

Taught Assessment Regulations

Academic Year 2015/16



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Purpose of Policy

The assessment regulations set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University. They are set in the context of the University's Principles of Assessment:

www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/Principles_of_Assessment.PDF

Overview

These regulations:

- (i) replace the previous undergraduate and taught postgraduate assessment regulations;
- (ii) set out the rules which must be followed in taught student assessment; and
- (iii) provide links to other sources or guidance and related regulations.

Scope: Mandatory Policy

These regulations are University-wide. They apply to assessment of **all** taught full-time and part-time students, studying degrees, diplomas and certificates at Scottish Credit and Qualification Framework (SCQF) levels 7 – 12 which are awarded for credit at the University of Edinburgh. They apply to undergraduates, taught postgraduates and research postgraduates studying taught components. The regulations apply to undergraduate and taught postgraduate assessment for courses assessed in the current academic year.

Contact Officer

Ailsa Taylor

Academic Policy Officer

Email

ailsa.taylor@ed.ac.uk

Document control

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Approving authority

Curriculum and Student Progression Committee (CSPC)

Consultation undertaken

Assessment Regulations Working Group, Colleges, EUSA, CSPC, Student Disability Service, HR, College Academic Misconduct Officers, Records Management, Distance Learning and Student Systems.

Section responsible for policy maintenance & review

Academic Services

Related policies, procedures, guidelines & regulations

Appeal Regulations, Degree Regulations and Programmes of Study, Policies for Boards of Examiners and Progression Boards, Examination Hall Regulations, External Examiner for Taught Programmes Policy, Special circumstances guidance
DRPS Glossary of Terms: www.drps.ed.ac.uk/15-16/GlossaryofTerms2015-16.pdf
Student Systems guidance for staff:
<http://www.studentsystems.ed.ac.uk/staff/>

UK Quality Code

Consistent with UK Quality Code Chapter B6: Assessment of students and recognition of prior learning

Policies superseded by this policy

Previous versions of the taught assessment regulations

Alternative format

If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.

Keywords

Assessment regulations, examination, examiners, Board of Examiners, common marking scheme, Convener of the Board, progression, degree classification, degree award



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Additional guidance

This document should be read in conjunction with University's Degree Regulations and Programmes of Study. These are available via: www.drps.ed.ac.uk/

The regulations apply to all forms of summative assessment, including examination, take home examination, coursework, electronic and online assessment, oral assessment and peer and self-assessment.

The regulations must be applied, unless a concession has been awarded by the Curriculum and Student Progression Committee (CSPC) on the basis of a case proposed by a College. The boxed "Application of the regulation" below must also be applied, unless the College has approved an exemption on the basis of a case proposed by a School. These concessions and exemptions are recorded by CSPC and Colleges as appropriate.

The regulations operate in accordance with legislation and University policies on Equality and Diversity: www.ed.ac.uk/schools-departments/equality-diversity/legislation-policies/policies

Members of staff who need additional guidance may consult their Head of College or his or her nominee, their College Office, Academic Services, or Student Administration. Student Administration oversees the procedure relating to the provision of question papers, registration for degree examinations, the receipt and notification of results, examination timetabling and the provision of examination accommodation.

Where reference is made to 'the relevant Dean' this should be taken as being the Dean with responsibility for undergraduate or postgraduate matters, depending on the circumstances. Where reference is made to 'the Head of College' or 'Head of School' this may also in some cases be a designated representative of that individual.

For Edinburgh College of Art (ECA) students on programmes that use the assessment grade scheme, the term "mark" in the regulations also includes "grade".

Definitions of key terms can be found in the glossary of terms: www.drps.ed.ac.uk/15-16/GlossaryofTerms2015-16.pdf

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Section A. Roles and Responsibilities

Regulation 1 Board of Examiners: responsibility for courses and programmes

Every course and degree programme is the responsibility of a Board of Examiners.

Application of the regulation

- 1.1 Schools assign each course and degree programme to a Board of Examiners. This is done via a Board of Studies or equivalent committee.
- 1.2 Guidance on Boards of Examiners is available:
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/boards-examiners
- 1.3 A sub-committee of the College of Science and Engineering Learning and Teaching Committee is designated as a Board of Examiners to determine the award the General Degree. The College of Humanities and Social Science sets up a similar committee for their General Degrees. Marks have previously been confirmed by external examiners or a designated Board of Examiners in the relevant subject matter(s).

Regulation 2 Examiners: appointment

Examiners are appointed to the Board of Examiners by the relevant College. There are internal examiners, who are staff of the University nominated by the relevant Head of School, and External Examiners.

Application of the regulation

- 2.1 Policy, principle and operational guidance is available for Boards of Examiners:
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/boards-examiners
- 2.2 The list of examiners making up each Board is certified by the Head of the College, or his or her nominee, and is definitive unless an appeal to the relevant College committee is made by an interested party challenging the composition of the Board.
- 2.3 Heads of Schools inform the College Office of the names of those internal and External Examiners who it is proposed will constitute the Board. For the December diet of examinations this is by 1 November and for later diets it is by 15 January. Names are made available by the College Office on request. Where there is more than one diet of examination in an academic year the Board need not comprise the



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same examiners for each diet. Any objection to the proposed examiners must be made to the Head of College or his or her nominee in good time before the relevant exam diet. Complete final lists of examiners are maintained by the relevant College Office and are available for inspection by members of staff.

- 2.4 Internal examiners are teaching and/or honorary staff of the University who teach SCQF level 7 to 12 courses which are awarded for credit and are listed in the Degree Regulations and Programmes of Study www.drps.ed.ac.uk/index.php
- 2.5 Honorary staff in this context include:
teachers and senior staff from partner schools to the Moray House School of Education;
academic staff from research pooling partners who are appointed as an internal examiner by CSPC on the basis of a recommendation from the relevant College;
and NHS staff.
- 2.6 External examiners are appointed by Colleges. Their roles, powers and responsibilities are set out in the External Examiners for Taught Programmes Policy:
www.docs.sasq.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf

Regulation 3 Markers: appointment

The Head of School has responsibility for appointing markers who contribute to the marking process. Markers are not members of the Board of Examiners.

Application of the regulation

- 3.1 Markers can be people who are not covered in taught assessment regulation 2. They can also be members of staff who have a very limited input to the teaching of a course or programme who are not members of the Board of Examiners. Examples of markers are graduate tutors marking tutorial, laboratory or examination work, or members of professions or guest speakers who may contribute to student assessment.
- 3.2 Guidance is available for Conveners of Boards of Examiners:
www.docs.sasq.ed.ac.uk/AcademicServices/Staff/ExamBoard/Convener.pdf

Regulation 4 Convener of the Board of Examiners: appointment

The Head of School* that owns the programme or course has responsibility for nominating the Convener of the Board of Examiners, the Convener of the Progression Board and the Convener of the Special Circumstances Committee.



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Application of the regulation

- 4.1 The Head of School* informs the College Office about the nomination for the Convener by 1 November for December diets and 15 January for later diets. The College appoints the Convener.
- 4.2 *In the following College of Medicine and Veterinary Medicine (CMVM) programmes:
MBChB - the Director of UG Learning and Teaching nominates the Convener;
Oral Health Sciences - the Director of the Postgraduate Dental Institute nominates the Convener.
- 4.3 For combined (formerly joint) degrees the “owning” Head of School liaises with other relevant Heads of School. In the case of any disagreement on the appointment of a Convener of a combined Board of Examiners, the Convener is nominated by the relevant Heads of College or their nominee.
- 4.4 Programme Directors and Course Organisers are not the Convener of the Board of Examiners for their programmes or courses. This is to ensure appropriate separation of roles. If the Convener is also a Course Organiser, formal chairing of the Board of Examiners is delegated to another member of the Board for discussion of that course.
- 4.5 Undergraduate Progression Boards Policy and Special Circumstances Policy:
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/UG_Progression_Boards.pdf
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Special_Circumstances.pdf

Regulation 5 Number of External Examiners

At least one External Examiner is appointed for all undergraduate courses and all taught programmes.

Application of the regulation

- 5.1 The number of External Examiners is determined by the volume and diversity of the academic work contributing to the course or programme or the award of the degree. More than one External Examiner may be needed where there are a large number of students, the course or programme covers a wide range of studies and/or a large volume of academic work contributing to the course or programme.
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf
- 5.2 It is the responsibility of the Head of the College or relevant College Committee to ensure that all elements which contribute to the award of a degree from the University are represented by the appropriate number of External Examiners.



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Regulation 6 External Examiners: responsibilities

External Examiners must be competent and have the requisite experience to examine the course or programme at the level at which it is taught. They must meet the requirements, roles and responsibilities that are set out in the External Examiners for Taught Programmes Policy:

Programmes Policy:

www.docs.sasg.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf

Application of the regulation

- 6.1 The University's External Examiners for Taught Programmes Policy outlines the purposes and functions of External Examiners; their selection, qualification, appointment and period of service; their participation in assessment and examination procedures; and their discussion of course structure, assessment process and degree schemes.
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf
- 6.2 External Examiners need to be given sufficient information and samples of different forms of assessments as evidence on which to base their advice.
- 6.3 The Guidance for Conveners of Boards of Examiners sets out their responsibilities in ensuring External Examiners' contributions to the assessment process. For example, as part of the formal proceedings of the Board, External Examiners are invited to comment on the structure, content, teaching and examinations of the courses they examine.
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Convener.pdf

Regulation 7 Examiners and markers: responsibilities

Examiners and markers need to meet the responsibilities set out in the assessment and degree regulations and comply with quality and standards requirements.

www.drps.ed.ac.uk/

Application of the regulation

- 7.1 The Convener of the Board of Examiners will specify responsibilities and requirements to examiners and markers (see taught assessment regulation 6). In particular, examiners and markers need to meet deadlines, attend relevant meeting and participate in standard-setting discussions when required.
- 7.2 A [briefing document](#) on information legislation implications for marking and teaching is available.



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Regulation 8 Convener of the Board of Examiners: responsibilities

The Convener of the Board of Examiners has responsibility for the assessment process for courses and programmes covered by the Board and for ensuring that the Board operates within university regulations.

