

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° AR5

ASSESSMENT

RELATING TO TAUGHT PROGRAMMES OF STUDY

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AR5.1 Interpretation

AR5.1.1 *Assessment*

- (a) Assessment is the evaluation of attainment of a student, or of the quality of work produced by a student in partial fulfilment of the requirements of a programme of study which contributes or leads to an award, including the requirements for progression from one stage of a programme to another.
- (b) Assessment may cover:
 - (i) written work, such as essays, reports and projects
 - (ii) dissertations
 - (iii) examinations
 - (iv) practical work, group presentations etc
 - (v) any other element of the approved Scheme of Assessment.

AR5.1.2 *Examination*

- (a) An examination shall be deemed to be any form of assessment of work or attainment which is undertaken by a candidate under formal supervision, in respect of which the date, time, place and maximum duration is prescribed by the College.
- (b) An examination may be written, practical, *viva voce*, or in any other form as may be determined by the College.

AR5.2 General Requirements

AR5.2.1 *Attainment and Standards*

- (a) The assessment requirements shall be designed to enable students in a particular programme of study leading to an award of the College to demonstrate that they have attained the standard expected of comparable awards in the United Kingdom.

- (b) The assessment of each module or other element of a programme of study shall test the attainment of the student in respect of the requirements for the standard of the award to which it leads or contributes and the fulfilment of the aims, objectives and learning outcomes of the programme.

AR5.2.2 *Programme Assessment Requirements*

- (a) For each programme of study leading to an award there shall be an approved Programme Specification and Scheme of Assessment which shall specify all the assessment and examination requirements for the programme.
- (b) The Programme Specification and Assessment shall:
 - (i) state all the modules or other elements of the programme which are to be assessed, and the weighting to be given to each in contributing to the award being sought
 - (ii) indicate the way(s) in which each module or other element will be assessed and at what stage or in what order in the programme the assessment will be made, including the requirements for the submission of any assessed project work or dissertation
 - (iii) state clearly which modules or other elements must be passed to obtain the award to which the programme leads and the weighting which will be given to each assessment
 - (iv) where appropriate, specify the conditions to be satisfied for awarding of any distinction available
 - (v) where applicable, specify the maximum time after completion of the taught modules or elements of a programme by the end of which a project or dissertation shall be submitted
 - (vi) indicate the assessment criteria on which an award will be recommended and the conditions under which an intermediate award may be recommended in the event of partial successful completion
 - (vii) describe the conditions and arrangements under which a candidate who has failed any module(s) or other element(s) of the programme of study may be permitted to be re-assessed or re-examined.

AR5.2.3 *Eligibility for Conferment of an Award*

No person shall be eligible for the conferment of the award being sought unless he or she has satisfactorily completed all the assessed elements of the programme's Programme Specification and Scheme of Assessment, subject to any provisions for mitigation in the event of poor performance.

AR5.2.4 *Distance Learning or e-Learning*

The procedures relating to assessment or re-assessment and examinations in respect of a programme delivered by distance learning or e-Learning, may be modified to reflect the nature of the communications between a student and the College, whether directly or through an Associate Organisation or an Accredited Centre.

AR5.3 **Boards of Examiners**

AR5.3.1 *General Requirements*

- (a) A Board of Examiners shall be appointed for each programme of study leading to an award, in accordance with the provisions established by the Academic Board.
- (b) The Board of Examiners shall be accountable to the Academic Board, whether directly or through an authorised Statutory Body and shall have the right to make direct representations and recommendations to the Academic Board on matters of principle.

AR5.3.2 *Appointment of the Chairman*

The Academic Board or other authorised Statutory Body shall appoint the Chairman of the Board of Examiners, who shall be a senior member of Faculty.

AR5.3.3 *Membership*

- (a) The Chairman shall be responsible for determining the membership of the Board of Examiners, provided that the membership shall include:
 - (i) the Chief External Examiner, if such an appointment has been made
 - (ii) all other External Examiners appointed by the Academic Board
 - (iii) all Directors of Studies and Lead Tutors.
- (b) The Academic Registrar or his or her nominee shall be present at all meetings of the Board of Examiners.

