

**The following revisions to 16.45 – 16.53 of the Code of Assessment were approved by ASC on 28 May 2010:**

***Incomplete Assessment resulting from Good Cause***

**Scope and definitions**

16.45 For the purposes of §16.46 - §16.53 of these regulations:

- (a) 'Good cause' shall mean illness or other adverse personal circumstances affecting a candidate and resulting in either:
  - (i) the candidate's failure to
    - attend an examination, or
    - submit coursework at or by the due time<sup>1</sup>, or
    - otherwise satisfy the requirements of the scheme of assessment appropriate to his or her programme of studies; or,
  - (ii) the candidate's performance in examination or other instrument of assessment being manifestly prejudiced.

A chronic medical condition shall not itself be considered a good cause although a short-term exacerbation of such a condition might be so judged.

- (b) 'Evidence' shall mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the candidate for consideration as amounting to good cause. Such a report should include a supporting statement from an 'appropriate person' as defined in the University's Student Absence Policy<sup>2</sup>. Where the report refers to a medical condition of more than five days' duration the report must be completed by an appropriate medical practitioner.
- (c) The events described in paragraphs (i) and (ii) of paragraph (a) of this regulation shall constitute incomplete assessment.

**Procedure**

16.46 Where an incomplete assessment may be the result of good cause, it shall be the responsibility of the candidate concerned to make the circumstances known to the Head of the Department\_School responsible for the assessment, and to provide appropriate evidence<sup>3</sup>. Notification later than one week after the examination, or after the date at which submission of the work for assessment was due, shall not be taken into account unless circumstances have prevented the candidate from notifying the Head of Department\_School within this time. A candidate may not retract a claim of good cause more than one week after the examination or the date at which submission of work for assessment was due, nor after the date of publication of the results of the assessment, whichever date was earlier.

16.47 The primary responsibility for determining such claims of good cause shall lie with the appropriate Board of Examiners. However, in the event of a meeting of the Board of Examiners not being anticipated until some significant time after the examination or submission date missed by the candidate claiming good cause, the Head of Department\_School shall determine the outcome of a claim of good cause subject-in consultation with the relevant Assessment Officer. Any such decisions shall be reported to confirmation by the Board of Examiners at a later date the next available meeting. Although the Board of Examiners may pass comment on such decisions, it may not overturn a decision where this would cause detriment to the candidate.

16.48 In considering claims of good cause:

- (a) the evidence provided by the candidate claiming good cause, and any relevant and available material submitted by him or her for assessment shall be scrutinised;
- (b) fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;
- (c) in the event of the candidate 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 shall be determined whether the failure to attend or submit has been justified by good cause;

<sup>1</sup> §16.26 sets out penalties for late submission of coursework; these will not be applied in the event of good cause being demonstrated. In the event of coursework being submitted not more than three days late as a result of circumstances beyond the control of the candidate, the candidate may apply for exemption from these penalties - see §16.28. If a candidate is so permitted to defer submission of coursework, the 'due time' hereafter in these regulations will be the later time permitted.

<sup>2</sup> The Student Absence Policy is available online.

<sup>3</sup> In accordance with the Student Absence Policy, the Head of Registry should be informed, and the evidence submitted, via WebSURF.

- (d) in the event of the candidate having submitted work for assessment by examination or otherwise, it shall be determined whether such work has been manifestly prejudiced by good cause. If such prejudice is established the work affected shall normally be deemed not to have been submitted.

### **Outcomes**

16.49 Where it is determined that the evidence presented does not support the candidate's claim that he or she was prevented by good cause from attending an examination or submitting work for assessment on or by the due time, the candidate shall be awarded Grade H or equivalent for the assessment or assessments in question. Where it is determined that the evidence presented does not support the candidate's claim that his or her performance in assessment was manifestly prejudiced by good cause, his or her work shall be assessed as though no claim of good cause had been received. The candidate's grade for the course as a whole shall, subject to §16.40 - §16.44, be calculated accordingly.

16.50 In the event of incomplete assessment arising from good cause being established the candidate shall, subject to §16.52 below, normally be expected to complete his or her assessment by attending the examination at a subsequent diet, 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 candidate's assessment being conducted in full should be balanced with the practical considerations and financial costs to the candidate and the University of providing a later completion date. Consideration should also be given to the candidate'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 candidate shall be required to attend for examination at a scheduled diet; and/or,
- (b) a date for completion of non-examination assessment shall be set;

as appropriate in the circumstances. In any such event, that sitting or submission shall be regarded as the candidate's first attempt if the examination or assessment missed would itself have been his or her first attempt.

16.51 If the outstanding work in respect of which good cause is established is identified in regulations as a requirement for the award of a degree this work must be submitted for the candidate to qualify for the award of that degree.

16.52 In respect of work for assessment not excluded by §16.51, where it is determined that the evidence presented supports the candidate's claim that he or she was prevented by good cause from completing that work on or by the due time, and where no means of substituting an alternative assessment may be found, the following regulations shall apply:

- (a) The extent to which the candidate's assessment has been completed shall be determined as a percentage, taking into account the relative weights attributed to the components of a complete assessment as published in the relevant assessment scheme approved by the Senate. The extent of such completion at sub-honours levels shall be determined on a course by course basis; at honours, the extent of completion of assessment shall be determined across the whole honours assessment.
- (b) The Board of Examiners shall make an overall judgement of the candidate's work submitted for assessment, using as far as possible the standards and criteria applied in respect of the work of other candidates.
- (c) Where the candidate has completed 75% or more of the work required for assessment, the Board of Examiners shall recommend an award or other outcome on the basis of the work completed.
- (d) In respect of honours assessment,
  - (i) where the candidate has completed at least 30% but less than 75% of the work required for assessment, an unclassified honours degree may be recommended if the completed portion is of honours standard, or, if the completed portion is not of honours standard, no award shall be made and the candidate will be regarded as not having been presented for honours assessment;
  - (ii) where the candidate has completed less than 30% of the work required for assessment he or she will be regarded as not having been presented for honours assessment.
- (e) In respect of non-honours assessment, where the candidate has completed less than 75% of the work required for assessment he or she will be regarded as not having taken the course.

16.53 Where the Board of Examiners decides to recommend an unclassified honours degree or to make no award, this outcome shall be communicated to the Clerk of Senate together with a reasoned case for the decision. If the candidate has been recommended for the award of an unclassified honours degree, and has not previously refused such an offer, the Clerk of Senate shall invite him or her to accept that award. In the event of the award being declined, the candidate shall be regarded as not having been presented for honours assessment.