Application of the regulation

- 8.1 The responsibilities of the Convener of the Board of Examiners are outlined in the Guidance for Conveners of Boards of Examiners
www.docs.sasq.ed.ac.uk/AcademicServices/Staff/ExamBoard/Convener.pdf
- These include:
- (a) approving the content of examination papers, taking account of the comments of External Examiners;
 - (b) the security of and arrangements for setting papers and assessments, including the robustness of and resources for electronic assessment; examining and marking assessed work; and processing and storing marks and grades;
 - (c) the quality and standards of marking;
 - (d) ensuring all examiners and markers are aware of their responsibilities;
 - (e) effective operation of the meeting of the Board and the Special Circumstances Committee;
 - (f) participation of the External Examiners;
 - (g) accurate recording, minuting and reporting of decisions of the Board; and
 - (h) meeting relevant deadlines.
- 8.2 The policy on informing students of their results can be found at:
www.docs.sasq.ed.ac.uk/AcademicServices/Policies/Informing_Taught_Students_of_their_Final_Programme_Course_and_Progression_Results.pdf
- 8.3 Conveners must act in accordance with these Taught Assessment Regulations; the Degree Regulations and Programme of Study; and the External Examiners for Taught Programmes Policy.
www.drps.ed.ac.uk/
www.docs.sasq.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf
- 8.4 In practice, Conveners may delegate operation of some responsibilities to Course Organisers, Programme Directors and School Teaching Organisations. They are supported by the Regulations Expert. See taught assessment regulation 9.
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/boards-examiners



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- 8.5 Definitions of some of the main terms used in assessment are given in the Glossary of Terms www.drps.ed.ac.uk/15-16/GlossaryofTerms2015-16.pdf

Regulation 9 Regulations Experts on Board of Examiners: responsibilities

Schools appoint one or more Regulations Expert whose remit is to be an immediate source of knowledge and advice about the relevant university regulations and guidance and their academic application.

Application of the regulation

- 9.1 The responsibilities of the Regulations Expert are outlined in guidance: www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Regulations_Expert.pdf
- 9.2 A Regulations Expert either attends or is available to all meetings of the Board of Examiners and ensures that the relevant regulations and guidance are available for reference at all meetings.
- 9.3 The Regulations Expert does not need to be a member of the Board of Examiners. Schools may appoint a Regulations Expert to operate across the School or across a number of Boards of Examiners.

Regulation 10 Avoiding potential conflicts of interest

No member of University of Edinburgh staff, internal examiner, External Examiner, or marker shall be involved in any assessment or examination in which she or he has a personal interest, for example a current or previous personal, family or legal relationship with a student being assessed.

Application of the regulation

- 10.1 If in doubt as to whether there is a potential conflict of interest, the Convener of the Board of Examiners and the Head of School will be consulted. The Head of School may seek advice from the Head of College.
- 10.2 The External Examiners for Taught Programmes Policy is relevant: www.docs.sasg.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf
- 10.3 The University's Policy on Conflict of Interest is also relevant: www.docs.csg.ed.ac.uk/HumanResources/Policies/Conflict_of_Interest.pdf



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Section B. Conduct of Assessment

Regulation 11 Assessment requirements

Course information in the degree programme tables states the learning outcomes, assessment practices and assessment requirements.

Application of the regulation

- 11.1 The degree programme tables are available online: www.drps.ed.ac.uk/
- 11.2 The Assessment Principles outline the aims, purpose and methods of assessment: www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/Principles_of_Assessment.PDF

Regulation 12 Passing assessment

Passing a course or degree programme requires attainment of the learning outcomes and may require a specified level of performance or attendance in some or all components.

Application of the regulation

- 12.1 The course information that is linked to degree programme tables describe the learning outcomes and the means by which they are achieved and demonstrated in assessment. www.drps.ed.ac.uk/
- 12.2 Some degrees have professional or statutory body requirements which are reflected in the learning outcomes and their assessment. Students are informed about these in the statement of assessment (see taught assessment regulation 13).
- 12.3 Boards of Studies and the relevant College Committee approve the assessment and satisfactory performance requirements for courses and degree programmes before their delivery. Individual course elements and options available to students can change and there are annual changes to degree programme tables and course availability. However, the approval of the relevant College Committee must be obtained if it is exceptionally necessary to change the weighting of assessment of a course after students have entered it; or to change progression, classification or award requirements for a programme after students have entered their honours years or a postgraduate programme.
 - (a) Before approval can be given, written evidence of the results of consultation with the students must be submitted. Every student affected needs to be informed of the changes and given the opportunity to



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comment. The expectation is that the College will not approve changes in the face of significant student objections, unless changes are compelled by external factors.

- (b) The relevant external examiners must also be informed and consulted.
- (c) Students may be given alternative course options, where this is possible. The expectation is that course assessment requirements will not change after students are registered on it.

Regulation 13 Statement of assessment

Students must be given a clear statement of how and when each of their courses and programmes is to be assessed. The statement needs to be issued at the start of each course; on entry into the honours component of a degree programme; and at the start of each postgraduate programme.

Application of the regulation

13.1 The statement must include:

- (a) how each piece of assessed work contributes to the final assessment, progression decision or classification, outlining relevant weightings;
- (b) any methods that the Board of Examiners uses for standard setting, which may be used to moderate results or marks;
- (c) assessment deadlines and any penalties for late submission;
- (d) the duration and format of examinations and in which diet they will be held;
- (e) how work will be taken into account by a resit Board of Examiners and the number of permitted resits;
- (f) the standards and criteria for entry into honours or for progression to Masters dissertation, where relevant.

13.2 The assessment statement is included in a course or programme handbook or provided by the School, along with other relevant information about assessment, feedback, good academic practice and the avoidance of plagiarism.

www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct

www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism

Regulation 14 Provision of formative feedback

All students will be given at least one formative feedback or feed-forward event for every course they undertake, provided during the semester in which the course is taken and in time to be useful in the completion of summative work on the course. Such feedback may be at course or programme level, but must include input of relevance to each course in the latter case.



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Application of the regulation

- 14.1 Feedback and feed-forward may be provided in various formats, for example, to include written, oral, video, face-to-face, whole class, individual. Advice on feedback and feed-forward is available on the Enhancing Feedback webpages: www.enhancingfeedback.ed.ac.uk/
- 14.2 The regulation applies to formative feedback. The University's Feedback Standards and Guiding Principles apply to formative and summative feedback: www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Feedback_Standards_Guiding_Principles.pdf
- 14.3 Further guidance on feedback is available online. Relevant definitions are in the University's Glossary. www.drps.ed.ac.uk/15-16/GlossaryofTerms2015-16.pdf
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/feedback

Regulation 15 Feedback deadlines

Feedback on formative and summative in-course assessed work will be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner. At the start of the academic year, Schools will publish their timetable for returning feedback.

Application of the regulation

- 15.1 Feedback and feed-forward may be provided in various formats, including for example written, oral, video, face-to-face, whole class, individual or via virtual learning environments. Advice on feedback and feed-forward is available on the Enhancing Feedback webpages: www.enhancingfeedback.ed.ac.uk/
- 15.2 The University's Feedback Standards and Guiding Principles apply to formative and summative feedback: www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Feedback_Standards_Guiding_Principles.pdf
- 15.3 The School's timetable for returning feedback will specify which forms of summative in-course assessed work will not be returned within 15 working days. Schools may choose whether to meet the 15 working day deadline for single items of assessment which are equivalent to 40 credits or more (and which therefore must be double marked). For other summative assessed work, in exceptional circumstances, where the necessary marking and moderation processes cannot be concluded within 15 working days, Schools may request an opt-out from the relevant College committee.



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- 15.4 There is no requirement for feedback on examinations scheduled by Student Administration to be provided within 15 working days.
- 15.5 Further guidance on feedback is available online. Relevant definitions are in the University's Glossary.
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/feedback
www.drps.ed.ac.uk/15-16/GlossaryofTerms2015-16.pdf
- 15.6 See taught assessment regulation 33 for information on the release of provisional marks.

Regulation 16 Assessment deadlines: student responsibilities

It is a student's responsibility to ascertain and meet his or her assessment deadlines, including examination times and locations.

Application of the regulation

- 16.1 The examination timetable is based on students' course choices. To avoid examination timetabling clashes, it is students' responsibility to ensure that their record of courses is accurate by the end of week 3 of each semester.
- 16.2 Students who have a clash in their examination timetable need to contact the Examination Office, Student Administration, through their Personal Tutor or Student Support Team, as soon as possible to allow alternative arrangements to be put in place.
www.ed.ac.uk/schools-departments/student-administration/exams/overview
- 16.3 As examinations may be scheduled at any time during the semester, it is students' responsibility to be available throughout the semester, including the whole of the revision period, examination diet and the resit diet, if the student has scheduled examinations. Examinations will not be scheduled during winter or spring vacations. Occasionally assessments may need to be rescheduled with very little notice. If special circumstances mean that a student is unavailable for the rescheduled assessment, Boards of Examiners may consider using an alternative method to assess the relevant learning outcomes.

Regulation 17 Selective assessment

The selective use of specific assessment methods to help a Board of Examiners reach a decision about an individual student, e.g. on a borderline, is not permitted, unless required to meet a learning adjustment.

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Regulation 18 Reasonable adjustments

Reasonable adjustments will be made to assessments for disabled students.

Application of the regulation

- 18.1 Reasonable adjustments must be agreed in advance by the Student Disability Service, the School Co-ordinator of Adjustments and, for examinations, Student Administration. They are recorded in the student's Learning Profile by the Student Disability Service, which sends the Learning Profile to the student, the Personal Tutor, the School's Co-ordinator of Adjustments, Student Administration (if exam adjustments are recommended) and other relevant areas e.g. Library. The School's Co-ordinator of Adjustments (CoA) has responsibility for overseeing the implementation of the Schedule of Adjustments on the Learning Profile. The Co-ordinator of Adjustments will liaise with academic colleagues who are responsible for putting support in place in the School. The Co-ordinator of Adjustments will also liaise with the Student Disability Service should any recommended support/ adjustments require further discussion, clarification or alteration. If there are any amendments to the Learning Profile or information on the need for adjustments, the Student Disability Service will send these to the appropriate staff and ensure that students are informed.
- 18.2 The Student Disability Service provides examples of reasonable adjustments, deadlines and support:
www.ed.ac.uk/schools-departments/student-disability-service/student-support
- 18.3 Reasonable adjustments can be made for a variety of assessment methods, depending on the needs recorded in the student's Learning Profile, e.g. assessed coursework, take-home examinations, online examinations, invigilated examinations. It is students' responsibility to ensure that their Learning Profile covers all types of assessment methods relevant to their courses e.g. if a student discovers that an aspect of their course is likely to have an impact on their support needs, they should contact the Student Disability Service as soon as possible in case any amendment is required to be made to their Learning Profile. The Student Disability Service supports students in the preparation and maintenance/ updating of their Learning Profile.
- 18.4 Arrangements for examinations can be made via the Student Disability Service for students with temporary injuries or impairment, e.g. broken arm or leg, on the submission of relevant medical information. Students should contact the Student Disability Service as quickly as possible to enable any exam adjustments to be recommended to Student Administration.
www.ed.ac.uk/schools-departments/student-administration/exams/overview



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Regulation 19 Availability of assessment examples

Sufficient examples of students' summative assessments need to be made available for the scrutiny and use of examiners, including External Examiners, particularly for progression and award decisions.

