

- b to reduce the mark for the relevant piece of assessment; or
- c to reduce the mark awarded for the relevant piece of assessment to zero; or
- d to deem the student to have failed the module and to determine whether to permit any repeat(s) or resit(s).

11.4 A Module Board shall have as its membership:

- a the Executive Dean of the UWE Faculty, or authorised nominee, having academic responsibility, at UWE, for the programme(s) under consideration (**chair**).
- b the module leader, or nominee, for all modules within the jurisdiction of the board under consideration at the meeting
- c the UWE external examiner(s)
- d the Deputy Heads of Programmes at CSA having academic responsibility for the modules within the jurisdiction of the board under consideration at the meeting
- e representation from UWE as appropriate, for example the Link Tutor(s) or other representative(s) of the UWE link faculty/faculties

11.5 The Secretary to the Module Board will be the nominee of the CSA Academic Registrar or the Deputy Head of CSA.

11.6 The Academic Registrar of CSA and the Director of Corporate and Academic Services/Academic Registrar of UWE or their nominees, may attend the Module Board.

12 **Award Boards**

12.1 An award board is responsible for determining for all the awards within its jurisdiction:

- a recommendations for named awards within the jurisdiction of the board
- b eligibility of a student for an interim award within the jurisdiction of the board
- c the effect of any extenuating circumstances on the performance of a student in relation to an award or to progression within an award
- d the progression of a student to further study on an award
- e the classification for honours of an award taking account of a student's overall assessment profile.

12.2 An Award Board shall have as its membership:

- a the Executive Dean of the UWE Faculty, or authorised nominee, having academic responsibility for the programme(s) under consideration (**chair**).
- b The Deputy Heads of Programmes at CSA or the equivalent of the school responsible for the awards under consideration by the board
- c Years Persons of Final Years of Study of Part I and Part II or the equivalent, or authorised nominees, for the awards under consideration by the board
- d the UWE external examiner(s)
- e for any awards carrying professional recognition or accreditation, such other external examiners as are approved to represent the professional body(ies) for awards under consideration by the board
- f representation from UWE, for example, the Link Tutor(s) or other representative of the UWE link faculty/faculties

12.3 The secretary to an Award Board will be the Academic Registrar or the Deputy Head of CSA or nominee.

12.4 The Academic Registrar of CSA and the Director of Corporate and Academic Services/Academic Registrar of UWE, or their nominees, may attend any award board.

13 **External Examiners: General Regulations**

Definition: An examiner who is not a member of CSA or UWE staff whose primary duty is to ensure that the academic standards of UWE's awards are comparable to similar awards in other UK universities, and that examinations and other assessments are fair and conducted in accordance with these regulations.

- 13.1 An Award Board must have at least one external examiner.
- 13.2 The external examiners will be selected, approved and appointed in accordance with UWE's Academic Regulations and Procedures.
- 13.3 External examiners shall:
- a be sent all necessary information and materials relating to their role and responsibilities and the University's requirements
 - b as required by their specific responsibilities, judge students impartially for assessment without being influenced by previous association with either UWE /CSA, the staff of UWE and CSA or any of the students
 - c as required by the specific responsibilities, compare the performance of students with information available on the assessment of students elsewhere in higher education and/or with the standards expected by the appropriate professions
 - d be knowledgeable about and competent in assessing student achievement in higher education at levels relevant to the subjects and awards to which their appointments relate
 - e have broad and current knowledge and relevant expertise in the area of work related to their appointment
- 13.4 External examiners shall report annually in writing to the Vice-Chancellor of UWE and in accordance with UWE's procedures as outlined in the University's Guidance for External Examiners <http://acreg.uwe.ac.uk/externalexaminers.asp> .
- 13.5 The period of appointment for external examiners is a maximum of four years although an extension for a fifth year may be possible in certain circumstances. No individual may be appointed to serve again within five years of the end of the previous period of appointment.
- 13.6 UWE may terminate the appointment of an external examiner if the external examiner has not fulfilled his or her duties in a manner consistent with the standards required by UWE.

