The overall pass mark for each module is 40%. Where a module assessment comprises two or more components, the student must achieve at least 30% in each assessed component and an overall average for the module of 40% to achieve a module pass. This will have been approved at validation.	<p>For example, if you scored 60 in one assessment and 35 in the other, and your overall combined mark for the module is 40 or more, the Assessment Board will confirm you have passed this module.</p> <p><i>As this is only agreed at the Assessment Board, students are advised to ensure they aim to achieve the pass mark of 40% as a minimum, as you may still be required to complete a resit if the overall average does not equate to 40 or more.</i></p>

Section C5

What the regulation says...	What this means...
C5.5 Extension to Assessment Deadline - A student may apply for an extension to an assessment deadline up to 24 hours before the deadline with a valid reason. If the valid reason is accepted by a module leader, a period of 7 days will be granted without penalty. Application for extension must be completed in writing and be reported to the relevant module assessment board and progression and award board.	<p>You can be given a seven day extension on any assignment as long as you have a valid reason and this is agreed with your Tutor. You must request this in writing so that the College can document this. If granted, your assessment will not be capped at 40% and you will be graded using the full range of marks.</p> <p>Note you cannot be granted an extension to an exam.</p>
C5.6 An assessment which is submitted after the published deadline without an approved extension will be subject to penalty. The penalty is that the student will automatically have the assessment capped at 40% immediately after the deadline has passed and will have 7 days to submit the assessment following the assessment deadline. The first working day will be the next working day after the original assessment deadline. Work submitted after the 7 days will be determined as a non-submission and a fail. It is permissible for a student to be granted an extension without penalty for 7 days by the module leader and take a further 7 day extension with penalty. The regulation applies equally to full-time and part-time students	<p>If you submit an assessment up to seven days after your given deadline and you do not have an approved extension in place, your work will automatically be capped at 40%. This means that even if you have produced a piece of work that would have scored, for example, 75%, you will only be given 40%.</p> <p>If you submit beyond seven days after the deadline without an extension, this will be classed as an automatic fail and will be recorded as a non-submission.</p> <p>If you already have a seven day extension in place but require an extra seven days, if approved by your tutor, you may submit late but this will also then be capped at 40%.</p> <p>Again, these extensions do not apply to exam components of any module.</p>
C5.11 Where a student has failed to submit a component of assessment, has been given the opportunity to re-submit and has failed to do so without any extenuating circumstances having been established, they will be deemed to have failed the module and will be required to repeat the module with attendance at their own cost and, where relevant, will not be allowed to progress to the next level or achieve the award.	<p>If you fail to submit or do not pass an assessment/exam, you will be given a resit opportunity. However, if you fail to submit or do not achieve the pass mark in your second attempt, you will have failed the module and will be required to repeat this at your own cost.</p> <p>Depending on if you meet the criteria which is explained further in the regulations, you may not be allowed to progress to Level 5 or receive your award until you repeat the module.</p>

Section C6

Section C6 of the Academic Regulations focuses on the Re-Assessment of Modules.

What the regulation says...	What this means...
C6.1 When a student fails to meet the criteria for an assessment at the first attempt, they will be offered the opportunity of reassessment in that component, once only.	If you score less than 40% for any component of a module, you will be given one further attempt to resubmit.
C6.4 When a student is re-assessed in a module, the marks obtained in the component of assessment passed at the first attempt shall stand whereas the maximum mark that may be awarded for the reassessed component is 40%. Reassessed work will be marked from a full range of marks and feedback given based on that mark. The overall mark for the module will be calculated on the basis of the original marks for the components passed at the first attempt and the capped marks gained in the reassessed component(s).	A second attempt for any module will be capped at 40%. As previously explained in an earlier regulation, this means that even if you have produced a piece of work that would have scored, for example, 75%, you will only be given 40%.
C6.7a When a student has failed a module at both the first attempt and second attempt, they may attempt the module again, once only, with attendance. Up to 120 Level 4 credits and 120 Level 5 credits may be repeated in this way. In the case of a stage 4 student, they must remain at the same stage and may not register to study modules at level 5. The student will be required to retake all the components of module assessment and no marks from previous attempts will be carried forward...	You can repeat all failed modules at Level 4 and Level 5 at a cost. Any marks you did achieve will not be counted in your retake. So, for example, if you failed a three component module because you did not submit/failed one of those components, you will still have to retake all three components.
C6.7b Students who have failed a module (to the value of 20 credits) following reassessment and have achieved a minimum of 100 credits at an Assessment Board and have a stage average of 40%, will be permitted, on one occasion only, to progress from stage 4 to stage 5 trailing the failed module to be retrieved at the next stage. At the discretion of the Board, this may take place with or without attendance. The marks gained following the restudy of the trailed module will be awarded in full and, if necessary, a reassessment opportunity will be made available.	If you have failed one Level 4 module and have an overall Level 4 average of 40 or more, and you do not meet the criteria for compensation (explained further in the regulations) you will be permitted to progress to Level 5 whilst trailing your failed Level 4 module, at your own cost.