Application of the regulation

- 19.1 If use is made of assessment types which cannot be made available, this should be made explicit to the External Examiner in advance and included in the assessment statement to students.
- 19.2 If a School wishes to determine 50% or more of the marks for a course by coursework, oral, online, peer or self-assessment, then External Examiners need to receive sufficient information about these and samples of these as evidence on which to base their decisions.
- 19.3 The Convener of the Board of Examiners will consider with the External Examiner whether and how to present information on these assessments to the External and the Board of Examiners. It may be appropriate to record some forms of assessment for consultation by the Board, e.g. major pieces of performed work.

Regulation 20 Oral assessment

Oral assessments may only be used to assess all students on a course as part of the assessment of a specific component, such as a dissertation or practical skill. The selective use of oral assessments to help a Board of Examiners reach a decision about a specific student, e.g. on a borderline, is not permitted, unless required to meet a learning adjustment.

A minimum of two examiners must be present if 50% or more of a course is assessed orally.

Application of the regulation

- 20.1 If oral performance is to be assessed the assessment statement (taught assessment regulation 13) must include information on how it is to be assessed.
- 20.2 Conveners of Boards of Examiners need to make available sufficient information about oral assessments to External Examiners and Boards of Examiners.
- 20.3 A Bachelor of Nursing with Honours student who fails an honours course, for which a pass is required for professional registration, will be required to resit the examination and/or to resubmit the coursework (see taught assessment regulation



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24). If the student does not achieve a pass at resubmission, an oral examination will be scheduled. If the student fails to satisfy the examiners in the oral assessment, professional registration will not be possible and the student will not be awarded the degree of Bachelor of Nursing with Honours but may be eligible for another award.

Regulation 21 Peer and self assessment

Boards of Examiners may use summative student peer and self assessment.

Application of the regulation

- 21.1 The Convener of the Board of Examiners has responsibility for ensuring the robustness of student peer and self assessment. Where peer and self assessment is used summatively, students need to receive appropriate support and guidance, which should pay specific attention to the avoidance of inappropriate discrimination.
- 21.2 External Examiners need to receive sufficient information about and samples of the assessments as evidence on which to base their decisions.
- 21.3 Resources and publications are available from the Institute for Academic Development: www.ed.ac.uk/iad

Regulation 22 Examination timetable

Students are only permitted to sit examinations at the times and in the venues that are detailed on the relevant examination timetable.

Application of the regulation

- 22.1 Examinations may be scheduled outside normal University teaching hours.
- 22.2 Students who believe that extenuating circumstances exist which prevent them from sitting an examination in the scheduled time or venue should contact their Personal Tutor and Student Support Team. Their case is considered by the relevant Dean and Student Administration in consultation with the Convener of the Board of Examiners. Examples of extenuating circumstances are: religious reasons; elite participation where students are representing their country at national or international level. Travel arrangements, early departure during the semester, holidays, learning adjustments (under regulation 18 above), etc. do not constitute extenuating circumstances.
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Performance_Sport_Policy.pdf



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- 22.3 A student who is permitted to appear for examination at a time other than that prescribed may have to sit a specially prepared examination paper or alternative method of assessment.
- 22.4 If examinations are disrupted, for example due to adverse weather conditions, then Boards of Examiners may decide to use an alternative assessment method, rather than rescheduled examinations, to assess the learning outcomes.
- 22.5 Other than online assessment and assessment opportunities offered via Student Administration, students are not allowed to sit examinations away from Edinburgh.

Regulation 23 Conduct of examinations

Examinations in an invigilated environment are conducted in accordance with Examination Hall Regulations, which are publicised to students annually.

Application of the regulations

- 23.1 Student Administration has responsibility for the effective operation of examinations in accordance with the Examination Hall Regulations.
www.docs.sasg.ed.ac.uk/registry/exams/ExamHallRegs.pdf
- 23.2 All examinations which are in Student Administration's scheduled examination diet will be invigilated by authorised staff appointed by Student Administration. The Invigilator ensures compliance with the Taught Assessment Regulations in accordance with Invigilation Guidance.
www.docs.sasg.ed.ac.uk/registry/exams/Invigil_guide.pdf
- 23.3 Examinations that contain practical, oral or performance elements are invigilated by members of academic staff and may be conducted jointly with an External Examiner.
- 23.4 Formative assessment and small elements of summative assessment, which are not scheduled in the published examination timetable, are invigilated by academic members of staff, for example, tutorial participation marks and in-course assessment marks.
- 23.5 Take-home examinations are examinations and subject to the regulations that apply to examinations. Take-home examinations are not assessed coursework.

Regulation 24 Resit assessment

Undergraduate students are entitled to a maximum of four assessment attempts for courses at Scottish Credit and Qualification Framework level 7 and 8. Non-honours



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undergraduate students are entitled to a maximum of four assessment attempts for courses at SCQF level 9 to 11. Honours and taught postgraduate students are entitled to one assessment attempt for courses at SCQF level 9 to 12 unless professional, statutory or regulatory body (PSRB) requirements apply, in which case a maximum of four assessment attempts are permitted.

Application of the regulation

- 24.1 The four assessment attempts are the initial assessment and a maximum of three further assessment opportunities, of full assessment, examination or coursework only basis, at the next available opportunities. There may be PSRB requirements which mean that fewer than four assessment attempts are permitted.
- 24.2 The first sitting and subsequent attempts must take place over no more than two academic sessions, unless the relevant College grants an exemption.
- 24.3 Non-attendance or non-submission is considered an assessment attempt.
- 24.4 A null sit is where an assessment attempt is set aside by the Board of Examiners, usually due to special circumstances. Null sits do not count toward the maximum number of permitted attempts. (See taught assessment regulation 60.)
- 24.5 Students are not allowed to resit a course or components of a course that they have passed in order to obtain a better mark.
- 24.6 Re-assessment attempts are not generally permitted for courses at level SCQF level 9 and above for honours and postgraduate students since the award of honours and taught postgraduate degrees permit the award of credit on aggregate. Where resits are permitted for professional, statutory or regulatory body requirements, any award, classification or progression decision must use the result obtained on the first attempt.
- 24.7 The Curriculum and Student Progression Committee decides whether a programme may offer resits which are required for professional, statutory or regulatory body requirements for courses at SCQF level 9 and above for honours and taught postgraduates. This decision is based on a case proposed by the relevant College. The number of resits for these requirements may be limited to fewer than the maximum permitted.
- 24.8 Students who are subject to immigration control (non-European Economic Area “EEA” nationals) may have restrictions as a result of being in the UK on a Tier 4 General visa. UK government legislation in this area supersedes academic regulations. For example, maximum time limits on how long a non-EEA national can study in the UK are in place which may reduce a non-EEA student’s scope for taking resits in the same way as EEA/UK students. The International Office



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provides advice and guidance to students and staff in relation to the immigration regulations and may be contacted to verify the implication of a resit opportunity for a non-EEA student: Email: isas@ed.ac.uk
www.ed.ac.uk/schools-departments/international-office/immigration/staff-guidance/staff-guidance-documents

- 24.9 Boards of Examiners need to publish the requirements for resits for those programmes that they are responsible for, and take the same approach to resits for all students on a particular course, except where a student's previous attempt is a null sit.
- 24.10 Boards of Examiners should set requirements at resit that are as demanding as those made of students at the first attempt.
- 24.11 Students are informed by the Board of Examiners about the requirements to pass the course at a further attempt. Resit methods need not be the same as those used to assess the learning outcomes at the first attempt, but all relevant learning outcomes must be assessed. Resit arrangements must give students a genuine opportunity to pass the course. Boards of Examiners choose between two options to achieve this:
- (a) Carry forward the passed component of assessment (coursework or examination) and require the student to retake the failed element, i.e.:
 - (a.1) Where students have failed the in-course assessment component but performed satisfactorily in the examination component, they are allowed to carry forward the examination mark and take the in-course assessment component again. The weightings of the components of assessment remain the same.
 - (a.2) Where students have failed the examination component but performed satisfactorily in the in-course assessment component, they are allowed to carry forward the in-course assessment mark and take the examination component again. The weightings of the components of assessment remain the same.
 - (a.3) Where students have failed both the examination component and the in-course assessment component, they are required to resit both the coursework and examination options.
 - (b) Set an examination covering all learning outcomes for the course, and weight this as 100% of the course result.
- 24.12 If repetition of the in-course assessed work is not possible in the vacation, the student, with the permission of the relevant Head of School, may be allowed to repeat the coursework alone in the following year. Students not receiving such permission may be permitted by the relevant Head of School to repeat the course, including examination, in the following year.



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- 24.13 Resit marks are not capped, but see 24.6 above.
- 24.14 Where degree programmes honours classification is based on the final year only, e.g. some programmes within ECA, then students are permitted a maximum of four assessment attempts for their courses in non-honours years.
- 24.15 In the case of collaborative degrees, where not otherwise stipulated in the collaborative agreement, any permitted second attempt must normally be within two years of the first attempt.

Regulation 25 Late submission, including submission of script books

Students need to submit assessed work and examinations by the published deadline, and to hand in their examination scripts before leaving the examination venue.

Application of the regulation

- 25.1 If a student has provided a good reason for late submission then it may be accepted late by the School, which may delegate action on late submissions to Course Organisers. The School decides whether the reason for late submission is sufficient to accept the work. This is on the basis of a case submitted by the student via their Personal Tutor or Programme Director.
- 25.2 The School is responsible for ensuring a record is kept of the information which substantiates the reason for late acceptance.
- 25.3 If work is accepted late with good reason being provided and accepted by the School, then no penalty will be exacted.
- 25.4 Schools may choose not to permit the submission of late work for marking. This can be, for example, because the turnaround time of feedback on the assessed work makes this impractical.
- 25.5 If assessed coursework is submitted late without an accepted good reason, it will be recorded as late and a penalty will be exacted. For coursework that is a substantial component of the course and where the submission deadline is more than two weeks after the issue of the work to be assessed, that penalty is a reduction of the mark by 5% of the maximum obtainable mark per calendar day (e.g. a mark of 65% on the common marking scale would be reduced to 60% up to 24 hours later). This applies for up to five calendar days (or to the time when feedback is given, if this is sooner), after which a mark of zero will be given. The original unreduced mark will be recorded by the School and the student informed of it. Such work, if completed satisfactorily before feedback is issued, is regarded as completed when completion alone is a criterion for success.



