

Regulation 7

Assessment Regulations

2019-20

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1. GENERAL PROVISIONS AND DEFINITIONS

- 1.1 The arrangements detailed in this Regulation govern all assessments relating to programmes of study leading to undergraduate and postgraduate awards, together with all qualifying module assessments and, where relevant, research awards.
- 1.2 Exceptionally and with the explicit approval of the relevant Faculty Board and the Senate, the arrangements of a particular Faculty in relation to assessment relating to programmes of study leading to undergraduate and postgraduate awards, together with all qualifying module assessments, may contain provisions which amend and supersede parts of these Regulations.
- 1.3 In this Regulation, the term module describes an identifiable component of learning within the curriculum which is separately assessed and for which a discrete assessment mark is returned.
- 1.4 In this Regulation, the term Faculty shall be taken to include any academic Unit which may similarly be responsible for the administration of a particular module or programme of study.
- 1.5 This Regulation shall be read and understood in conjunction with the following:
 - 1.5.1 Regulation Governing Undergraduate Awards.
 - 1.5.2 Regulation Governing Postgraduate Taught Awards.

2. ASSESSMENT OF MODULES

- 2.1 Except with the special permission of the Senate, on the recommendation of the Faculty Board, students shall be required to undertake the assessment for the programme of study as prescribed in the relevant Programme Specification.
- 2.2 Special examination arrangements may be implemented for individual students on the recommendation of the Disabilities Office. Such arrangements will be based on detailed recommendations from professionals.
- 2.3 The assessment and moderation of a module shall be the responsibility of the Faculty providing that module and shall be subject to approval by the External Examiner(s) for the module.
- 2.4 The marks which are available for each aspect of an assessment shall be made clear. For examinations, the question paper shall indicate the marks which are available for each question.

- 2.5 For each assessment the full range of marks from 0% to 100% shall be available for use by the Examiner(s).
- 2.6 The marking of all assessments at all Levels shall be subject to an accuracy check, including checking that all answers attempted have been marked and that marks have been calculated and transcribed onto mark-sheets correctly. This accuracy check need not be carried out by members of academic staff, but could, for example, be done by members of clerical or administrative staff.
- 2.7 A minimum 10% sample of scripts or 10 scripts, whichever is the larger, for individual assessments for modules at Levels 4, 5, 6, and 7 should be subject to double consideration as defined in 2.8 below, with all modules being subject to this process within a two year cycle, and at least 50% of modules being subject to double consideration in any one academic year.
- 2.8 Double Consideration has been defined by Senate as 'a process to confirm the quality of marking, which involves a second member of academic staff using their professional judgement to confirm the validity and equity of the marks, taking into account the marks and comments of the first marker'.
- 2.9 The sample to be used in the double consideration shall be approved by the relevant Faculty Board. Faculties shall record annually the basis used to determine the sampling, that the sampling has been carried out, and by whom.
- 2.10 MCQ assessments and computer-aided assessment for which assessment is undertaken by technological means for all modules at all Levels shall be subject only to the accuracy check outlined above and not to double consideration as defined in 2.8 above.
- 2.11 In relation to clinical and practical assessments (including presentations), two assessors need only be present where the outcome of the particular assessment forms the majority of the assessment for the module concerned.
- 2.12 Assessment by Dissertation or Project in all modules with a rating of 30 credits or more should be on the basis of full double marking of all pieces of work. This can be done on either an unseen basis (i.e. blind) or against the comments of the first marker.
- 2.13 The policy in relation to second (or third) markers changing individual marks, having reviewed only a sample of assessments for the module concerned, is consistent with that used in relation to external examiners: that is, rather than changing individual marks, the second (or third) marker should discuss such cases with the first marker, with a view to arriving at an agreed compromise.

- 2.14 Faculties are required to define a clear and fair process to resolve disagreements between first and second markers. This might be achieved, for example, by asking a third internal marker to arbitrate.
- 2.15 Those responsible for this double consideration and the External Examiner(s) for the module shall have available to them the syllabus and the criteria for the assessment(s) for the module.
- 2.16 Where, in any form of assessment, the handwriting of a particular student has been deemed to be illegible by the Internal Examiner(s) considering the work of the student, the matter shall in the first instance be referred to the Dean of the Faculty responsible for the module to which the assessment relates.
- 2.17 If the Dean of the Faculty (or, where the Dean of the Faculty is the Internal Examiner, another senior member of academic staff of that Faculty), having seen the student's work, confirms the view of the Internal Examiner(s) that it is illegible, a mark of 0% shall be recorded and this fact shall be reported to the relevant Board of Examiners.
- 2.18 Where a student has answered more questions in a formal examination than is specified on the question paper either for the question paper as a whole or for a given section or other division within it where these are used, all answers must be marked and the relevant number of answers to which the highest marks are given must be used to determine the overall mark for the examination as a whole or for the sections or other divisions within it.
- 2.19 Individual module marks are shown to one decimal place and are automatically rounded to the nearest whole number. Thus marks of .5 and above will be rounded up and marks below .5 will be rounded down. Rounding will not apply to individual component marks within a module but to the composite mark for the module as a whole. Rounding to the nearest whole number will not apply to stage averages or the calculation of the degree classification.

