

HENLEY MANAGEMENT COLLEGE

COLLEGE ACADEMIC PROCEDURES & GUIDELINES

AP5

PROCEDURES AND GUIDELINES FOR ASSESSMENT

RELATING TO TAUGHT PROGRAMMES OF STUDY

AP5

Procedures and Guidelines for Assessment relating to Taught Programmes of Study

AP5.1 Regulations

- (a) These Procedures and Guidelines are established in accordance with the Regulation for Assessment (AR5), to which they are subject.
- (b) The conduct of all assessment is the responsibility of the Academic Board.

AP5.2 Assessments

- AP5.2.1 For a candidate to be eligible for the award to which a particular programme leads, he or she shall complete the required modules and other elements of the programme to the satisfaction of the Board of Examiners established to assess the performance of each candidate.
- AP5.2.2 Each module or other assessed element of a programme of studies contributing to an award shall normally be assessed within the period specified in the Programme Specification and Scheme of Assessment.
- AP5.2.3 Each examination shall be conducted in accordance with arrangements stipulated by the Academic Board.

AP5.3 Grades and Marks

- AP5.3.1 The requirements for the completion and assessment of each module or other assessed element of a programme of study, including the grades and marks, shall be stipulated in the Programme Specification and Scheme of Assessment (see Regulation AR5.2.2).
- AP5.3.2 The pass mark/grade for each module or other assessed element of the programme which attracts credits towards an award shall be specified in the Programme Specification and Scheme of Assessment.
- AP5.3.3 Each candidate shall be informed of the result he or she has gained for each module or element of the programme in accordance with procedures and timescales approved by the Board of Examiners and/or the Academic Board. Counselling by an appropriate member of faculty shall be provided as necessary.
- AP5.3.4 Where condonation of a narrow failure of an assessed element (Regulation AR5.4.2) is provided for in the Programme Specification and/or the Scheme of Assessment the mark attained in a condoned failure shall be recorded.

AP5.4 Dissertations

AP5.4.1 *General Requirements*

- (a) Each candidate registered on a programme of study leading to the award of a Master's degree shall be required to complete a dissertation to the satisfaction of the Board of Examiners concerned.
- (b) A candidate shall submit his or her dissertation at the prescribed time, as specified in the Programme Specification.
- (c) In exceptional circumstances to be determined by the Chairman of the Board of Examiners, a candidate in a programme leading to a Master's degree may be examined on the dissertation *viva voce*.

AP5.4.2 *Content, Format and Timing*

- (a) The College shall provide guidance on the form, presentation, nature and length of the dissertation.

AP5.5 Chief Internal Examiner

AP5.5.1 The Board of Examiners shall appoint a Chief Internal Examiner who shall, *inter alia*,

- (a) determine which member(s) of faculty involved in the delivery of the programme shall set examination questions and which topics shall be covered in those questions;
- (b) make recommendations to the Chairman of the Board of Examiners on which members of faculty should be appointed as internal examiners (AP5.9);
- (c) co-ordinate the assessment/examination process;
- (d) ensure that all marginal cases, or cases in which there is a disagreement between internal examiners, are considered by a sub-group of examiners established by the Board of Examiners, with a view to reaching a consensus, before submission to an external examiner (where appropriate) or to the Board of Examiners.

AP5.6 Boards of Examiners

AP5.6.1 *Membership and Attendance*

- (a) Subject to the requirements of Regulation AR5.3.3, the Chairman shall determine the membership of the Board of Examiners.
- (b) In addition to the members prescribed in AR5.3.3, any member of faculty who has contributed to the delivery of an assessed element of the programme of study concerned shall have the right to attend all or part of a meeting of the Board of Examiners, as appropriate.

- (c) The Academic Registrar, or his or her nominee, shall be present at all meetings of the Board of Examiners and shall act as Secretary to the Board of Examiners.

AP5.6.2 *Meetings*

- (a) The Board of Examiners shall meet as soon as possible after the end of each session of examinations to consider the performance of candidates and, where appropriate, to make recommendations to the Academic Board, or to the Senate of Brunel University, for the conferment of awards.
- (b) Meetings of the Board of Examiners shall be conducted in accordance with the Regulations approved by the Academic Board for the conduct of meetings (AR5.3) and in accordance with the Academic Board's specific requirements relating to the proceedings of Boards of Examiners.
- (c) The quorum for a meeting of the Board of Examiners shall normally be one half, plus one, of the membership (AP5.6.1 (a) and (b) above). A meeting shall not be deemed to be quorate unless attended by at least one External Examiner and the Academic Registrar or his or her nominee.

AP5.6.3 *Guidelines on Assessment*

- (a) The marks and grades awarded in respect of each assessed element of the programme of study may be subject to moderation. They should be regarded as providing the basis for judgement by the Board of Examiners on the performance of each candidate in meeting the aims, objectives and learning outcomes of the programme and in respect of the overall attainment of standards.
- (b) Subject to the requirement that the standard of the academic award to which a particular programme leads shall not be compromised, the Board of Examiners may take a variety of factors into consideration and shall have wide discretion when reaching its decisions and making its recommendations.
- (c) Except where specifically provided for, the decisions of each Board of Examiners shall be final and the examiners' academic judgements shall not be open to question.
- (d) Each candidate should be made aware of the nature of the role and remit of the Board of Examiners and of the discretion the Board may exercise in reaching its decisions and making its recommendations.
- (e) No Board of Examiners should be asked to extend its remit and/or be concerned in any matter other than the assessment process and the assessment of each candidate's performance and attainment.