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- 25.6 Any School that wishes to use a different late penalty must obtain approval from the College, which must be reported to the Curriculum and Student Progression Committee for information.
- 25.7 Penalties relate to a student's time management, which can be an important aspect of the assessment task. They can also provide for more equitable treatment for students who do not submit work late.
- 25.8 If Schools adopt a cut-off point for receiving or marking late submissions, this must be publicised to students on the relevant courses.
- 25.9 Schools will only grant extension of submission dates in exceptional circumstances on the basis of published criteria and procedures.
- 25.10 The Examination Hall regulations make it clear that script books must be left in the examination hall. Student Administration and Schools will investigate cases where students have taken script books out of the examination hall and then subsequently wish to submit them. Scripts will not be accepted for marking unless it can be shown the student had no opportunity to change the script.
www.docs.sasq.ed.ac.uk/registry/exams/ExamHallRegs.pdf

Regulation 26 Academic best practice

All work submitted for assessment by students is accepted on the understanding that it is the student's own effort without falsification of any kind.

Application of the regulation

- 26.1 Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out.
- 26.2 Where students rely on reference sources, they should indicate what these are according to the appropriate convention in their discipline. Students are given advice on appropriate referencing in their course.
- 26.3 Students may be asked to sign a declaration that the work submitted is their own work.
- 26.4 Students can get advice on studying effectively from the Institute for Academic Development: www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/good-practice



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Regulation 27 Academic misconduct

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate him or her in an assessment. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

Application of the regulation

- 27.1 Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or your own previously assessed original work. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University. The innocent misuse or quotation of material without formal and proper acknowledgement can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be deemed to be plagiarised if it consists of close paraphrasing or unacknowledged summary of a source, as well as word-for-word transcription. Any failure adequately to acknowledge or properly reference other sources in submitted work could lead to lower marks and to disciplinary action being taken.
- 27.2 It is academically fraudulent and an offence against the University's Code of Student Conduct for a student to invent or falsify data, evidence, references, experimental results or other material contributing to any student's assessed work or for a student knowingly to make use of such material. It is also an offence against University's Code of Student Conduct for students to collude in the submission of work that is intended for the assessment of individual academic performance or for a student to allow their work to be used by another student for fraudulent purposes.
- 27.3 A student who has previously submitted work for one course at this or another University must not submit the same work or part of the work to attempt to achieve academic credit through another course. See also the Undergraduate and Postgraduate Degree Programme Regulations at: www.drps.ed.ac.uk/
- 27.4 Students need to be careful when asking peers to proof-read their work. Proof-readers should only comment on the vocabulary, grammar and general clarity of written English. They should not advise on subject matter or argumentation. EUSA runs a peer proof-reading scheme and information can be sought from the Advice Place: www.eusa.ed.ac.uk/proofreading
- 27.5 Students need to be careful to avoid academic misconduct when submitting group projects and to be clear about their individual contribution to the submission.



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27.6 Information on academic misconduct and plagiarism, and how such cases will be handled, is given on the Academic Services website. (Academic misconduct information is linked to these pages).

Students:

www.ed.ac.uk/schools-departments/academic-services/students/undergraduate/discipline/plagiarism

Staff:

www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism

27.7 Exam hall regulations can be found at:

<https://www.docs.sasg.ed.ac.uk/registry/exams/ExamHallRegs.pdf>



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Section C. Marking of Assessment

Regulation 28 Influence of examiners

An individual marker or examiner must not be able to influence unduly the outcome of a student's overall assessment. Any single item of assessment which is equivalent to 40 credits or more must be double marked.

Application of the regulation

- 28.1 Marking is an opportunity to give students' feedback on their attainment. It is used for progression and award decisions and needs to be fair, reliable and valid.
www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/Principles_of_Assessment.PDF
- 28.2 Boards of Examiners and Boards of Studies need to state what practice the course uses for moderation and ensuring the independence of the marking process, e.g. independent marking, double marking, blind marking. This information needs to be available to students.
- 28.3 There is no requirement for all work to be double marked. All pieces of work must be double marked, checked or moderated in a way which is appropriate to the discipline and to the credit weighting of the piece of assessment.
www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Moderation_Guidance.pdf
- 28.4 Resources and publications are available from the Institute for Academic Development: www.ed.ac.uk/iad

Regulation 29 Anonymous marking

Assessed work must be marked anonymously when possible. Marks and grades must also be anonymised during processing.

Application of the regulation

- 29.1 Marking work anonymously is an important aspect of fair marking.
- 29.2 There will be occasions when it is not possible to mark a piece of work anonymously, e.g. a performed piece, an oral presentation, a dissertation where the specialised nature of the topic identifies the student. However, marks must be anonymised for the meeting of the Board of Examiners.
- 29.3 Use of examination numbers in assessment can help maintain anonymity.



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Regulation 30 Security of marks

Assessed work, marks and grades must be handled, transported, recorded and stored securely.

Application of the regulation

- 30.1 The Convener of the Board of Examiners has responsibility for the security of arrangements. In practice, the operation of this may be delegated to the Teaching Organisation or equivalent.
- 30.2 Security arrangements must also include sending assessed work and marks and grades to examiners, including External Examiners; marking arrangements for online assessment; and correspondence about marks, which may be by email.
- 30.3 Marks or grade information about more than 50 individuals is classified as medium risk information under the University's policy on taking sensitive information and personal data outside the secure computing environment. Under this policy, if exam scripts, marks or grade information leave University premises or University computing systems then additional security measures, such as encryption or locked cabinets, must be used.
- www.ed.ac.uk/schools-departments/records-management-section/data-protection/guidance-policies/encrypting-sensitive-data

Regulation 31 Legibility and accessibility of assessed work

It is a student's responsibility to ensure that his or her submitted assessed work is legible and accessible.

Application of the regulation

- 31.1 If markers consider a significant proportion of a student's assessed work to be so illegible that they cannot reach a robust mark they must consult the Convener of the Board of Examiners.
- (a) Where disability impairs the student's ability to write legibly, the Convener, in consultation with the relevant Dean and the Student Disability Service, can decide whether the work should be marked normally or whether the disability justifies transcription. If transcription is not justified and the work is completely illegible, a zero will be awarded. If it is partially legible then the legible part will be marked.
- (b) Where there are no issues of disability, the Convener should ensure that the legible part of the work is marked normally. If the work is completely illegible, a zero will be awarded.

All such cases need to be drawn to the attention of the relevant Dean and the External Examiner and feedback needs to be given to the student.



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- 31.2 Schools are responsible for specifying the format in which assessed work must be submitted, e.g. they may require work to be word processed.

Regulation 32 Common Marking Schemes

The final mark, grade, result and award and classification decision must be expressed using the relevant Common Marking Scheme:

www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme

Application of the regulation

- 32.1 The University operates the following Common Marking Schemes:
- CMS1 Undergraduate degree assessment (except BVM&S and MBChB)
 - CMS2 Bachelor of Veterinary Medicine and Surgery (BVM&S)
 - CMS3 Bachelor of Medicine and Bachelor of Surgery (MBChB)
 - CMS4 Postgraduate Assessment
 - CMS5 Edinburgh College of Art degree programmes which use the Assessment Grade Scheme (ECA degree programmes which do not use the Assessment Grade Scheme use CMS1 and CMS4)
- These are available online: www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme
- 32.2 In each Common Marking Scheme, Colleges and Schools may amplify, but not alter, the overall description of grades.
- 32.3 Boards of Examiners make a statement on how marks are held, and to how many decimal places, during the internal processing of the marks for a course. Practice within a Board of Examiners needs to be consistent.
- 32.4 Some degree programmes in ECA use a grading, rather than marking, assessment scheme. The ECA grade scheme comprises nine category bands and uses letter grades rather than numbers.
- 32.5 Degree programmes may choose to use a grading system of pass/fail for particular courses. This is approved through the course and programme approval process.



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Regulation 33 Provisional marks

Students need to be made aware that marks for assessed coursework are provisional and may be modified when considered at the Board of Examiners meeting.

Application of the regulation

- 33.1 Course handbooks and other sources of advice for students are used to inform students that marks are provisional until agreed by a Board of Examiners.
- 33.2 Provisional marks which are released to students are not rounded.

Regulation 34 Final marks

Boards of Examiners confirm marks as final in the minutes of the Board of Examiners meeting. A Board of Examiners must not revise marks agreed as final by a previous Board of Examiners.

Application of the regulation

- 34.1 For undergraduates and part-time postgraduate students, the Board of Examiners agree marks as final in the year in which they are obtained.
- 34.2 The Board of Examiners for final year students is responsible for determining the award of degree. The Board of Examiners, in determining final classifications and awards, may exercise discretion by taking into account special circumstances. See taught assessment regulation 40.
- 34.3 The Board of Examiners approves a single mark for each component of assessment for which marks are to be released; the released marks are the final marks used by the Board of Examiners when determining the overall result for the course. Rounding of marks is only done when the marks are finalised. Provisional marks which are released to students are not rounded.
- 34.4 Students are informed of the status of the marks released and are reminded that the Board of Examiners, in determining the final marks or award, may have exercised discretion by taking into account additional relevant information.
- 34.5 The assessment results published on the student record system are the official results of the University.



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Section D. Operation of Boards of Examiners

Regulation 35 Board of Examiners meetings

Meetings of Boards of Examiners are held to reach assessment, progression and award decisions.

Application of the regulation

- 35.1 See taught assessment regulation 8.1: Guidance for Conveners of Boards of Examiners for additional information on responsibilities of the Convener of the Board of Examiners.
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Convener.pdf
- 35.2 The minutes of the Board of Examiners meeting needs to be an accurate record of the meeting and the approved results and decisions.
- 35.3 Students are informed in advance about progression and award criteria.

Regulation 36 Board of Examiners: quorum

A Board of Examiners meeting is quorate if at least half the internal examiners are present and at least one External Examiner participates in and approves the decisions of the Board. No Board may have fewer than two internal examiners present. See taught assessment regulation 2.4 for the definition of an internal examiner.

Application of the regulation

- 36.1 All members of the Board of Examiners should attend meetings of the Board. In exceptional circumstances and by prior written agreement with the Head of the College and the Convener of the Board, representatives nominated and authorised by them may substitute for internal examiners.
- 36.2 Each subject discipline must be represented and, whenever practicable, an External Examiner from each subject should participate. Where more than one School is involved, the composition of the Board reflects the contribution of the Schools to the assessment of the courses or programmes.
- 36.3 The University's External Examiners for Taught Programmes Policy outlines External Examiners' participation in Boards of Examiners meetings.
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/External_Examiners_Taught.pdf



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- 36.4 If an External Examiner is not able to attend at least one Board of Examiners meeting in a year, their non-attendance must be approved by the College.
- 36.5 It is not necessary for the same members of a Board of Examiners to attend all meetings of the Board in an academic year, provided each Board is quorate.
- 36.6 If no External Examiner can attend a meeting of a Board of Examiners then at least one of them must contribute, ideally by video, telephone or web-camera and otherwise by email or fax. The minute needs to reflect their participation.