3. EXTENUATING CIRCUMSTANCES

- 3.1 Students who are prevented for good cause from attending required assessments or from completing a particular assessment, shall be required to inform the Dean of the Faculty responsible for administering the programme for which the student is registered of the circumstances, in writing, and gain approval in advance of the date of the assessment or submission; the letter shall be accompanied by a medical certificate or other form of report or evidence, as appropriate, and students will be allowed up to 7 days after the assessment/submission for receipt of the supporting evidence.

- 3.2 Students who do not attend required assessments/submit assessments and do not gain approval in advance for missed assessments shall be given a mark of '0%'.
- 3.3 In circumstances where it is impossible for the student to notify the Dean of the Faculty and gain approval in advance for missed assessments, details and evidence must be provided to explain why the student was unable to comply with the regulation within 7 days of the date of the assessment. If it is subsequently accepted by the Dean of the Faculty that the circumstances amount to good cause, which could not have been notified in advance, the request will be treated as if it had been received and approved by the due date.
- 3.4 Students who attend an assessment or submit assessed work but who consider that their performance in any aspect of their assessment may have been significantly impaired by ill-health or other form of adverse circumstances may submit Extenuating Circumstances in writing at the earliest opportunity and no later than 7 days after the examination/assessment period to which they apply.
- 3.5 The Dean of the Faculty responsible for administering the programme of study for which the student is registered is responsible for ensuring that appropriate procedures are in place within the Faculty for receiving, considering and approving in advance cases relating to the personal circumstances of students on that programme of study. Requests received under 3.4 above shall be considered via the establishment of an Extenuating Circumstances Sub-Committee which makes recommendations to the Board of Examiners.

4. ESTABLISHMENT OF ASSESSMENT COMMITTEES

- 4.1 Each Faculty shall establish one or more Assessment Committees, according to need and with regard to the requirement to ensure comparability of standards between modules, for the consideration of the marks to be assigned to the modules which are provided by that Faculty.
- 4.2 The membership of an Assessment Committee shall comprise all those members of academic staff and those others who have been approved by the Faculty Board as Internal Examiners for the modules to be considered by the Assessment Committee.
- 4.3 To be quorate, the Assessment Committee must be attended by the Chair and the module leader, or their nominee, of all modules under consideration.
- 4.4 An External Examiner who is responsible for an individual module(s) only shall

be a member of the Assessment Committee and shall be invited to the meeting. No specific approval needs to be sought if an External Examiner is not able to attend.

- 4.5 All members of the Assessment Committee shall have equal standing and shall enjoy equal voting rights. Should there be a fundamental difference of opinion between the Internal Examiners and the External Examiner(s) for a particular module, this shall be considered as set out under the provisions of section 10 below.
- 4.6 The Chairperson of an Assessment Committee shall be the Dean of the Faculty or his/her nominee.
- 4.7 At the discretion of the Chairperson of the Assessment Committee, other people who in the opinion of the Chairperson could assist in the deliberations of the Assessment Committee may be invited to attend a particular meeting in an advisory capacity but may not vote.

5. FUNCTIONS AND PROCEDURES OF ASSESSMENT COMMITTEES

- 5.1 An Assessment Committee shall meet in advance of the meeting of any Board of Examiners for a programme of study which includes the module(s) within the purview of the Assessment Committee and shall confirm the definitive marks, via e-vision, according to the University deadline.
- 5.2 The Faculty shall be responsible for ensuring that the definitive marks assigned by an Assessment Committee for modules within its purview to students from a programme of study administered by another Faculty are provided to that Faculty in confidence and in writing prior to the Board of Examiners for that programme of study.
- 5.3 An Assessment Committee may scale the results of a particular assessment or module, provided that this has the approval of the External Examiner(s) for that module; however, the systematic normalisation of marks shall not be permitted.
- 5.4 The Faculty shall be responsible for ensuring that any scaling that has been performed on marks assigned by an Assessment Committee for modules within its purview is notified in confidence and in writing to all Faculties whose students have studied those modules. Such notification must be made prior to meetings of the Boards of Examiners considering the performance of those students.
- 5.5 Every mark sheet shall, for each module under review, include the number of students, the mean mark and the standard deviation for all students taking

that particular module.