AP5.6.4 *Notification of Assessment Results*

- (a) As soon as practicable after the conclusion of the meeting of the Board of Examiners at which the decision was made, each candidate shall be notified in writing of the decision and of the grade(s) achieved in the assessment(s).
- (b) Similarly, as soon as practicable after the conclusion of the meeting of the Board of Examiners at which the decision was made, each candidate shall be notified in writing of the recommendation for an academic award of the College or Brunel University.
- (c) No candidate who owes any moneys to the College by way of unpaid fees or other dues shall be recommended for an award of the College or Brunel University until such moneys are paid in full.
- (d) All recommendations for the award of a degree confirmed by the Board of Examiners shall be signed by the Chairman and by at least one External Examiner.

AP5.6.5 *Records*

- (a) The person appointed as Secretary to the Board of Examiners shall maintain full and accurate records of the Board's decisions and of any special circumstances taken into account when assessing the attainment of particular candidates.
- (b) The records of the Board of Examiners may provide evidence in the event of any appeal being made by a candidate against any particular decision.
- (c) The Secretary to the Board of Examiners shall submit an independent report to the Chairman of the Academic Board in the event of any procedural or administrative irregularity (see also Regulation AR5.3.7 (a) (ii)) in the conduct of the assessments or business of the Board of Examiners, if:
 - (i) the Board of Examiners was unable to remedy the irregularity; or
 - (ii) any External Examiner present at the meeting concerned was dissatisfied with the decision(s) of the Board with respect to the irregularity.

AP5.6.6 *Information and Documentation*

- (a) The Chairman of the Board of Examiners shall be responsible for ensuring that the Board is provided, in sufficient time before any meeting(s), with all the information and documentation necessary for the proper discharge of its remit and responsibilities.

- (b) Information and documentation relating to the performance of candidates shall include, as appropriate:
 - (i) the performance of each candidate under consideration, including recommended marks, grades, any special circumstances taken into account, and the grounds for any condonation of a narrow failure (Regulation AR5.4.2);
 - (ii) the mean and standard deviation of the cohort concerned, in respect of each module and for the programme overall;
 - (iii) mitigation for the poor performance of individual candidates;
 - (iv) any alleged academic misdemeanour (Regulation AR5.5.6 and Procedure AP5.8 below).
- (c) In the event of an External Examiner not being able to attend a particular meeting of the Board of Examiners, or not being available to be contacted during the meeting, the information shall include the full moderation of the assessments by the External Examiner(s) concerned and any written comments on the performance of candidates and the standards of the programme of study submitted by the External Examiner(s).

AP5.7 Non-Attendance or Poor Performance of Candidates

AP5.7.1 Medical and Supporting Documentary Evidence Relating to Non-Attendance or Poor Performance

- (a) Any candidate who is unable to complete an examination or other assessment for good cause (Regulation AR5.5.3), or claims that his or her performance in an assessment was adversely affected by disability, illness or other valid reason, shall normally be required to submit any medical certificate(s) and any other supporting documentary evidence to the Board of Examiners either at the time of the assessment concerned or, when this is not possible, within 21 days of the examination or other assessment.
- (b) A retrospective certificate shall only be accepted if it is established to the satisfaction of the Board of Examiners by a candidate that he or she could not, for good reason, submit the certificate at the time of the assessment or examination concerned.

AP5.8 Cheating, Plagiarism or other Academic Misdemeanour

AP5.8.1 Cheating shall be defined as actual or attempted deception or other dishonest action in relation to any academic work or assessment. Aiding, or attempting to aid, another person in deception or other dishonest action shall also be regarded as cheating.