Regulation 37 Undergraduate Progression Board meetings

Meetings of Undergraduate Progression Boards are held to reach progression decisions. Each undergraduate student's progression status needs to be decided and recorded at least once each year by a Progression Board which is the responsibility of the School that has responsibility for the student's degree programme.

www.docs.sasg.ed.ac.uk/AcademicServices/Policies/UG_Progression_Boards.pdf

Application of the regulation

- 37.1 The status, governance, and decision making and reporting responsibilities, of Undergraduate Progression Boards are provided in the Policy on Undergraduate Progression Boards.
- 37.2 The Policy on Undergraduate Progression Boards sets out the role of the External Examiner; the quorum; the role of the Special Circumstances Committee; student anonymity in discussions and the role of the Convener of the Board, for example for ensuring the accurate recording, minuting and reporting of decisions of the Board.
- 37.3 College Progression Boards make decisions on the credit obtained by students who have optional periods of study abroad.
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Study_Abroad_College_Progression_Board.pdf

Regulation 38 Attendance at a Board of Examiners meeting

The Convener of the Board may invite any person who has been involved in the teaching or assessment of the work under consideration by the Board to be present "in attendance". People "in attendance" at the meeting of the Board are not involved in the decision making process.



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Regulation 39 Board of Examiners: anonymity

Anonymity should be retained until, in the opinion of the Convener of the Board of Examiners, the best interests of the students are no longer being served.

Application of the regulations

- 39.1 Students' marks and grades should be anonymised for presentation, consideration and agreement by the Board.
- 39.2 Where students have to attend oral examinations, perform or otherwise present some of their work, or on courses or programmes taken by small numbers of students, anonymity may be unachievable. Anonymity should be breached only for those examiners directly involved in the relevant assessment, and marks should be re-anonymised for presentation at the Board of Examiners' meeting.
- 39.3 Once decisions have been agreed by the Board of Examiners there should be a final check of the un-anonymised marks and decisions by the Convener of the Board.
- 39.4 The nature of some assessment means that the Board of Examiners establishes that the interests of the students are served best by ceasing anonymity at the start of the assessment process. This requires the prior approval of the Curriculum and Student Progression Committee (CSPC) on the basis of a case presented by College.

Regulation 40 Special circumstances

It is a student's responsibility to report special circumstances to the Board of Examiners. The Special Circumstances Committee considers circumstances which are beyond a student's control and for which there is sufficient documentary evidence to show that these circumstances had a significant adverse impact on the student's performance in an assessment or resulted in non-attendance or a non-submission for a scheduled assessment. The Special Circumstances Committee reports its decision to the Board of Examiners, which is required to adhere to the decision of the Special Circumstances Committee when making a final assessment decision.

Application of the regulations

- 40.1 Guidance on special circumstances is given in the University's Special Circumstances Policy. The Special Circumstances Committee deals with personal, medical and compassionate matters, and academic matters relating to supervision, teaching and learning, and resource provision.
www.docs.sasq.ed.ac.uk/AcademicServices/Policies/Special_Circumstances.pdf



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- 40.2 Students need to report special circumstances to the Board of Examiners, in writing via their Personal Tutor or, for postgraduate students, via their Personal Tutor or Programme Directors or student support team. It is the student's responsibility to provide documentary evidence.
- 40.3 All cases that are reported to the Board of Examiners need to be considered by the Special Circumstances Committee (SCC) and recorded in the minutes of the meeting of the SCC, regardless of the impact on the student's marks, grades or classification. The minutes of the Board of Examiners must record cases where special circumstances were taken into account and minute the outcome.
- 40.4 If a Board is very small and wishes to operate as its own SCC then this needs College approval. The Board sets up a SCC as a sub-committee of the Board. Schools may set up SCCs which cover a number of Boards of Examiners. The Convener of the Board of Examiners may also convene the SCC but this is not a requirement.
- 40.5 The SCC reports to the Board of Examiners in as concise a form as is consistent with clarity and the student's interest, where possible maintaining the anonymity of the student.

Regulation 41 Borderlines

Boards of Examiners must consider students whose marks are borderline for passing a course, and for progression, award or classification purposes. Undergraduate Progression Boards must consider students whose marks are borderline for progression purposes. Borderline marks are defined as marks from two percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for an undergraduate 2.1 classification or 38.00% to 39.99% for a pass. Boards of Examiners and Progression Boards must use the University borderline definition and must not set and use a different definition.

Application of the regulation

- 41.1 Boards of Examiners must publish in advance the factors that will be taken into account for borderline decisions, which can include:
- (a) cases in which a student has performed better in courses at a higher level;
 - (b) cases where the amount of credited assessed work to be used for classification or award decisions is less than the norm (e.g., where credits have been awarded for progression purposes only in recognition of special circumstances); and
 - (c) individual student profiles of performance.
- 41.2 Boards of Examiners cannot selectively use any additional assessment to reach assessment decisions for specific students. See taught assessment regulation 19.



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- 41.3 Borderlines do not apply in the ECA Grade Assessment Scheme.
- 41.4 Examples of borderlines for progression decisions include:
- (a) where a student has a final mark of 38% or 39% for a course in first year that they need to pass to progress to second year;
 - (b) where a student is within two percentage points of a requirement for progression into honours or postgraduate dissertation, for example where the Degree Programme Table specifies the attainment of 50% as an average across a number of courses, the progression borderline is 48.00% to 49.99%; and
 - (c) for the award of credit on aggregate, where a student has an average of 38.00% to 39.99% over their 120 credits.

Regulation 42 Confidentiality

All discussion at a Board of Examiners' meeting is confidential.

Application of the regulation

- 42.1 Boards of Examiners reach a collective decision. The decision does not need to be unanimous.
- 42.2 No comments or remarks should be reported to any students, whether or not they are unattributed.
- 42.3 The views of a particular examiner should not be made known to a student. If a student makes a request to see the minutes of a Board of Examiners meeting, the information recorded in the minutes on that particular student will need to be disclosed. In doing so examiners' comments should be anonymised, e.g. assigned to "Examiner1, Examiner2". Further information is available at:
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Minuting.pdf
- 42.4 Students have a right to see information about themselves recorded in minutes of Board of Examiner meetings.
- 42.5 Other than with the written permission of the student concerned, members of staff should not make available information about marks to persons or bodies outside the University except when necessary in the context of a reference.
- 42.6 Guidance on disclosing information on students can be found at:
www.ed.ac.uk/schools-departments/records-management-section/data-protection/guidance-policies/student-information



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Regulation 43 Release of marks

Students are informed of marks or grades for each discretely identified unit of assessment used by the Board in reaching its final mark for the course or its progression or award decision.

Application of the regulation

- 43.1 Marks and grades are made available to the student, together with guidance on their meaning.
- 43.2 Boards of Examiners are not obliged to provide this information if the request is made more than one year after the date of the assessment.
- 43.3 Assessed coursework marks which contribute to the overall result for a course are provided to students at the time that the assessment is marked, as a guide to each student's performance, together with guidance on the meaning of the marks.
- 43.4 Throughout the year, before consideration by a Board of Examiners, marks for examinations and assessed coursework are provisional and have no status until they are approved or modified by the Board. If such marks are released before confirmation by the Board of Examiners, students must be advised that the marks are provisional and may be modified when considered at the Board of Examiners meeting.
- 43.5 **Undergraduate non-honours degree examination marks; and professional degree examination marks or grades in Medicine and Veterinary Medicine (other than final professional degree examination marks): Overall marks:** The final overall mark agreed by Boards of Examiners for diets of examinations for graduating courses of study will be made available to the student via EUCLID Student View.
- 43.6 **Undergraduate Honours degree examination marks; and final professional degree examination marks in Medicine and Veterinary Medicine: Overall classification:** The final overall classification of honours degrees will be intimated to students in their degree certificates. The professional degrees may be awarded with honours in Medicine, or with distinction in Veterinary Medicine, but are not otherwise classified.

Regulation 44 Publication of results

Students will be notified of their assessment results and their progression status. Students have the right to exclude their name and/or final award results from being publicly announced. www.docs.sasq.ed.ac.uk/AcademicServices/Policies/Informing_Taught_Students_of_their_Final_Programme_Course_and_Progression_Results.pdf



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Application of the regulation

- 44.1 Students are officially notified of their results via EUCLID Student View. This may be supplemented by the communication of assessment component results via virtual learning environments. Results are entered on to students' records by the relevant School.
- 44.2 It is the responsibility of Schools to ensure that students are notified of their progression status following the Undergraduate Progression Board meeting or the 'progression' meeting of the postgraduate Board of Examiners.
- 44.3 Notification of final postgraduate results and the award of qualification to students, following the final meeting of the Board, is the responsibility of the College Postgraduate Office, except where this has been devolved to the School.
- 44.4 Students' results may not be released over the telephone or informally via email. Students only receive their results via formal communication channels. EUCLID Student View is the online system to be used for formal communication of the award, final degree programme results, final course results and progression decisions to students. This may be supplemented by the communication of assessment component results via virtual learning environments.
- 44.5 If students attend the graduation ceremony their names and degrees are included in the graduation programme.
- 44.6 The policy on Informing Students of their Final Programme Course and Progression Results can be found at:
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Informing_Taught_Students_of_their_Final_Programme_Course_and_Progression_Results.pdf

Regulation 45 Degree examination scripts

Degree examination scripts are received by the University in confidence. Degree examination scripts, or copies of such scripts, may be returned to students on Year 1 and 2 pre-honours taught courses. Degree examination scripts are not returned to students on honours or taught postgraduate courses.

Application of the regulation

- 45.1 Students are entitled to see their examination scripts to assist with the provision of feedback and their self-reflective learning.



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- 45.2 Course organisers, or their delegates, may show and discuss students' examination scripts with them for feedback purposes. Local arrangements are made for ways to implement the opportunity for students to see their exam scripts.
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/feedback
- 45.3 Other forms of assessed summative work may be returned to students, provided that sufficient documentation is retained for the Board of Examiners and External Examiners. This documentation needs to record those types of assessment which cannot be made available to the Board of Examiners.
- 45.4 The potential return of scripts to students on Year 1 and 2 pre-honours courses does not apply to multiple choice questions which are not defined as degree examination scripts.
- 45.5 Schools will need to make arrangements to make exam scripts available to students taking Year 1 and 2 pre-honours courses to take away (on individual request) after the retention period is over. Schools may wish to decide to keep the scripts for longer than the minimum required retention period, for example in order to make them available for release to the relevant students returning in the following semester (this is at the discretion of individual Schools).

Regulation 46 Retention and destruction of material

Assessed material must be retained and destroyed in accordance with the University's student records retention guidance.

