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Student guide to undergraduate assessment and award

For students who commenced their
studies from September 2018 onwards







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Undergraduate assessment and awards

This guide explains the University's regulations on assessment and award for undergraduate students who started their studies in the 2018/19 academic year or later. The regulation which governs undergraduate assessment is Senate Regulation 5 and can be found at:

www.le.ac.uk/senate-regulations

Undergraduate programmes

Each programme of study leads to an award of the University, for example, BA, BSc, LLB and is made up of a number of modules which are worth a number of credits. More information on modules and credits is given below. You will need to take modules totalling 120 credits for each level of study.

Levels of study

You will progress through different levels of study during your programme. Levels of study are part of a national Framework for Higher

Education Qualifications (FHEQ). As an undergraduate student you will be studying at levels 4, 5 and 6. If you are taking an Integrated Master Degree your final year will be at level 7. For full-time students levels will usually equate to years of study as demonstrated in the table overleaf. You must meet the threshold to pass level 4 (year 1) to progress with your degree but only marks from years 2 and 3 (levels 5 and 6) or years 2, 3 and 4 (levels 5, 6 and 7 for M Degrees) will count towards your degree classification. If at the end of year 2 (level 5) you have not passed all of your modules from level 4 (year 1) following all re-assessment attempts you may be allowed to carry a small number of these failed credits into your final year.

	Year 1	Year 2	Year 3	Year 4	Year 5
3 year Bachelor Degree	Level 4	Level 5	Level 6		
4 year Bachelor Degree with a year abroad or in industry	Level 4	Level 5	Year abroad/ in industry	Level 6	
4 year Integrated Master Degree	Level 4	Level 5	Level 6	Level 7	
5 year Integrated Master Degree with a year in industry	Level 4	Level 5	Level 6	Year in industry	Level 7

If you are studying on a full-time basis you will usually complete each level in one academic year. If you are studying part-time you will study over a longer period, so typically it will take two years to complete each level.



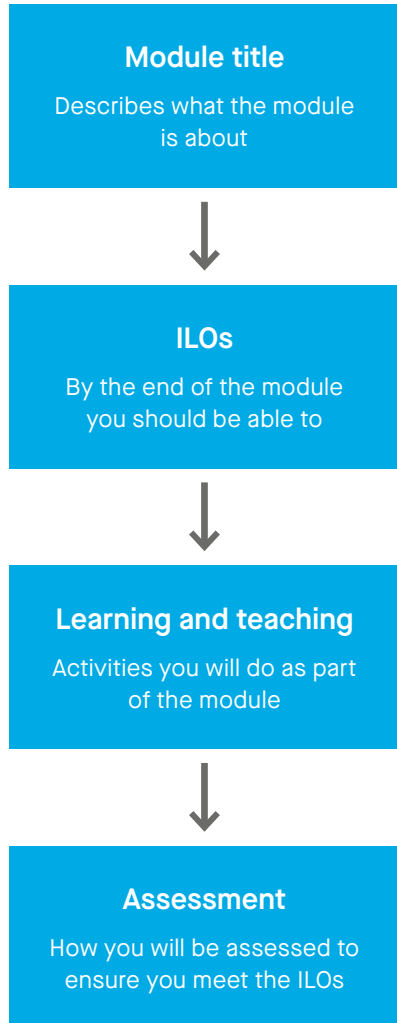
Modules

Each programme is broken down into modules, some of which are core which means that you have to take them and others are optional so you can choose from the range offered for your programme.

Each module is worth a number of credits and you will need to take a total of 360 over your programme if you are taking a three year degree or 480 for a four year degree. As a full time student you have to study a total of 120 credits at each level of your degree. The number of credits for each module reflects its workload. Each credit has a notional workload of 10 hours and this includes all teaching and learning events and your own study time, including the time it takes to prepare for and submit assessments.

All programmes are designed to enable you to gain specific knowledge and skills which are described in your programme specification as Intended Learning Outcomes (ILOs). Each module also has a module specification which describes its aims and Intended Learning Outcomes along with its associated assessment.

www2.le.ac.uk/offices/sas2/courses/documentation



Assessment

You will take assessments for each of your modules which will give you the opportunity to demonstrate the knowledge and skills you have learned and ensure you have met the ILOs. Assessment methods and the number of assessments for each module will vary according to the modules you are taking. Details of the assessments for each module are given in the relevant module specification and you will receive more information from your School and in your programme handbook.

Marks obtained for each individual assessment will contribute to the overall mark for the module. You will need to obtain a mark of 40% to pass the module at undergraduate honours level or 50% in the final year of an Integrated Masters Degree. In some modules you may have to pass specific assessments in order to pass the module.