Section C7

Section C7 of the Academic Regulations focuses on Progression from One Stage or Level of Study to the Next.

What the regulation says...	What this means...
C7.3 A student may not progress to the next stage or level of study [...] until they have satisfied the requirements of the current stage or level of study for which they have been registered and may not register for modules from the next stage or level of study until they have progressed. Progression must be confirmed by the Progression and Award Board.	You must wait until you receive your official outcome letter from an Assessment Board to confirm if you can progress to Level 5. All marks and academic profiles must be confirmed by the Progression and Award Board before any decisions are communicated to students.
C7.5 A student who fails to pass a module after using up the right to be reassessed and considered for the opportunity to repeat the module and is required to leave the College may be awarded an exit qualification if they are so entitled [...]. Where an exit qualification cannot be awarded, a Statement of Results outlining the credit successfully completed will be issued.	<p>If you fail to pass a trailing module or have failed any retakes at Level 4 or 5, you will automatically be classed as a Fail Withdraw and be withdrawn from your programme.</p> <p>If you have successfully achieved Level 4, you may be eligible for a New College Durham Certificate of Higher Education. If you are not eligible for any awards, you will only be sent your transcript which will be emailed to you after the Assessment Board.</p>

Section C8

Section C8 of the Academic Regulations focuses on Compensation of Modules.

What the regulation says...	What this means...
<p>C8.1 Where a student has attempted the required number of credits at Level 4 or Level 5, failure in up to 20 credits at each level may be compensated by the Progression and Award Board, providing that the module is compensatable and the student has;</p> <ul style="list-style-type: none">a. achieved at least a 30% in each component of assessment in the module;b. a stage average mark across all modules of at least 40%.	<p>If you have failed one module at Level 4 or Level 5 and you have achieved an overall module mark of 30% and a Level 4/Level 5 year average of 40% or more, the Assessment Board can compensate this module and deem it as a pass.</p> <p>Please note only the Assessment Board can make this decision, this cannot be agreed by your Tutor prior to the Assessment Board.</p>

Examples

The below profile gives an example of where a student has been permitted to trail a Level 4 module into Level 5 (BMS411). The student did not meet the criteria for compensation as they did not achieve 30% or more in each component of their failed module.

Level 4	2021, CP (100/120)		Level 5			Level 6								
			BMS403	BMS406	BMS409	BMS411	BMS412	BMS413						
			63 P	60 P	59 P	31 F	64 P	67 P						
									57	L	100 / 120	TM2	TM2	

The below profile gives an example of where a student has been permitted to trail a Level 4 module into Level 5 (BMS409). Although they had a module average of 55, they had failed to submit one of the three components and the Board was unable to compensate the module.

Level 4	2020, CP (100/120)		Level 5			Level 6								
			BMS403	BMS406	BMS409	BMS411	BMS412	BMS413						
			65 P	65 P	55 F	58 P	47 P	54 P						
									57	L	100 / 120	LI	LI	

Examples

The below profile gives an example of where a student has been granted compensation for one Level 4 module. The student had achieved at least 30% in all components of the module and had an overall average of 40% or above.
(New College Durham systems automatically score a compensated module at the pass mark following confirmation from the Assessment Board. The decision located in the far right column would then change to PP (Pass Proceed))

	SIH401	SIH402	SIH403	SIH404	SIH405	SIH406						
	43 P	48 P	32 F	57 P	58 P	58 P		49	L	100 / 120	LI	LI

The below profile gives an example of where a student was not eligible for compensation and was not permitted to trail their failed module. The required 40% overall average for Level 4 had not been achieved. Therefore, the student was required to remain at Level 4 and repeat their failed module.

Level 4 2021, CP (100/120)	Level 5			Level 6								
	SIH401	SIH402	SIH403	SIH404	SIH405	SIH406						
	40 P	40 P	40 P	36 F	40 P	40 P		39	L	100 / 120	LI	LI