Application of the regulation

- 46.1 Information about the student records retention schedule is online:
www.ed.ac.uk/schools-departments/records-management-section/records-management/staff-guidance/retention-schedules/student-records
- 46.2 Schools need to maintain an adequate documentary record of assessed work, which is necessary to inform decisions of original, resit and reconvened Boards of Examiners.
- 46.3 Material which contributes to the assessment of the degree, including any written examinations, dissertations, essays, laboratory or studio work and projects, should be retained in the School for a suitable period after the Board of Examiners meeting which decides the overall classification or award of the degree, diploma or certificate. This enables the Board to respond to any student appeal.
- 46.4 Assessment material should be destroyed at the end of the retention period, or at the end of the period in which the School has agreed it will retain the information for



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(see regulation 45.6). For students who submit appeals, the retention period will need to be extended until the end of the appeal process. Other material which contributes to the final assessment of the degree or overall assessment of the course may be returned to the student after the expiry of the retention period. Dissertations and theses may be retained by Schools, who have the responsibility to make them available to any enquirer in response to a freedom of information request (unless an exemption applies). Assessment samples may be retained for specified periods as supporting documentation for accreditation and quality assurance purposes, e.g. Teaching Programme Reviews.



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Section E. Assessment decisions

Regulation 47 Award of degrees, diplomas and certificates

Degrees, diplomas and certificates are awarded by the Senatus on the basis of Board of Examiners' recommendations. Each honours programme of study, the MBChB and the BVM&S, has a Board of Examiners responsible for recommending the award of the degree and determining the classification of the degree. Each postgraduate degree, diploma or certificate examination has a Board of Examiners responsible both for determining progression to diploma/masters dissertation and for determining the final award of the qualification.

Application of the regulation

47.1 Information on the criteria for award of degrees, diplomas and certificates is published in advance.

Regulation 48 Undergraduate progression: pre-honours and into honours

To progress to the next year of study and into honours, students must meet the requirements for progression which are specified in the Degree Regulations and Programmes of Study and degree programme tables. www.drps.ed.ac.uk/

Application of the regulation

48.1 The Undergraduate Progression Board has responsibility for ensuring that students have met the requirements for progression, on the basis of information provided by Boards of Examiners.

www.docs.sasq.ed.ac.uk/AcademicServices/Policies/UG_Progression_Boards.pdf

48.2 The requirements for degrees are set out in the University's Curriculum Framework: www.docs.sasq.ed.ac.uk/AcademicServices/Staff/Curriculum/Models_for_Curricula.pdf

Regulation 49 Undergraduate honours assessment progression

The Undergraduate Progression Board has the responsibility to decide which students can progress to the next year of honours study. Progressing students must:

- (a) pass at least 80 credits at SCQF level 9 or above in junior honours and level 10 or above in senior honours for undergraduate Masters degrees; and
- (b) have an overall average of 40% or more for the 120 credits of study taken in the relevant honours year; and



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- (c) must satisfy any other specific requirements for the degree programme, as published in the programme handbook.

When all the marks for the taught components of the relevant year of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.

Application of the regulation

- 49.1 The Undergraduate Progression Board has responsibility for ensuring that students have met the requirements for progression, on the basis of information provided by Boards of Examiners.
www.docs.sasg.ed.ac.uk/AcademicServices/Policies/UG_Progression_Boards.pdf
- 49.2 The requirements for degrees are set out in the University's Curriculum Framework:
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/Curriculum/Models_for_Curricula.pdf
- 49.3 In general failed courses are not included in the student's transcript, but any failed course for which the student has been awarded credits on aggregate must be shown in the transcript as a fail but with credit on aggregate. In reporting course marks, Schools are required to upload a fail but with credit on aggregate outcome on to the student record system, in addition to other final course marks.
- 49.4 PASS marks are defined in the "PASS" section (A1 to PS) of "Recording of Course Assessment Results within EUCLID", as are EUCLID grades for Credit on aggregate (AA, CA and UA).
www.studentsystems.ed.ac.uk/Staff/FAQ/Assessment_Results.html

Regulation 50 Award of undergraduate Ordinary and General degrees

Students registered for an Ordinary or General (non-Honours) degree may be awarded the degree if they satisfy the requirements in the Degree Regulations and Programmes of Study.

Application of the regulation

- 50.1 The Board of Examiners or Undergraduate Progression Board may propose the award of an Ordinary or General degree to those students who have met the requirements of one of these degrees but who do not satisfy the honours degree requirements.
- 50.2 The Board of Examiners or Undergraduate Progression Board should take account of the recommendations of the Special Circumstances Committee and the student's general academic record when determining the award of a degree. However, it is



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not within the power of a Board of Examiners or Undergraduate Progression Board to recommend the award of a degree without substantial evidence of attainment to at least the lowest level required for the award of that qualification. Boards of Examiners or Undergraduate Progression Board may not be generous in cases of failure other than within the limits already set out in these regulations.

Regulation 51 Undergraduate honours degree award

The Board of Examiners has the responsibility to decide which students can be awarded a classified honours degree. To graduate students must:

- (a) pass at least 80 credits at SCQF level 10 or above in their final honours year; and
- (b) have an overall average of 40% or more for the 120 credits of final honours; and
- (c) must satisfy any other specific requirements for the degree programme.

When all the marks for the taught components of the final year of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.

Application of the regulation

- 51.1 The College has responsibility for ensuring that students have met the requirements for classification and graduation, on the basis of information provided by Boards of Examiners.
- 51.2 The requirements for degrees are set out in the University's Curriculum Framework: www.docs.sasg.ed.ac.uk/AcademicServices/Staff/Curriculum/Models_for_Curricula.pdf
- 51.3 In general failed courses are not included in the student's transcript, but any failed course for which the student has been awarded credits on aggregate must be shown in the transcript as a fail but with credit on aggregate. In reporting course marks, Schools are required to upload a fail but with credit on aggregate outcome on to the student record system, along with other final course marks.
- 51.4 The Board of Examiners may propose the award of an Ordinary or General degree be made to students who do not achieve the honours classification requirements, on the basis of their honours achievements.
- 51.5 The Board of Examiners may propose to the College the award of an honours degree to students who do not achieve the requirements for an undergraduate masters, on the basis of their senior honours achievements.



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- 51.6 The Board of Examiners should take account of the recommendations of the Special Circumstances Committee and of the student's general academic record, when determining the classification and award of a degree. However, it is not within the power of a Board of Examiners to recommend the award of a degree without substantial evidence of attainment to at least the lowest level required for the award of that qualification or classification. Boards of Examiners may not be generous in cases of failure other than within the limits already set out in these regulations.
- 51.7 PASS marks are defined in the "PASS" section (A1 to PS) of "Recording of Course Assessment Results within EUCLID"
http://www.studentsystems.ed.ac.uk/Staff/FAQ/Assessment_Results.html

Regulation 52 Undergraduate degree classification

The Board of Examiners for assessment of students in their final year is responsible for deriving the classification for award of an honours degree. Degree classification is derived by calculating the mean of marks of the individual courses, weighted by the number of credit points of each course. Exceptions are outlined in the guidance on the regulation.

Application of the regulation

- 52.1 The assessment weighting of a course within a year is proportional to its credit value.
- 52.2 For degrees with two honours years, including degree programmes with an obligatory period of residence/study abroad, the classification is based on performance in both honours years, which are equally weighted except for:
- (a) modern language degree programmes with a prescribed period of residence abroad where credit points for language acquisition through residence are aggregated with those associated with the language learning in the final year and where the classification is based on two honours years in line with this aggregation;
 - (b) degree programmes where students can opt to spend a period of residence/study abroad, where credits will be allocated for the study abroad but these are weighted zero in the final classification;
 - (c) the MA in International Business and the MA with Honours in American Studies, where the classification for these students is based solely on the final honours year; and
 - (d) the BSc degrees in Biological Sciences in the Schools of Biological Sciences and Biomedical Sciences which are weighted 2:1 Senior: Junior Honours; and



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(e) the BSc degrees in Chemistry which are weighted 2:1 Senior:Junior Honours for students entering Chemistry 3 from September 2013 onwards.

- 52.3 Integrated Masters degrees have three honours years and their classification is based on all these years, in which the three honours years are weighted respectively 20, 40, 40 (in percentage terms), with the exception of the MChem and MChemPhys degrees “with Industrial Experience” and “with a Year Abroad”, and the MPhys degrees “with a Year Abroad” which are weighted 20, 20, 60.
- 52.4 The relevant Board of Examiners will specify which courses will be used for classification purposes for students who exit with a BSc who were previously on an Integrated Masters degree.
- 52.5 Intercalated honours degrees have a one-year honours component and their classification is based solely on the honours year. Degree classification is derived by calculating the mean of marks of the individual courses, weighted by the number of credit points of each course.
- 52.6 Honours degree programmes in ECA using the Grade Assessment Scheme apply an algorithm to establish the classification of award based solely on the final honours year. The algorithm is based upon the level of grades attained for each learning outcome within each course, weighted by the volume of credit for each course.
- 52.7 Classification models for credit for study abroad are contained in the College Progression Boards for Optional Study Abroad: Terms of Reference.
www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Study_Abroad_College_Progression_Board.pdf

Regulation 53 Postgraduate assessment progression

For programmes where there is an identifiable taught component followed by a project or dissertation component, students must pass the assessment requirements of the taught stage at an appropriate level at the first attempt before progression to the dissertation. In order to progress to the masters dissertation students must:

- pass at least 80 credits with a mark of at least 50% in each of the courses which make up these credits; and
- attain an average of at least 50% for the 120 credits of study examined at the point of decision for progression; and
- satisfy any other specific requirements for the masters degree programme, that are clearly stated in respective programme handbooks.

When all the marks for the taught components of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall



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average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.

For programmes where the taught and project or dissertation components are taken in parallel, or where there are not identifiable taught and project or dissertation components, the requirements for progression are determined at programme level, stated in the Programme Handbook.

Application of the regulation

- 53.1 For programmes where there is an identifiable taught component followed by a project / dissertation component (e.g. 120 credits of taught courses in semesters 1 and 2, followed by a 60 credit project / dissertation component):
- (a) Postgraduate Boards of Examiners are normally convened at least twice during the year for full-time students. The initial meeting to decide matters relating to progression (to masters, or diploma), or failure, is held at the end of the coursework component. A second meeting to consider the dissertation results and the final award of degrees (or diplomas) is held soon after completion of the programme. Both meetings are equally important.
 - (b) The Postgraduate Board of Examiners has the responsibility to decide which students can progress to the dissertation required for candidature for the award of a masters degree; or, in the case of other awards, exit either directly or following satisfaction of any outstanding requirement.
 - (c) Exceptionally, with the permission of the relevant College Committee, a student who has been unable to sit an examination because of illness or other extenuating circumstance may, if that circumstance is certified, be allowed to progress to the dissertation stage prior to completion of the coursework assessment on condition that the dissertation will subsequently be set aside if the student is eventually unsuccessful in the coursework element of the programme.
- 53.2 In general failed course are not included in the student's transcript, but any failed course for which the student has been awarded credits on aggregate must be shown in the transcript as a fail but with credit on aggregate. In reporting course marks, Schools are required to upload a fail but with credit on aggregate outcome on to the student record system, along with other final course marks.
- 53.3 In Regulation 53(a) above, where some of the 80 credits are pass/fail courses, then where these courses are passed, they can be included in the 80 credit total. However, a mark of 50% is the mark that is to be applied in calculations under Regulation 52 (b).
- www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme



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53.4 PASS marks are defined in the “PASS” section (A1 to PS) of “Recording of Course Assessment Results within EUCLID”

www.studentsystems.ed.ac.uk/Staff/FAQ/Assessment_Results.html

Regulation 54 Postgraduate degree, diploma and certificate award

In order to be awarded the certificate students must:

- (a) pass at least 40 credits with a mark of at least 40%; and
- (b) attain an average of at least 40% for the 60 credits of study examined for the certificate; and
- (c) satisfy any other specific requirements for the named certificate that are clearly stated in respective programme handbooks.