14 **Module Board External Examiners**

- 14.1 Module Board external examiners shall be appointed with responsibility for a module or specified group of modules.
- 14.2 Module Board external examiners shall:
- a ensure that the assessments are conducted in accordance with the approved regulations for the module(s)
 - b scrutinise a sample of the work from each module for which they are responsible in order to ensure that marking is at an appropriate level and that candidates are fairly placed in relation to the cohort
 - c have the right if necessary for the discharge of their responsibilities to have access to all assessed work for each module for which they are responsible
 - d have the right to moderate the marks awarded by internal examiners consistent

- e with fairness to all candidates and subject to report the Module Board attend the meetings of the Module Board to which they are appointed at which decisions on the award of credit are made and ensure that those decisions have been reached by means according with UWE's and with normal practice in UK higher education
- f participate as required in any reviews of decisions about individual students' performance on modules taken by the Module Board during the examiner's period of office
- g submit a report to UWE on the effectiveness of the assessments and the conduct of the Module Board and any matters arising in accordance with UWE requirements for such reports. See the Guidance to External Examiners <http://acreg.uwe.ac.uk/externalexaminers.asp>
- h report to the Vice-Chancellor of UWE or their nominee on any matters of serious concern arising from the assessments which put at risk the standard of a module.

15 **Award Board external examiners**

15.1 Award Board external examiners shall:

- a ensure that all assessments are conducted in accordance with these regulations
- b ensure that the responsibilities of the award board relating to a student's eligibility for an award are fully and properly discharged in accordance with the assessment regulations
- c attend the meetings of the award board to which they are appointed at which decisions on recommendations for award(s) are made and ensure that those recommendations have been reached by means consistent with UWE and CSA's requirements and with normal practice in UK higher education
- d participate as required in any reviews of decisions about individual students awards taken during the examiner's period of office
- e have access to relevant assessed work where necessary for the discharge of these responsibilities
- f submit a report to both UWE on the effectiveness of assessment and the conduct of the Award Board and any matters arising in accordance with the University's requirements for such reports
- g report to the Vice-Chancellors of UWE on any matters of serious concern arising from the assessment which put at risk the standard of the award(s).

15.2 Exceptionally, an Award Board examiner, assisted as necessary by another examiner of her or his choosing, may conduct a viva voce examination to assist an Award Board in determining classification for honours.

16 **EXTENUATING CIRCUMSTANCES**

Definition: extenuating circumstances are unforeseen, unexpected, significantly disruptive and beyond a student's control and must relate to a specific piece of assessment or examination rather than being problems of a kind that affect a year as a whole or parts of it.

16.1 *Circumstances likely to be accepted:*

- *serious personal accident or injury of self or close family member*
- *death of a close family member (eg partner, parent, child)*
- *major household problem (eg fire)*
- *impact of natural disaster, civil disruption or other major hazard (including major breakdown in transport system)*
- *relationship breakdown*
- *major, unplanned and verified changes in work commitments*