- 5.6 An Assessment Committee shall not consider any cases of Extenuating Circumstances relating to individual students. Cases of Extenuating Circumstances which affect an entire cohort may be considered by an Assessment Committee.

6. CONDUCT OF MEETINGS OF ASSESSMENT COMMITTEES

- 6.1 The proceedings of an Assessment Committee shall be confidential to its members, the relevant Faculty Board and the Senate.
- 6.2 Minutes shall be taken at each meeting of an Assessment Committee by the Faculty concerned.
- 6.3 The Minutes of an Assessment Committee shall remain within the purview of the Assessment Committee but shall be made available to other University Committees and Officers in appropriate circumstances.

7. ESTABLISHMENT OF BOARDS OF EXAMINERS

- 7.1 A Board of Examiners shall be established for each point of progression within a programme of study and for the consideration of awards at the end of a programme of study.
- 7.2 The membership of a Board of Examiners shall comprise all those members of the academic staff and those others who have acted as Internal Examiners for the assessments in question, together with the programme leaders and/or personal academic tutors of the students under review and the External Examiner(s) for the programme of study.
- 7.3 To be quorate, the Board of Examiners must be attended by the Chair, the programme leader, or their nominee, of all the programmes under review, and the External Examiner (s). A representative from the Academic Quality and Partnerships Office must also be in attendance.
- 7.4 For Undergraduate Boards of Examiners, an External Examiner for a programme of study is required to attend meetings of the Board of Examiners which are considering for the first time for that cohort of students progression and award, including those held to consider Partnership Provision. If no issues have been identified with module assessments at the main Board of Examiners and none are anticipated in relation to supplementary assessments, then the Chair of the Board may decide and advise that External Examiner attendance is not required at the supplementary Board of Examiners. If,

however, significant issues emerge in the supplementary assessment period, External Examiners will be expected to attend.

- 7.5 For Taught Postgraduate Boards of Examiners, the attendance of the External Examiner for a programme of study is required for any Board considering awards for the first time for a cohort of students, including those held to consider Partnership Provision. Attendance is not required at any Interim Board of Examiners providing it is only considering either the supplementary assessment required at the end of the taught element or making awards following re-assessment in the project/dissertation. Again, if any issues were identified in the original assessments or significant issues are anticipated or emerge in the supplementary assessments then External Examiners will be expected to attend.
- 7.6 If an External Examiner cannot attend a meeting, it is possible to facilitate this, if appropriate, by use of technologies such as Skype, telephone or video conferencing. This should be done in such a way as to enable the External Examiner to participate in the meeting as if they were actually present. Whilst specific approval for this is not required, it should be noted in the minutes.
- 7.7 The approval of the Vice-Chancellor (or nominated delegate) must be obtained in advance for a Board of Examiners to take place if an External Examiner is unable to attend and cannot participate by electronic means.
- 7.8 If an External Examiner for a programme of study is unable to attend a meeting of a Board of Examiners their concurrence must be obtained before the results are released to students and the reasons for their non-attendance must be recorded in the minutes of the Board of Examiners.
- 7.9 All members of the Board of Examiners shall have equal standing and enjoy equal voting rights. Should there be a fundamental difference of opinion between the Internal Examiners and the External Examiner(s), this shall be considered as set out under the provisions of section 10 below.
- 7.10 The Chairperson for each Board of Examiners shall be the Dean of the Faculty responsible for administering the programme of study or their delegated nominee. In the interests of impartiality, no Board of Examiners should be chaired by the member of staff who has any responsibility for the oversight of all or any part of the programmes under consideration, unless approval has been granted by the Dean of the Faculty, who could confirm that independence and impartiality would not be compromised. This also applies to Collaborative provision where the Board should be chaired by a member of staff from the home Faculty and normally the same person who chairs the meeting for the equivalent on-site programme.

- 7.11 At the discretion of the Chairperson of the Board of Examiners, other people who in the opinion of the Chairperson could assist in the deliberation of the Board of Examiners may be invited to attend a particular meeting in an advisory capacity, but may not vote.
- 7.12 Every meeting of a Board of Examiners shall normally have present at least one member of academic staff able to report authoritatively on each assessed module under consideration and able to answer queries that may arise concerning students' performance in those modules.