In order to be awarded the diploma students must:

- (a) pass at least 80 credits with a mark of at least 40%; and
- (b) attain an average of at least 40% for the 120 credits of study examined for the diploma; and
- (c) satisfy any other specific requirements for the named diploma that are clearly stated in respective programme handbooks.

In order to be awarded a masters degree students must:

- (a) have satisfied any requirements for progression, as laid out in taught assessment regulation 53 above, and
- (b) attain an additional 60 credits, by achieving a mark of at least 50% for the dissertation or project component and
- (c) satisfy any other specific requirements for the masters degree programme, that are clearly stated in respective Programme Handbooks.

When all the marks for the taught components of the programme or diploma are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses, up to a maximum of 40 credits. For a certificate, a maximum of 20 credits may be awarded on aggregate.

Application of the regulation

54.1 Boards of Examiners, including those involving subjects from two or more of the Schools, are required to establish guidelines in advance on how the results of individual papers or units of assessment are to be aggregated, averaged or profiled to produce the overall final result. These guidelines are an integral part of the disclosure process and must be published to students within one month of the start of the programme.



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- 54.2 In general failed course are not included in the student's transcript, but any failed course for which the student has been awarded credits on aggregate must be shown in the transcript as a fail but with credit on aggregate. Exam Boards must make this distinction clear when reporting course marks.
- 54.3 The Board of Examiners should take account of any personal circumstances and of the student's general academic record, when determining the award of a degree. However, it is not within the power of a Board of Examiners to recommend the award of a degree without substantial evidence of attainment to at least the lowest level required for the award of that qualification. Boards of Examiners may not be generous in cases of failure other than within the limits already set out in these regulations.
- 54.4 The General Postgraduate Regulations permit a General Postgraduate Certificate to be attained by students who do not fulfil the requirements for a specific diploma or certificate award but who have attained a minimum of 60 credits gained from passes in University courses which count towards graduation. At least 40 of the credits attained must be at level 11.
- 54.5 PASS marks are defined in the "PASS" section (A1 to PS) of "Recording of Course Assessment Results within EUCLID"
www.studentsystems.ed.ac.uk/Staff/FAQ/Assessment_Results.html

Regulation 55 Postgraduate dissertations

Resubmissions of revised dissertations are not permitted for postgraduate masters programmes unless this has been approved by CSPC on the basis of a case submitted by the relevant College Committee.

Application of the regulation

- 55.1 Where a masters programme does not have CSPC authorisation for resubmission of dissertations then, if a Board of Examiners wishes a student to be permitted to resubmit, a case on the basis of special circumstances needs to be submitted to CSPC as a College-requested concession.

Regulation 56 Award of postgraduate merit

Taught postgraduate degrees may be awarded with merit. To achieve a merit, a student must be awarded at least 60% on the University's Postgraduate Common Marking Scheme for the dissertation, if the programme has a dissertation element, and must pass all other courses with an average of at least 60%. Borderlines, for both the dissertation and course average elements, are considered for merits.

Application of the regulation



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56.1 For degrees which use letter grades in addition to numerical marks, the award of merit will be made where the student meets the above criteria using the numerical mark.

Regulation 57 Award of postgraduate distinction

Taught postgraduate degrees may be awarded with distinction. To achieve a distinction, a student must be awarded at least 70% on the University's Postgraduate Common Marking Scheme for the dissertation, if the programme has a dissertation element, and must pass all other courses with an average of at least 70%. Borderlines, for both the dissertation and course average elements, are considered for distinctions.

For degrees which use letter grades rather than marks, where the student meets the following criteria the award of distinction will be made:

- (a) To achieve a distinction, half of the credits achieved are in category A or above, the remainder are in category B or above with no more than 20 Credits equivalent at grade C, with no credits below grade C.
- (b) At MA, the award of distinction relates to all grades obtained.
- (c) At MFA, the award of distinction relates only to grades obtained at stages 3 and 4 (Year 2).

Application of the regulation

- 57.1 Distinctions may be awarded for postgraduate taught masters, diplomas and certificates, where these are a specifically named exit qualification.
- 57.2 A distinction may not be awarded to a student leaving with a general postgraduate certificate or for any reason due to academic shortfalls.
- 57.3 For degree programmes that permit resubmission of dissertations then a distinction can only be awarded based on the mark for the originally submitted dissertation.
- 57.4 Borderline marks are defined as marks from two percentage points below boundary up to the boundary itself, e.g. 68.00% to 69.99% for the dissertation and for the average of other courses. See also taught assessment regulation 40 above.
- 57.5 The average for the courses is calculated on the basis of credit weighting. Courses where credit has been obtained by recognition of prior learning are excluded from the average. All courses must be passed at 40% or above for the award of distinction.
- 57.6 The Postgraduate Common Marking Scheme can be found at:
www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme



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Regulation 58 Award of credit from other Universities

Boards of Examiners confirm the award of credit from other universities which is used in the award of a University of Edinburgh degree.

Application of the regulation

58.1 There are two types of credit from external bodies: recognition of prior credit at admission, determined by Colleges against published criteria; and recognition of external learning whilst on programme. In both cases recognition of prior learning is recorded on admission or during study, with credit awarded at exit.

www.drps.ed.ac.uk/

Regulation 59 Minuting of decisions of Boards of Examiners

The internal and External Examiners must concur in the mark and grade to be awarded to each student and in the classification and award of degree to be made. Boards of Examiners must record all decisions in the minutes of the meeting.

Application of the regulation

59.1 Once the Board of Examiners has decided on the final marks, grades and if appropriate, class of degree and award for each student, the students' names must then be substituted for their examination numbers. There must then be a final check of the results before the list is agreed and recorded in the minutes. Only in the event of detection of an error, which was not detectable when examination numbers were used, can changes be made to the marks, grades or class of degree at this stage. Any such change should be recorded in the minutes.

www.ed.ac.uk/schools-departments/academic-services/staff/assessment/boards-examiners

59.2 The Convener receives and is responsible for ensuring that the minutes of the Board of Examiners' meetings are an accurate record of the meeting and of the approved results; and that copies of the minutes are sent to the College Office.

59.3 Minutes should include:

- (a) a record of the names of the examiners and those in attendance at the meeting;
- (b) relevant information considered at the meeting or by the Special Circumstances Committee, and outcomes from this;
- (c) discussion and outcomes of borderline cases;
- (d) details of any modification of marks, grades or classification, and the reasons for these; and



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- (e) comments by the External Examiner(s) about the examination of the course, the performance of the students in general, and their approval of results agreed by the Board of Examiners.

59.4 The minute is a confidential document, although information on a particular student may need to be disclosed to that student under the Data Protection Act and generic information may need to be disclosed under Freedom of Information. Further information is available at:

www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Minuting.pdf

59.5 If agreement cannot be reached on concurrence of decisions then the issue is referred to the Head of College.

Regulation 60 Board of Examiners: return of marks

Course marks, degree classification and awards agreed by the Board of Examiners and confirmed by the External Examiner(s) must be recorded on the student record system as the final official results of the University.

Application of the regulation

60.1 More than one person should be involved in checking the calculation of the marks and ensuring the accuracy of their transfer. When marks for courses are finalised (and not before then), before they are uploaded on to the student record system and released to students, they must be rounded to an integer, i.e. with no decimal places. Any mark which is xx.50 or above is rounded up and any number which is xx.49 or below is rounded down, e.g. 59.50% is rounded to 60%, 59.49% is rounded to 59%. Individual course marks must be rounded before they are uploaded on to the student record system and the rounded marks must be used in calculating the overall mean mark. The overall mean mark is to be used in honours classification. The overall mean mark is not rounded.

60.2 Results must be confirmed by the Convener and by at least one External Examiner.

60.3 Schools have responsibility for ensuring that results are uploaded accurately to the student record system.

60.4 Examination results for the summer (May) assessment should be uploaded on to the student record system as soon as possible in agreement with dates issued by Student Systems to give enough time for the preparation and printing of the graduation programme. Examination result upload deadlines will be published each year by Student Systems along with guidance on how to upload course results and final award of degree outcomes.

www.studentsystems.ed.ac.uk/staff/Support/awards.htm



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60.5 In the case of autumn (August) undergraduate examinations, results should be submitted as soon as possible and not later than 10 days before the start of the next semester.

Regulation 61 Status of decisions

Decisions by a Board of Examiners, once certified in writing, are final. In exceptional circumstances a Convener of the Board of Examiners can reconvene the Board to review a decision.

Application of the regulation

- 61.1 A Board of Examiners may, at the request of any of its members or member of the Special Circumstances Committee, review a decision if significant information relevant to that decision, which was unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made. A member of the Board may request a review but it is the Convener who must review the decision in the light of any new significant information or error brought to light, and therefore the Convener, and not a member of the Board, who decides whether to reconvene the Board.
- 61.2 If the Board is satisfied that there are grounds for varying the decision the Board shall forthwith report its recommendation to Student Administration, who will either report the recommendation to the Senatus or exceptionally refer it to the Curriculum and Student Progression Committee for decision.
- 61.3 Where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the classification or result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result or classification and that whether or not the result or classification has been published or otherwise notified to the student. The University shall notify the student of the corrected result or classification as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the student or to a third party. Having been notified of the corrected result or classification the student shall return to the University any documentation which may have been issued to the student notifying the original result or classification which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.
- 61.4 In proved cases of substantial and significant copying, plagiarism or other fraud, the



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Senatus has the power to reduce the classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned.

- 61.5 Any member of Senatus may request Senatus to refer for investigation any matter concerning examinations.

Regulation 62 Convener's Action

The Convener of the Board of Examiners, Progression Board, or Special Circumstances Committee may take decisions by Convener's Action.