- 16.2 *Circumstances unlikely to be accepted:*
- *personal illness or disability for which special arrangements are already in place*
 - *colds or known conditions such as hay fever or asthma*
 - *normal examination stress or anxiety experienced during revision or the assessment period (unless corroborated by medical evidence as a chronic condition and undergoing treatment)*
 - *non serious domestic or personal disruptions (eg moving house, change of job, holidays, weddings, normal job pressure, failed travel arrangements, financial difficulties, oversleeping)*
 - *study related circumstances (equipment failure including computing/printer difficulties (unless they occur in the examination itself), failure to have taken back up copies for work stolen or corrupted, bunching of deadlines/examinations, missing books, poor time management, misreading the examination timetable, taking the wrong examination)*
- 16.3 A student who is of the opinion that his or her performance in an examination or in other assessed work, or his or her ability to attend an examination has been adversely affected within the definition of extenuating circumstances given in 16.1 above should consult with their CSA Year Person.
- 16.4 Requests by students for consideration of extenuating circumstances shall normally be submitted prior to the assessment for which the request is being applied.
- 16.5 Responsibility for considering and making decisions about the acceptability of extenuating circumstances requests and the evidence submitted rests with the Deputy Heads and the Head of School in consultation with the CSA Board of Academic Studies as appropriate.
- 16.6 An Award Board shall judge what effect, if any, the approved extenuating circumstances have had on the student's performance. The discretion available to an Award Board may be limited for certain awards where a professional, accrediting or statutory body has particular requirements. An award board may:
- a permit students an exceptional repeat or resit.
 - b permit students to defer their studies for one year.
 - c recommend for an award in aegrotat form where it has insufficient evidence of the student's achievements to recommend the award for which the student was a candidate and where an interim award would be inappropriate, but where it is satisfied that but for illness or other valid cause the student would have reached the standard required.
- 17 **ALTERNATIVE ASSESSMENT ARRANGEMENTS FOR STUDENTS WITH DISABILITIES**
- 17.1 Where a student is unable, through disability or specific learning difficulty to be assessed in the way specified in the module outline, the examiners may in advance of offering the module vary the media and way as appropriate, having regard to the objectives of the module and award and the need for fairness and the maintenance of standards.
- 17.2 Adapted assessment arrangements shall be provided by CSA where necessary for students with physical and sensory disabilities, with specific learning difficulties (including dyslexia), with psychological problems or with chronic medical conditions.
- 17.3 Students are required to make early requests for alternative examination arrangements. CSA cannot guarantee to process requests unless made before the end of the term preceding the examinations.

- 17.4 The arrangements may involve extra time, special room arrangements, the use of an amanuensis or computers, question papers in alternative format or other appropriate support.
- 17.5 Details of the arrangements for any individual shall be agreed by CSA in consultation with UWE as required. Existing practice and experiences shall be taken into account, as shall the individual's requirements and precedents in previous educational settings.
- 17.6 Students who have a medical certificate to cover absence from CSA with an infectious illness should not be admitted to any examination room. They should be advised to submit Extenuating Circumstances in accordance with 16 above.
- 17.7 Students who have a medical certificate as above, but which recommends that they should be allowed to sit their examinations in a separate room, should submit the medical evidence as quickly as possible to the Head of School at CSA. However CSA is not obliged to put anything in place at short notice, and staff and other students should not be placed at risk. The standard rules for the conduct of examinations shall apply to all such students.

18 **ASSESSMENT OFFENCES**

Definition: passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism and other breaches of assessment or other examination regulations. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so. Also preventing or attempting to prevent another student from being able to be assessed properly.

- 18.1 Allegations of and investigations into assessment offences will be dealt with in accordance with the regulations and procedures in force at CSA.
- 18.2 Subject to any specific requirements of external validating or professional bodies, where a student is found to have committed an assessment offence a decision must be taken either to take no further action or to impose an appropriate penalty which may include failing the student and determining whether or not the student will be permitted another assessment attempt.
- 18.3 Where it is decided that further action should be taken following investigation by CSA, one of the following penalties may be imposed or recommended to the Module Board:
- a to reduce the mark for the relevant piece of assessment; or
 - b to reduce the mark awarded for the relevant piece of assessment to zero; or
 - c that the student be deemed to have failed the module and to determine whether to permit any further attempts in accordance with 11.1 of these regulations.
- 18.4 Any penalties imposed will be reported to the Award Board, including any instances where more than one offence has been committed by the same student.
- 18.5 Where an assessment offence is found to have occurred in relation to two or more modules which contribute to a student's award and taking into account any extenuating circumstances submitted by the student, the Award Board will decide the action to be taken in relation to the recommendation for a particular award. It may decide one of the following:
- a to take no further action;
 - b to vary the class or differential level of award recommended.