8. FUNCTIONS AND PROCEDURES OF A BOARD OF EXAMINERS

- 8.1 A Board of Examiners shall evaluate the individual performance of each student under consideration by means of a summation of the judgements of the student's performance over the individual modules relating to either the point of progression or the award in question, as appropriate, according to the University deadline.
- 8.2 Oral examinations may be an approved method of assessment within a module for all students taking that module, but the use of viva voce examinations of selected, individual students within a cohort to verify the boundaries for classification purposes; to determine the classification of the performance of individual students; or to determine eligibility for the award of a Merit/Distinction shall not be permitted.
- 8.3 A Board of Examiners shall take into account the recommendations of the Extenuating Circumstances Sub-Committee relating to students.
- 8.4 A Board of Examiners for a programme of study which may be undertaken part-time or which is based on the thin-sandwich principle may also meet for the purposes of making decisions on supplementary assessment and cases of extenuating circumstances relating to students who have yet to reach a point of progression on the programme.
- 8.5 The recommendations of a Board of Examiners concerning the progress and performance of students and the award or non-award of certificates, diplomas and degrees of the University shall be subject to approval by the relevant Faculty Board and by the Senate.
- 8.6 The definitive marks assigned to each student by the Assessment Committee of the Faculty responsible for a module shall not thereafter be changed by any Board of Examiners for a programme of study which includes that module.
- 8.7 The proceedings of a meeting of a Board of Examiners shall be subject always

to the Regulation Governing Undergraduate Awards and the Regulation Governing Postgraduate Taught Awards, as appropriate.

- 8.8 Any recommendation of a Board of Examiners which involves a waiver of its Procedures or of the Programme or University Regulations shall be subject to explicit approval by the relevant Faculty Board and/or the Senate, as laid down in the Regulation Governing Undergraduate Awards and the Regulation Governing Postgraduate Taught Awards, as appropriate.

9. CONDUCT OF MEETINGS OF A BOARD OF EXAMINERS

- 9.1 The Chair of the Board of Examiners shall be responsible to the Senate for ensuring that the proceedings of a meeting of a Board of Examiners are carried out in accordance with the relevant Regulations and Procedures.
- 9.2 The proceedings of a Board of Examiners shall be confidential to its members, the relevant Faculty Board and the Senate.
- 9.3 Minutes shall be taken at each meeting of a Board of Examiners by the Faculty responsible for administering the programme of study, and shall include those items which have been specified by the Senate.
- 9.4 The Minutes of a meeting of a Board of Examiners shall remain within the purview of the Board of Examiners and the Faculty concerned, but shall be made available to other University Committees, the Academic Quality and Partnerships Office and the Appeals and Complaints Officer, in appropriate circumstances.
- 9.5 The Faculty responsible for administering the programme shall, within ten working days of the decision of a Board of Examiners, issue to all students individually, in confidence and in writing, the decision of the Board of Examiners concerning their own overall performance.
- 9.6 The Faculty responsible for administering the programme shall notify other Faculties which teach on its programme(s) of any papers that will be required for purposes of supplementary assessment for modules which are not offered by the home Faculty, in writing, within ten working days of the decision of the Board of Examiners.
- 9.7 The Faculty responsible for administering the programme shall, within ten working days of the decision of a Board of Examiners, notify all students with suspected breach of assessment regulations or appeals outstanding for whom 'decision deferred' is recorded on the pass list, of the results of individual modules and any potential supplementary assessment. This should include

those modules that are in dispute, as well as those in which they would normally be permitted supplementary assessment. It should be made clear in the advice to students that this indication is independent of and separate from any outcome of the decision on the module(s) in question and should in no way be taken as an indication thereof.

- 9.8 Representations based on such marks which question the judgement of Examiners on a student's academic performance shall not be acceptable to the Senate.

10. DISAGREEMENT BETWEEN INTERNAL AND EXTERNAL EXAMINERS

- 10.1 In the event of a fundamental difference of opinion between the External Examiner(s) and Internal Examiner(s) relating to the confirmation of individual module marks or decision of the Assessment Committee which cannot be resolved, or between External Examiner(s) and a Board of Examiners which remains unresolved at the close of the meeting of the Board of Examiners, the issue shall be resolved by the Chairperson of the Assessment Committee or Board of Examiners, acting with delegated authority, on behalf of the Senate. The Internal and External Examiners will present their views to the Chairperson and these, along with the decision of the Chairperson, will be recorded in minutes of the Assessment Committee or Board of Examiners, as appropriate. The decision of the Chairperson will be final.