Application of the regulation

- 62.1 This may occur when the Board of Examiners takes a decision in principle but needs confirmation or further information, or when the Board, or Special Circumstances Committee considers the possible outcomes and authorises the Convener, once relevant information is known, to apply the appropriate option. Convener's Action may also be appropriate when the decision to be made follows an existing precedent.
- 62.2 Decisions made by Convener's Action should be recorded and reported to the relevant Board or Committee.

Regulation 63 Failure to complete all the assessment requirements of a degree programme

When a student fails to complete all the assessment requirements of a degree programme the Board of Examiners or Undergraduate Progression Board will investigate the case. If there is no satisfactory reason then taught assessment regulation 61 on unsatisfactory progress applies. If the Board of Examiners or Undergraduate Progression Board is given satisfactory evidence that the performance of a student has been affected for reasons of illness, accident or other circumstances beyond the student's control they decide which option to pursue.

Non-honours undergraduate assessment:

If the Board does not have sufficient evidence of the student's academic performance to award a mark or grade then the Board applies the resit assessment provisions of taught assessment regulation 24. The Board may recommend that the student's resit assessment be recorded as a first attempt on the transcript.

Honours assessment which is not in the final year:

If the student has satisfied requirements the Board may award credit on aggregate for relevant elements of that year of the degree (taught assessment regulation 49). If the



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Board considers that this would be to the student's detriment or it has insufficient evidence to make an award, the Board will recommend a concession to the relevant College committee that the student:

- (a) repeat the course to which the assessment relates; or
- (b) take any assessment elements the College deems appropriate.

Final Year Honours Assessment:

If the student has satisfied the specific requirements the Board may award credit on aggregate for relevant elements of that year of the degree and classify the degree (taught assessment regulation 48). If the Board considers that this would be to the student's detriment or it has insufficient evidence to make an award, the Board will recommend that the relevant College committee request a concession from the Curriculum and Student Progression Committee that the student:

- (a) repeat the course to which the assessment relates; or
- (b) take any assessment elements CSPC deems appropriate; or
- (c) exceptionally, that the Senatus award an unclassified *aegrotat* degree.

Postgraduate Students:

If the student has satisfied the specific requirements the Board may award credit on aggregate for relevant elements and award the degree. If the Board considers that this would be to the student's detriment or it has insufficient evidence to make an award, the Board will recommend that the relevant College committee request a concession from the Curriculum and Student Progression Committee that the student:

- (a) repeat the course to which the assessment relates; or
- (b) take any assessment elements CSPC deems appropriate; or
- (c) exceptionally, that the Senatus award an *aegrotat* degree.

Application of the regulation

63.1 The report to the relevant College committee and the Curriculum and Student Progression Committee needs to include:

- (a) special circumstances evidence provided by the student to support the case;
- (b) the views of the student and their Personal Tutor or Programme Director, where possible; and
- (c) a recommendation from the Board of Examiners or Undergraduate Progression Board.

The case needs to state what assessment will have to be repeated or submitted and relevant assessment dates, e.g. which examination diet is expected to apply.

63.2 Concessions include:

- (a) deeming the affected assessment a "null sit" which can be taken again as a first attempt;
- (b) recommending that when the degree is classified the affected assessment is excluded from the classification calculation;



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- (c) requiring the student to be examined at a subsequent diet either after repeating some or all of the coursework or without repeating the coursework;
- (d) requiring the student to repeat the course, including some or all assessment;
- (e) in cases involving exceptional hardship, and where the Heads of the Schools recommend, permitting the student to take specially prepared alternative assessments, including oral assessment.

Regulation 64 Unsatisfactory academic progress

The University will exclude students who do not make satisfactory academic progress or do not engage with their studies.

Application of the regulation

- 64.1 Degree Programme Tables, programme handbooks and/or course handbooks contain details of the progress which students are expected to achieve within given periods, and warnings that students are liable to be considered for exclusion if these expectations are not fulfilled.
- 64.2 Students who on the published progression criteria are regarded as potentially unsatisfactory are notified of this and are normally interviewed before any recommendation for exclusion is made to the College.
- 64.3 The College is the final judge of the academic basis for exclusion on the grounds of unsatisfactory progress and non-attendance as specified in the degree regulations. The student has the right to appeal to the Appeal Committee on specific grounds. [www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal Exclusion from Study.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal_Exclusion_from_Study.pdf)
- 64.4 A student declared to have made unsatisfactory academic progress by the College of Medicine and Veterinary Medicine in the MBChB, BVM&S or other professional programmes is normally excluded from attendance at classes and examinations in these programmes.
- 64.5 A student declared to have made unsatisfactory academic progress within the University may be required to withdraw from classes but is entitled to apply to the relevant College for permission to re-enter for examination only in order to attempt to recover satisfactory progress status.
- 64.6 A student declared to have made unsatisfactory progress under professional Fitness to Practise requirements is normally excluded from all further attendance at



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classes and examinations leading to the professional qualification, but is entitled to apply to the College for permission to re-enter for assessment in a suitable alternative programme not leading to professional qualification.

64.7 Some degree programmes leading to professional qualification include Fitness to Practise considerations. Any issues of unsatisfactory progress in relation to fitness to practise are dealt with according to the University's Fitness to Practise procedures.

[www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness to Practise.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness_to_Practise.pdf)

Regulation 65 Appeal

Students have the right of appeal against the decisions of Board of Examiners on specific grounds, which are set out in the University's Appeal Regulations:

www.ed.ac.uk/schools-departments/academic-services/staff/appeals



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Section F. Interpretation and Significant Disruption

Regulation 66 Interpretation of regulations

The Curriculum and Student Progression Committee has authority to resolve any dispute arising from these regulations. The University Secretary and his or her nominees have authority to make urgent decisions relating to assessment issues.

Application of the regulation

- 66.1 Staff who need guidance on the taught assessment regulations, beyond that provided in the regulations and associated guidance, should contact the relevant Dean and/or the Academic Policy Officer with responsibility for the Curriculum and Student Progression Committee: www.ed.ac.uk/schools-departments/academic-services/committees/curriculum-student-progression
- 66.2 The University uses questions on the regulations as a source of information for training and development of the regulations.

Regulation 67 Significant disruption: concessions and standards

When the University's assessment practices are subject to significant disruption then the Curriculum and Student Progression Committee may approve temporary concessions to mitigate the impact of assessment disruption on students, without compromising academic standards. Board of Examiners take decisions that ensure the consistency of treatment of students and the maintenance of academic standards. The overriding principles are that:

- (a) the academic judgement of the Board of Examiners remains paramount;
- (b) the University's academic standards will be maintained; and
- (c) the provisions of the University's Taught Assessment Regulations remain in force except where a concession has been approved by the Curriculum and Student Progression Committee.

These concessions will only be used where necessary: if a Board of Examiners is able to operate without a concession then the Board will do so.

Application of the regulation

- 67.1 Significant disruption can be extremes of weather, loss of facilities, and factors beyond the University's control which have an impact on the assessment of students. This may result in Boards of Examiners only having partial results available.



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- 67.2 In response to individual significant disruptions that may have a widespread impact on assessment, the University will adopt a communication strategy for students, staff and key external stakeholders, e.g. External Examiners, to ensure that they are aware of the measures that are adopted.
- 67.3 All forms of assessment, such as examination scripts and course assignments, are the property and responsibility of the University, not of individual examiners or markers. They therefore must be accessible to the University when required.
- 67.4 Drawing on previous experience [CSPC 14/15 2 C], the issues and regulations where CSPC may consider concessions include, but are not limited to:
- (a) External Examiners: number appointed; commenting on examination papers; participation in Boards: confirmation of results [Taught Assessment Regulations 5, 8.1(a), 35, 36.1, 26.2, 36.6, 59.3(e), 60]
 - (b) Ensuring that there is appropriate external input for relevant decisions, for example, External Examiners provide an important quality assurance function in the assessment process. If an External Examiner is unable to act then that quality assurance function still needs to be carried out;
 - (b) Board of Examiners' quorum [TAR 36, 36.1];
 - (c) Progression requirements and timing of progression decisions [TAR 48, 49, 53, 53.1(a) and Degree regulations on *Progression and Permissible Load*];
 - (d) Feedback schedules [TAR 15].

Regulation 68 Significant disruption: where only partial results are available to Boards

The Curriculum and Student Progression Committee must confirm that significant disruption has occurred before the provisions of the significant disruption regulations come into effect. In periods of significant disruption, Boards may need to take decisions on the basis of partial information. Boards in possession of all information necessary to proceed with the assessment of a student should proceed to determine marks and grades as usual. Boards in possession of all information necessary to proceed with the assessment of only some students should proceed to determine marks and grades for those students.

Application of the regulation

- 68.1 Where Boards have sufficient evidence to make decisions then the decision will be made and will stand, unless subsequent information becomes available which it would be in the student's academic interest for the Board to consider.
- 68.2 Situations may arise in which assessment results are unavailable for particular elements of assessment for all students or for only some students. Such elements of assessment may become available after the disruption is over.



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- 68.3 Within the limits described below, and where the outcomes are beyond reasonable doubt, Boards are empowered to make decisions in the absence of assessment results which are expected to become available at a later date.
- 68.4 At the start of the meeting, the Board of Examiners or Progression Board must agree on any specific elements of assessment without whose marks they cannot proceed to determine a student's result for the course or progression decision. Before making such a decision, the Board should consider carefully whether there is sufficient other information already available to allow it to take a view on such elements of assessment. If it is not possible to determine a result or decision then the Board will reconvene when information is available.
- 68.5 Where a very high proportion of the assessment results are available, it is possible that the Board may decide it is able to determine a student's marks and grades for the course. The Board must be satisfied that, in its academic judgement, the mark and grade assigned is correct and the decision beyond reasonable doubt (i.e. the Board has confidence that the outcome will not need to be changed when further assessment results become available).
- 68.6 Where less than four-fifths of the assessment credit results are available, it is unlikely that the Board will be able to determine a mark or grade for the course. However, if at least half of the assessment results are available, then the Board may decide it is able to confirm a pass or progression outcome for the student. If unable to reach a decision, even on a pass or progression outcome, the Board should record that insufficient information on which to make a decision was available at that time. When further results become available the Board will need to reconvene to determine the appropriate mark and grade.
- 68.7 Where less than half of the assessment results are available for a course, it is unlikely that the Board will have sufficient information to reach any decision, even on a pass or progression outcome, and the Board should record that insufficient information on which to make a decision was available at that time. When further results become available the Board will need to reconvene to determine the appropriate mark, grade and progression decision.
- 68.8 No Board should return a fail decision in a situation where any unavailable assessment results will become available at a later date, unless it is absolutely clear that even passes at 100% in the unavailable assessments would not be sufficient to turn a fail into a pass.
- 68.9 Once all assessment results are available, Boards should reconvene at the earliest possible opportunity to determine outstanding marks, grades and progression decisions and to review the status of any decisions where significant information is now available.

23 April 2015