Progression

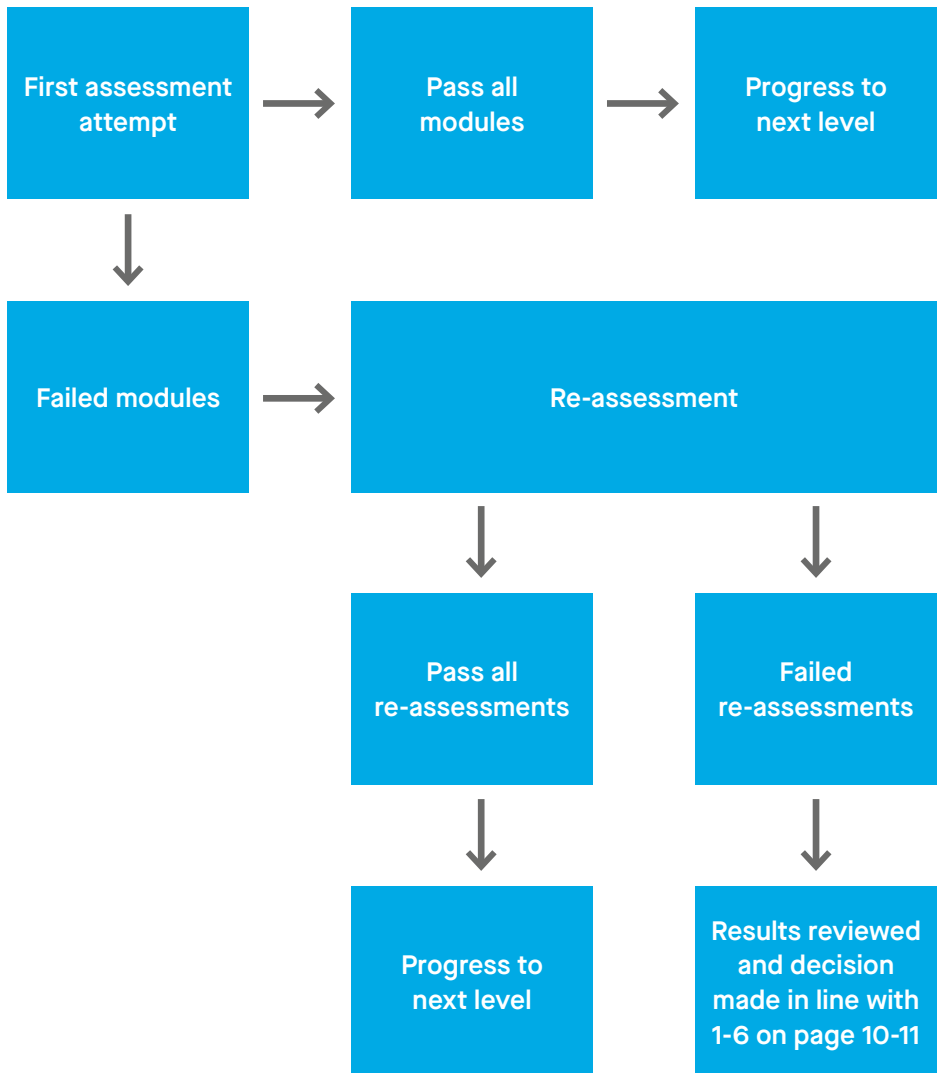
At the end of each level of study your marks for each module will be reviewed by a Board of Examiners which will decide whether you have met all the requirements to progress to the next level of study or whether you need to retake any assessments.

If you have passed all modules and achieved an overall credit weighted average of at least 40% for the level you will progress to the next level.

If you have failed modules you will be given a further attempt at the failed assessments from these modules which is referred to as reassessment.

If you pass your reassessments you will progress to the next level. The diagram below represents typical progression patterns.

Assessment levels





Reassessment

If you fail one or more of your reassessments a Board of Examiners will review your results and make a decision on what should happen next. This will depend on the number of credits you have failed, whether or not these are prerequisites (requirements to progress to the next level) and the level of study you have been undertaking.

Full details can be found in Senate Regulation 5 but the following progression decisions will usually apply.

Year 1 (Level 4) students

For first year progression rules please see the Senate Regulations at www.le.ac.uk/senate-regulations

Year 2 (Level 5) and non-finalist year 3 (Level 6) students

If you are a year 2 student or a year 3 student who is on an Integrated Master Degree and do not pass all your reassessments the decisions taken by the Board of Examiners will be one of the following:

1. If you have a credit weighted average of 40% for the level and have failed no more than 30 credits (with a mark below 35%) you may be permitted to progress and retake your failed assessments in addition to your assessments in your next year of study (**proceed and re-sit**).