AR5.3.4 *Responsibilities*

- (a) The Board of Examiners shall be responsible to the Academic Board for assessment decisions concerning the academic performance and progression of students registered on a particular programme of study, including any recommendation(s) to or through the Academic Board for the conferment of any award(s) and distinction(s), if appropriate.
- (b) The Board of Examiners may authorise a sub-group of its members to give prior consideration to, and advice to the Board on, specific candidates' cases (e.g. borderline candidates) and shall specify the role of any such sub-group, but the Board shall not delegate its authority to any person other than the Chairman who may take action in the name of the Board.

AR5.3.5 *Confidentiality*

The proceedings of a Board of Examiners shall be confidential to the members of the Board, any person(s) in attendance at meetings and to the Academic Board or other authorised Statutory Body.

AR5.3.6 *Decisions*

A Board of Examiners shall make one of the following decisions:

- (i) that a person be permitted to continue to participate in the programme of study without condition
 - (ii) that a person be permitted to be assessed or re-assessed in one or more elements of the programme of study as determined by the Board, subject to the Regulations on failure and re-assessment and as provided for in the Programme Specification and Scheme of Assessment
 - (iii) that a person be excluded from further participation in the programme of study
 - (iv) that a person has satisfied the requirements of the programme of study as specified in the Programme Specification and the Scheme of Assessment and that he or she be recommended for an academic award.
- (b) In respect of any programme of study leading to an award which requires a student to submit a dissertation, where the Board of Examiners determines that the dissertation is unsatisfactory for the award to which the programme leads it may, subject to the eligibility of the person concerned, decide:

- (i) that the dissertation be revised and re-presented by the candidate for re-assessment on one further occasion, within such a period of time as the Board shall stipulate (normally a maximum of six months). The registration period of the student shall be adjusted in accordance with the decision of the examiners.
- (ii) that the candidate be required to submit a dissertation on a new topic and present it for assessment on one occasion only, within such a period of time as the Board shall stipulate (normally a maximum of six months). The registration period of the student shall be adjusted in accordance with the decision of the examiners.
- (iii) that the candidate has satisfied the requirements of the programme of study in respect of an intermediate award, where such provision exists, and that he or she be recommended for that intermediate award
- (iv) that the candidate has failed the assessment requirements and that he or she be not recommended for any award.

AR5.3.7 *Review of Decisions*

- (a) The Academic Board or other authorised Statutory Body may require a Board of Examiners to review its decision if it is satisfied that:
 - (i) there were circumstances materially affecting a candidate's performance which were not known to the Board of Examiners when its decision was taken and which it was not reasonably practicable for the candidate to have made known to the Board beforehand, provided that satisfactory medical or other relevant documentary evidence is submitted;
 - (ii) there were procedural or administrative irregularities in the conduct of the examination(s) and/or operation of the assessment procedures and requirements of such a nature as to create a reasonable possibility that the candidate's result might have been different had they not occurred;
 - (iii) there is evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.
- (b) Any disagreement by a candidate with the academic judgement of a Board of Examiners in assessing his or her

performance in an examination or in any assessed module or other element of the programme of study shall not constitute grounds for a review of the decisions of a Board of Examiners.

- (c) In the event of procedural or administrative irregularity being found to have affected the performance of more than one candidate, the Academic Board or authorised Statutory Body may, at its discretion, annul the whole or any part(s) of the examination and require the re-constitution of the Board of Examiners with, if necessary, different external examiners.
- (d) The Board of Examiners, whether re-constituted or not, may decide:
 - (i) to confirm its original decision(s);
 - (ii) to amend its original decision(s).
- (e) The Academic Board or other authorised Statutory Body may nevertheless annul the decision following the review by the Board of Examiners, whether re-constituted or not, if it deems that the Board has failed to take full and proper account of the circumstances.

AR5.4 **Failure and Re-Assessment**

AR5.4.1 *General Requirements*

The number and nature of any re-assessment opportunities shall be specified in the Programme Specification and Scheme of Assessment.

AR5.4.2 *Condonation*

Provision may be made in the Programme Specification and Scheme of Assessment for a candidate's narrow failure in specified elements of a programme of study to be condoned.