- AP5.8.2 Plagiarism is defined as the presentation of another person's thoughts, writings or inventions as one's own. It includes the unacknowledged direct copying, or the close paraphrasing, of another person's work from published or unpublished sources, without indicating that the material has been taken from those sources.
- AP5.8.3 Where cheating, plagiarism or other academic misdemeanour by a candidate is suspected or alleged in connection with any element of his or her assessed work:
- (a) The member of faculty or examiner concerned shall submit a written report, via the Director of Studies of the Programme, to the Chairman of the Board of Examiners, providing full details of the evidence supporting the suspicion or allegation. Allegations of plagiarism which cannot be supported by evidence of the source(s) of plagiarised material will not be accepted.
 - (b) The Chairman of the Board of Examiners shall send a copy of the report to the candidate concerned and invite him or her to comment on the allegations within a given time, which shall not be less than seven days.
 - (c) After the expiry of the given time for the candidate to respond, the Chairman of the Board of Examiners shall, whether the candidate has or has not responded, judge whether a prima facie case of cheating, plagiarism or other academic misdemeanour has been established. If a prima facie case exists, the Chairman shall refer the case, with supporting documentation, either to the full Board of Examiners or to an established sub-group of the Board whose membership shall be determined by the Board. If the Chairman of the Board judges that no prima facie case exists, he or she shall dismiss the allegation but shall take any other action which he or she deems appropriate e.g. issue written advice, or a warning, about future conduct to the candidate.
 - (d) If the Board of Examiners, or the sub-group of the Board, decides, in the light of the available evidence, including the report of the member of faculty or examiner concerned and any response by the candidate, that the case has been made that the candidate has cheated or committed plagiarism or other academic misdemeanour, the candidate shall be awarded a zero mark.
 - (e) Where a case of cheating, plagiarism or other academic misdemeanour relating to an assessment is upheld by the Board of Examiners, or the sub-group of the Board, whether the candidate concerned admits or denies that he or she has cheated or committed plagiarism or other academic misdemeanour, the Board, or the sub-group of the Board, may also decide that the matter should be dealt with under the formal disciplinary procedures for cases of serious misconduct (AR5.5.6 (a)).
 - (f) If the Board of Examiners, or the sub-group of the Board, decides to refer the candidate's case for action under the disciplinary procedures, it shall defer any academic decision arising from the award of the mark of zero until such time as the outcome of the disciplinary procedures is known. After the disciplinary procedures have been concluded the

Board of Examiners shall be informed of the outcome and shall consider what action, if any, to take regarding the candidate's academic status.

- (g) If the Board of Examiners, or the sub-group of the Board, decides not to refer the candidate's case for action under the disciplinary procedures, the Board of Examiners shall determine the consequence of the mark of zero upon the candidate's academic status. The candidate shall be deemed to have failed the assessment and the Board shall consider whether or not to allow a resubmission or resit of the assessed element, by reference to the Programme Specification and Assessment Scheme. If a resit or resubmission is allowed, the candidate shall be awarded no more than the minimum pass mark for that assessed element.

AP5.9 Internal Examiners

The Chairman of the Board of Examiners, in consultation with the Chief Internal Examiner (AP5.5.1(b)), shall be responsible for identifying each member of faculty to be appointed as an Internal Examiner for the programme of study concerned, subject to eligibility for appointment (Regulation AR5.6.2).

AP5.10 External Examiners

AP5.10.1 Guidance on Involvement in Assessment

- (a) External Examiners should be given the relevant syllabus of each module and other elements of a programme of study on which candidates are to be assessed.
- (b) With regard to an External Examiner's right to approve the drafts of all examination papers (Regulation AR5.7.4 (b)), model answers and/or the scheme of marking should normally accompany those drafts.
- (c) With regard to an External Examiner's right to see samples of all marked assessments (Regulation AR5.7.4 (e)(i)), the principles on which the selection of sample scripts will be made shall be agreed with the External Examiner. In determining the basis of selection, the following requirements should be satisfied:
 - (i) an External Examiner should have enough evidence to enable him or her to be assured that the marking internally and the determination of any distinctions are consistent and that the standards are appropriate to the level of award to which the programme of study leads;
 - (ii) examination scripts and other assessed work representing a range of attainment and performance by candidates should be included, in accordance with procedures approved by the Board of Examiners and/or the Academic Board;
 - (iii) the examination scripts of borderline candidates should be seen by an External Examiner;

- (iv) a sample of examination scripts of candidates whom it is internally determined should fail should be submitted to an External Examiner.
- (d) In particular, full account should be taken of the assessment of a candidate's performance by an External Examiner where there has been disagreement internally about the mark(s) which should be given for any assessed element.

AP5.10.2 *Board of Examiners*

- (a) In accordance with Regulation AR5.7.4 (a), each External Examiner shall normally attend any meeting of the Board of Examiners of which he or she is a member at which recommendations for awards are to be made.
- (b) In the event of an External Examiner being unable to attend a meeting at which recommendations for awards may be made, he or she should submit a written report and his or her moderation of candidates' marks to the Board of Examiners.
- (c) At a meeting at which recommendations for awards may be made, an External Examiner shall be expected to comment on those matters which will be included in his or her report (Regulation AR5.7.5) to be presented to the Academic Board.

AP5.10.3 *Miscellaneous Matters*

- (a) Any visit to the College by an External Examiner should be used as an opportunity to discuss the nature of the programme of study concerned, its structure and content, and the arrangements and requirements for the assessment of candidates' performance.
- (b) Particular suggestions made by an External Examiner should normally be considered by the full Board of Examiners at its next meeting.

Notes

1. *Whenever a word meaning the masculine gender is used (e.g. Chairman), it shall include the feminine.*

2. *Definitions of terms:*

Cheating: *Actual or attempted deception or dishonest action in relation to any academic work or assessment. Aiding, or attempting to aid, another person in deception or dishonest action shall also be regarded as cheating.*

Plagiarism: *The presentation of another person's thoughts, writings or inventions as one's own. It includes the unacknowledged direct copying, or the close paraphrasing, of another person's work, from published or unpublished sources, without indicating that the material has been taken from those sources.*