- 18.6 CSA will keep a record of any allegations of assessment offences and penalties imposed on students and each allegation and its outcome will be reported on an annual basis to the Academic Registrar at UWE.
- 18.7 **Group Work and Assessment Offences:** every student who is part of a group undertaking a piece of assessed work is required to take and will be deemed to have taken, individual as well as joint responsibility, for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for any assessment offence committed whether by the student or any other student in the group. Any penalty applied in the event of an assessment offence will normally be applied to all members of the group. The two exceptions to the application of this penalty to all members of the group are:
- a where a member of the group acknowledges, in writing, in accordance with published procedures, that s/he has committed an assessment offence;
 - b where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of an assessment offence.
- In the case of these exceptions the penalty will only be applied to the member(s) of the group who have committed the assessment offence.
- 18.8 CSA may take copies of students' work as is considered necessary or expedient for the detection of assessment offences.
- 19 **APPLICATION FOR A REVIEW OF A DECISION OF AN EXAMINING BOARD (APPEALS)**
- Definition: a request within specified limited grounds by a student for the outcomes of an examining board to be reconsidered.*
- 19.1 The only grounds for review shall be:
- a that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award;
 - b that on the basis of a written submission from the student concerned, the student's performance was adversely affected by illness or other factors which he or she was for valid reasons unable to divulge before the meeting of the examining board and which could have a bearing on the board's decision.
- 19.2 A request for a review of an examining board on the basis of a disagreement with the academic judgement of the examining board is not permitted.
- 19.3 An application for review shall:
- a be submitted in writing to the Head of School;
 - b be received no later than ten working days after the formal date of publication of the results. Local procedures may exceptionally accept the late submission of an appeal, if the reasons for late submission are valid;
 - c provide the full name, date of birth and student number of the applicant, an address for reply, the programme and award, the decision of the examining board of which a review is requested
 - d state clearly the grounds on which the application is based, identify the issue(s) about which remedy is sought and where appropriate identify the new decision sought
 - e enclose all relevant documentary evidence on which the application relies (for example, medical certificates).
- 19.4 If the application meets the conditions in 19.3 above, in accordance with local procedures, CSA will undertake such enquiries as necessary to establish the facts of

the examining board's decision and the evidence on which it was made in light of the relevant regulations. The outcome of these enquiries will determine:

- a that the case should be referred in accordance with local procedures; or
- b that there is no basis on which the application can proceed.

- 19.5 Where the case is referred under 19.4a above, local procedures will:
- a decide that grounds for review have been established, and
 - b agree the action to be taken in relation to the appellant's academic profile in light of the appeal, or
 - c reject the appeal.
- 19.6 The student and the UWE link faculty/faculties shall be informed in writing of the decision.
- 19.7 A student may appeal to UWE concerning his/her assessment if she/he considers that the approved procedures were not followed by CSA in considering his or her appeal against the decision of the examining board.
- 19.8 The Academic Registrar at CSA will arrange for the preparation of a report on the applications for review of decisions of examiners and their outcomes and on any matters related to this procedure to the Academic Board of UWE in a manner which maintains confidentiality.

20 RESULTS AND AWARDS

- 20.1 Students will be issued, individually, with provisional marks or grades by CSA in accordance with procedures agreed with UWE.

BSc(Hons) Architecture

- 20.2 The degree classification is based upon 120 credits at level 3, with the best marks achieved for 100 credits at level 3 being weighted at three times the value of the marks for the remaining 20 credits.
- 20.3 The marks achieved in years one and two of the CSA Diploma Architectural Studies (Part 1) will not be carried forward or counted towards the BSc(Hons) Architecture.
- 20.4 Degree classifications are:
- | | |
|--------------|------------------------------|
| 75% or above | First class |
| 65% - 74% | Second Class, Upper Division |
| 55% - 64% | Second Class, Lower Division |
| 50% - 54% | Third Class |
- 20.5 The Award Board may at its discretion and having regard to a student's overall profile of assessment may award one class of degree higher than that determined by the method set out above, in consultation with the CSA Examining Board.
- 20.6 Where there is a variable award outcome for a student as a result of the different methods to calculate the classification for honours at UWE and the differential level of award at CSA, the Award Board, may, at its discretion review the outcome in consultation with the CSA Examining Board having regard to the student's overall profile, bearing in mind 20.7 below.
- 20.7 Students who meet the requirements for an award including the specified amount and level of credit will not be awarded a class of degree lower than that indicated by the method set out above.