AR5.5 **Candidates**

AR5.5.1 *Information*

- (a) Each student in a programme of study leading to an award of the College shall be informed at the commencement of the programme of the assessment requirements of the programme and award, as specified in the Programme Specification and in the Scheme of Assessment.
- (b) Each candidate shall also be informed of the requirements and procedures relating to the grounds for, and submission of, any appeal against a decision of a Board of Examiners.

AR5.5.2 *Responsibilities*

- (a) It is the responsibility of each candidate for any examination to ensure that he or she shall attend for examination at the appointed time and place.
- (b) It is also the responsibility of each student to ensure that all work to be assessed as part of the requirements of a programme of study, as specified in the Programme Specification and the Scheme of Assessment, shall be submitted for assessment on or before any date(s) stipulated and in the manner prescribed for the submission.

AR5.5.3 *Non-Attendance through Good Cause*

- (a) Any candidate who is unable, through disability, accident, illness or other good cause, to sit or complete at the appointed time the examination for which he or she has entered may, at the discretion of the Board of Examiners, be permitted:
 - (i) to enter the examination(s) in any module(s) or other element(s) in which he or she was unable to be examined on the next scheduled occasion(s) for the examination(s) concerned, and thereby complete the assessment requirements for the programme of study; or
 - (ii) be required to sit a special examination of any module(s) or other element(s) of the programme the examination for which he or she was unable to sit or complete as soon as possible and/or be permitted to submit any work prescribed, such as a dissertation or project report, at such date as the Board of Examiners shall stipulate.
- (b) The Academic Board or other authorised Statutory Body shall be satisfied that good cause for non-attendance has been established and shall require the candidate concerned to provide an appropriate medical certificate and/or other relevant documentary evidence.

AR5.5.4 *Mitigation for Poor Performance*

- (a) Any candidate claiming that his or her performance in an assessment or examination was adversely affected by illness, or other good cause outside his or her control, shall submit such medical certificate(s) and/or other documentary evidence as may be required to support any claim within such period of time as shall be stipulated by the Academic Board in Academic Procedure AP5.

- (b) Where a Board of Examiners determines that a person's performance was adversely affected by illness or other good cause outside his or her control, the Board shall take into account any such circumstances when reaching its decisions, as appropriate.

AR5.5.5 *Disability*

- (a) Any person with a particular disability, who requires special facilities to enable him or her to take an examination or undertake any other assessment, should ensure that the College is advised of those needs at least six weeks before the examination or other assessment.
- (b) Special arrangements may be made for the assessment of candidates with disabilities, provided that the assessment requirements of the Programme Specification and the Scheme of Assessment are fulfilled, and that the person is not given any unfair advantage by those arrangements.

AR5.5.6 *Cheating, Plagiarism or other Academic Misdemeanour*

- (a) Where the Board of Examiners is satisfied that a candidate has cheated, committed plagiarism or committed any other academic misdemeanour it shall award a mark of zero in the assessment concerned. The Board of Examiners may also decide to refer the case for action under the College disciplinary procedures. There shall be no appeal against such a decision.
- (b) If the Board of Examiners 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 procedure is known. If the Board of Examiners decides not to refer the candidate's case for action under the disciplinary procedures it shall determine the academic consequence of the award of a mark of zero, by reference to the Programme Specification and Assessment Scheme. If a resit or resubmission of the assessment concerned is permitted, the candidate shall be awarded no more than the minimum pass mark.

AR5.6 **Internal Examiners**

AR5.6.1 *Appointment and Re-Appointment*

Internal examiners must be members of the part-time or full-time faculty of the College.

AR5.6.2 *Eligibility for Appointment*

Where any person appointed to act as an internal examiner has any family or personal relationship, other than in a professional capacity, with any person being assessed or examined by the Board of Examiners concerned, that relationship shall be declared by the internal examiner.

AR5.7 **External Examiners**

AR5.7.1 *Appointment and Re-appointment*

- (a) The Academic Board or other authorised Statutory Body shall be responsible for appointing each external examiner.
- (b) Each external examiner shall normally be appointed for a period of three years. The period of appointment may be extended for one further year.
- (c) No person may be re-appointed as an external examiner for the College until at least three years have elapsed since the termination of any previous appointment as an external examiner, whether extended or not.
- (d) The Chairman of the Academic Board may terminate the appointment of an external examiner, provided that any such action shall be reported to the Academic Board.