11. CONDUCT AND INVIGILATION OF EXAMINATIONS

- 11.1 For the purpose of this regulation, an examination is defined as A Formal Invigilated Examination which:
- Has a formal, timed, question paper;
 - Is normally answered in writing;
 - Is answered individually by each candidate;
 - Is held on a specific day;
 - Is held at a specified time and place.
- 11.2 Examinations shall be conducted by examination invigilators in accordance with the Examination Procedures issued by the Examinations Office.
- 11.3 Candidates must obey the instructions of an invigilator.
- 11.4 Candidates who arrive at an examination after the formal start will not be permitted to sit the examination.

- 11.5 The impersonation of candidates is prohibited and candidates must not allow themselves to be impersonated.
- 11.6 All candidates are expected to bring their University of Bradford Student ID Card, or an alternative form of identification to the examinations as proof of identity.
- 11.7 Candidates must not take into an examination room any unauthorised materials, books, manuscripts, revision notes for the examination in question and/or any other examination that candidate(s) may be undertaking, mobile or electronic devices, any other unauthorised materials as set out in the Examination procedures or any other means whereby they may improperly obtain assistance in their work, or any bag, case or receptacle, in which such unauthorised articles can be carried.
- 11.8 Candidates must not use any means whatever to obtain, directly or indirectly, assistance in an examination or give or attempt to give, directly or indirectly, such assistance to any other student.
- 11.9 A piece of assessment undertaken in an examination room under supervision must be written by the student and in the student's own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such.
- 11.10 Candidates who have been reported to the University by an invigilator for alleged breach of these regulations or any other malpractice will be dealt with through the University's normal procedures to be followed in the event of a suspected breach of assessment regulations.
- 11.11 Wherever possible, examinations will be taken by Candidates in recognised examination rooms and every effort will be made to avoid the necessity of making special examination arrangements elsewhere. Arrangements for examinations to be undertaken by Candidates in locations other than recognised examination rooms, including examinations held off-campus, will be undertaken in accordance with the Examination Procedures.

12. PRESENTATION OF WORK FOR FORMAL ASSESSMENT

- 12.1 A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision but which is submitted

by a student for formal assessment must be written by the student and in the student's own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such.

- 12.2 The source, published or unpublished, of any photograph, map or other illustration or any material not resulting from the student's own experimentation, observation or specimen collecting shall also be so indicated and acknowledged.
- 12.3 Except as set out in 12.6 and 12.7 below, any results quoted in the work as arising from the student's own experimentation, observation or specimen collecting shall be the outcome of the student's own work.
- 12.4 It is the responsibility of each student to ensure the security of their own work. The discussion of ideas is to be encouraged; however, except in those circumstances set out in 12.6 and 12.7 below, students must not copy work from another student, nor should they allow any other student to copy their own work.
- 12.5 Students may not submit the same piece of work for formal assessment for more than one component of assessment in the programme of study or research. Likewise, students may not submit for formal assessment on a programme of study or research at the University of Bradford, a piece of work which has previously been submitted for formal assessment at another institution or any other approved degree-awarding body.
- 12.6 When work is submitted which has been undertaken in co-operation with others, each student's personal contribution shall be certified by a joint statement as to the share which each student has personally taken in the work.
- 12.7 Where the work has been undertaken in conjunction with a supervisor, the extent of the student's personal contribution to the work must be certified by the supervisor and the student.
- 12.8 Where a student has undertaken part or all of the programme of study or research away from the University, the student's additional supervisor or a responsible person within the establishment concerned must certify that the work presented is the student's own account of his/her performance or research at that establishment.
- 12.9 Except as set out in 12.10 below, students may be permitted to incorporate their own published work in work submitted for assessment, under the Ordinances and Regulations for the award concerned, on condition that the fact is recorded in the piece of work, together with the title, place and date of publication.

- 12.10 A student shall not be permitted to incorporate material which has been submitted in support of a successful application for an award of the University, any other university or any other approved degree-awarding body, except for the purpose of drawing attention, for reference purposes only, to such material, including calculations or the results of experimental work. Where such material is incorporated, the fact shall be recorded, together with the title of the work, the date and title of the award and the name of the university or other degree-awarding body.
- 12.11 Students must submit work for formal assessment by the due date laid down by the Faculty responsible for the assessment concerned or as laid down in Ordinances and Regulations.
- 12.12 Where an Internal Examiner suspects that a breach of these Regulations has occurred, this shall be the subject of investigation in accordance with the Regulations on the Procedures to be followed in the event of a suspected breach of assessment regulations.