MArch

20.8 The MArch is an integrated Bachelor/Masters degree and as such is not classified. It is awarded with Distinction across 220 credits at level 3 or above, when (i) an average of 75% is achieved on all level M modules to at least the minimum required for the award, and (ii) an average of 75% or more is achieved across level 3 modules required to make up the remaining credits to a total of 220. It is awarded with Merit for performance across 220 credits at level 3 or above, such that (i) an average of 65% is achieved on all level M modules to at least the minimum required for the award, and (ii) an average of 65% or more is achieved across level 3 modules required to make up the remaining credits to a total of 220.

21 Publication of results

21.1 The results of students' assessments and the awards for which they are recommended will be published following the meeting of the Award Board board. The results will be published in an approved form and be signed by the Chair of the Award Board.

21.2 Publication shall normally be no later than five working days after approval of the results by the examining board. Publication on a later date will be subject to the agreement of the Director of Corporate and Academic Services/Academic Registrar at UWE in consultation with the chair of the examining board.

21.3 Publication will be as approved and designated for this purpose.

21.4 Students shall be individually responsible for ascertaining their own results.

22 REQUIREMENTS FOR GRANTING AWARDS

22.1 A UWE award may be granted when and only when the following conditions are satisfied:

- a the student was registered on the award at the time of his or her assessment and has paid the appropriate fees;
- b CSA has confirmed that the student has completed an award approved by UWE's Academic Board as leading to the award being recommended;
- c the award has been duly recommended by an examining board convened and constituted in accordance with these regulations;
- d the recommendation for the award has been signed off by the chair of the examining board confirming that the recommendations have received the written consent of the external examiner;
- e the student has no outstanding obligation to CSA.

22.2 The granting of an award will be administered on behalf of UWE by the Director of Corporate and Academic Services/Academic Registrar.

23 LEVEL OF AWARD TO BE GRANTED

23.1 The award recommended by the Award Board will be that for which the student is registered or a lower, interim, award, where available and as specified in the programme specification, for which the student has fulfilled the requirements.

23.2 The Award Board will confirm the eligibility of a student for an interim award where he or she has satisfied the requirements for that award whether or not he or she is proceeding directly to a further award. However, the interim award will only be

granted if the student requests the award on terminating registration or is subsequently recommended for no higher award.

24 **DEPRIVATION OF AWARD**

Definition: the formal removal of an award from a graduate.

- 24.1 The Academic Board of UWE may, in consultation with CSA, deprive any person of a UWE award granted to him or her on the recommendation of the UWE Vice-Chancellor where the person has been granted an award and has been found to have been admitted to the award or granted the award under false pretences or on material non-disclosure.

Appendix 1

Marks conversion - pass outcomes							
CSA	UWE			CSA	UWE		
100	100			74	69		
99	99			73	68		
98	98			72	67		
97	96			71	66		
96	95			70	65		
95	94			69	64		
94	93			68	63		
93	92			67	62		
92	90			66	61		
91	89			65	60	Class 2.1	
90	88			64	59		
89	87			63	58		
88	86			62	57		
87	84			61	56		
86	83			60	55		
85	82			59	54		
84	81			58	53		
83	80			57	52		
82	78			56	51		
81	77			55	50	Class 2.2	
80	76			54	49		
79	75			53	47		
78	74			52	45		
77	72			51	42		
76	71			50	40	Class 3	
75	70	Class 1					
Marks conversion - pass outcomes							
CSA	UWE			CSA	UWE		
49	39			24	19		
48	38			23	18		
47	37			22	18		
46	37			21	17		
45	36			20	16		
44	35			19	15		
43	34			18	14		
42	33			17	14		
41	33			16	13		
40	32			15	12		

THESE REGULATIONS WERE APPROVED FROM ACADEMIC YEAR 2011/12 AND REMAIN IN EFFECT FOR 2015/16

CSA	UWE			CSA	UWE			
39	31			14	11			
38	30			13	10			
37	29			12	10			
36	29			11	9			
35	28			10	8			
34	27			9	7			
33	26			8	6			
32	25			7	6			
31	25			6	5			
30	24			5	4			
29	23			4	3			
28	22			3	2			
27	21			2	2			
26	21			1	1			
25	20			0	0	Fail		