AR5.7.2 *Eligibility and Criteria for Appointment*

- (a) Each external examiner shall satisfy the College's appointment criteria.
- (b) At least one external examiner shall be appointed for each programme of study leading to an award of the College.
- (c) The number of people appointed as external examiners shall be such as to enable the full range of subject modules or other elements in the programme to be covered.
- (d) For as long as there are students registered for a master's degree of Brunel University, the Academic Board shall designate one of the College's External Examiners of MBA programmes to be Chief External Examiner. The Chief External Examiner will be appointed jointly by the College and Brunel University and will submit annual reports to both the College and the University.
- (e) An external examiner should normally hold, or have recently held, a senior academic post in a university or recognised degree awarding institution in the United Kingdom.

- (f) Any person appointed to act as an external examiner shall have relevant experience of teaching and examining in the particular subject discipline being examined and at the level concerned.
- (g) Notwithstanding Regulation AR5.7.2 (e), at the discretion of the Academic Board or other authorised Statutory Body, a person with appropriate experience and expertise who holds a senior position in a research establishment, in commerce, in industry, in business or in the public services may be appointed as an external examiner.
- (h) An external examiner should not normally hold, concurrently, more than three major external examinerships.
- (i) Any person who is a member of College Faculty or Associate Faculty, or a member of staff of an Accredited Centre or an Associate Organisation shall be ineligible for appointment as an external examiner.
- (j) No person who has been a member of College Faculty or Associate Faculty, or a member of staff of an Accredited Centre or an Associate Organisation, shall be eligible for appointment as an external examiner until a period of three years has elapsed since the termination of the contract of employment with the College, or other institution or organisation, as the case may be.

AR5.7.3 *Remuneration*

The level of fee payable to each external examiner shall be approved by the Academic Board or other authorized Statutory Body.

AR5.7.4 *Powers, Rights, Responsibilities and Functions*

- (a) An external examiner shall be a full member of the Board of Examiners on which he or she serves, and shall normally be expected to be present at meetings of the Board of Examiners.
- (b) An external examiner shall approve the drafts of all examination papers, consider a range of marked examination scripts and shall have the opportunity to see samples of all other assessed elements of work submitted by candidates, in accordance with practice agreed by the Board of Examiners and/or the Academic Board.
- (c) An external examiner shall be responsible for:
 - (i) ensuring that the standards of attainment and of the award to which the programme leads are consistent with the aims of the programme and comparable with

- those of similar awards in other universities and degree awarding institutions in the United Kingdom;
- (ii) ascertaining that the assessment process is properly conducted;
 - (iii) ensuring that the assessment of each student is fair;
 - (iv) adjudicating when problems arise and, exceptionally, acting as an additional marker.
- (d) At least one external examiner present at the relevant Board of Examiners meeting must sign the list of recommendations for awards as evidence that he or she accepts the recommendations made and that the assessment process has been conducted in accordance with the conventions of the College.
- (e) An external examiner shall have the right:
- (i) to see samples of all assessed elements completed by candidates and marked by internal examiners
 - (ii) to attend all examiners' meetings at which significant decisions are taken concerning candidates in the programme for which the external examiner has been appointed.
- (f) An external examiner shall comment on and provide informal and formal advice on:
- (i) the content of the programme;
 - (ii) the structure and balance of the programme;
 - (iii) the assessment procedures.
- (g) An external examiner may submit written comments in confidence to the Chairman of the Academic Board, or through the Chairman of the Academic Board to the Principal, on any matter concerning his or her responsibilities as an external examiner.

AR5.7.5 *Reports*

- (a) Each external examiner shall submit a report at least annually to the Academic Board or other authorised Statutory Body commenting upon:
- (i) the assessment process
 - (ii) the appropriateness of the standards set, by reference to published national frameworks and benchmarks

- (iii) the standards of candidates' performance and comparability with those of other UK higher education institutions.
- (iv) the nature and rigour of the assessment and its appropriateness to the learning outcomes identified and the level being assessed.

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.*