2. On some programmes if you have failed a maximum of 30 credits (with a mark below 35%) and have a credit weighted average for the level of at least 40% you may be allowed to progress and substitute new modules for those you failed (**proceed and substitute**). These modules would be studied in addition to the 120 credits for the next level. This option may not be available on all programmes.
3. If you have failed more than 30 credits following re-assessment you may be permitted to be re-assessed on your failed modules for one final time and your registration will be placed into suspense for the year (**re-sit without residence**). This means that you will not be studying at the University for that time but will just complete your failed assessments.
4. If you have failed more than 30 credits (with a mark of below 35%) but you have accepted mitigating circumstances it may be possible for you to **repeat the level of study**. No credits or marks from your first attempt would be carried forwards so you would attend teaching and take assessment as if for the first time.
5. If you had to re-sit any failed year 1 (level 4) modules in year 2 you will have to attempt these before you can progress to year 3. If, following re-assessment, you have not passed all of your year 1 modules you can still progress to year 3 as long as you have passed at least 105 credits in year 2 and have no more than 15 credits still failed from year 1.
6. If you fail more than 45 credits (with a mark of below 35%) following reassessment unfortunately you will not be able to continue with your studies and your registration will come to an end but if you have passed sufficient credits you will be considered for an intermediate award such as a Certificate or a Diploma of Higher Education.





Compensated Fail

You can fail a small number of modules and still potentially graduate with a degree. A module is failed if you have a module mark of less than 40%.

You can compensate marginal fails in some modules by achieving well in others. This is called Compensated Fail, and it allows you to progress through your degree without taking further re-sits, but still counts as failed credit overall for the purposes of awarding your degree.

Where you have achieved an overall credit weighted mark of 40% or higher for the year, modules with a mark of between 35.00% and 39.99% can be

awarded a compensated fail. There is a limit on the number of failed modules that you can carry through your degree which is 60 credits in total, with a maximum of 45 from years 2 and 3 (levels 5 and 6). Compensated Fails count towards this overall allowance and so if you have more than 60 credits of modules that have a mark of below 40% across your degree you will not be able to graduate.

If you have a Compensated Fail mark you may be able to request to re-sit this to achieve a pass mark, and you should contact your school about this option.

Award and classification

Classification

At the end of your programme your results will be reviewed by a Board of Examiners which will determine your award and classification. The classifications for honours degrees are 1st, 2:1, 2:2 or 3rd. The classification is calculated on the basis of your year 2 (level 5) and year 3 (level 6) marks if you are on a three year programme.

If you are on an Integrated Master programme, or have taken a year abroad or in industry which counts towards the classification, the classification is calculated on the basis of your year 2, 3 and 4 marks.

The credit weighted average (CWA) is calculated for each year/level first and then added together. If modules have different numbers of credits they are weighted by their credit value so the greater the number of credits the more the module will count.

If you are on a three year degree programme the weighting between year 2 (level 5) and year 3 (level 6) is 33:67.

This means that to reach your final credit weighted average your year 2 (level 5) credit weighted average is multiplied by 0.33 and your year 3 (level 6) credit weighted average by 0.67.



Calculating credit weighted averages

Here is an example of how credit weighted averages and degree classifications are calculated for three year degree programmes.

Year 2 (level 5) marks	Number of credits	Year 2 (level 5)	Year 3 (level 3) marks	Number of credits	Year 3 (level 6)	Final CWA
65	15		56	15		
67	15		62	15		
57	15		65	15		
64	30		67	30		
63	15		77	15		
70	30		72	30		
		65			67.25	66.51

In this example a student would be awarded a 2:1 degree as their credit weighted average across years 2 and 3 is 66.51%. The CWA for each year takes account of the number of credits for each module so a 30 credit module counts twice as much as a 15 credit module and then the level 5 CWA is multiplied by 0.33 and the level 6 by 0.67 and then added together.

Classifying your degree

The Board of Examiners will confirm your degree classification in line with the scheme of assessment detailed below.

Three year degree programmes

First class honours (1st)	To be awarded a first you must have a credit weighted average of at least 70%. Alternatively, you will be awarded a first if you achieve at least 70% in 120 credits, of which 30 must be from level 6, and have a credit weighted average of at least 68%. You must also have no more than 30 credits from levels 5 and 6 with a mark of less than 40%.
Upper second class honours (2:1)	To be awarded a 2:1 you must have a credit weighted average of at least 60%. Alternatively, you will be awarded a 2:1 if you achieve at least 60% in 120 credits, of which 30 must be from level 6, and have a credit weighted average of at least 58%. You must also have no more than 45 credits from levels 5 and 6 with a mark of less than 40%.
Lower second class honours (2:2)	To be awarded a 2:2 you must have a credit weighted average of at least 50%. Alternatively, you will be awarded a 2:2 if you achieve at least 50% in 120 credits, of which 30 must be from level 6, and have a credit weighted average of at least 48%. You must also have no more than 45 credits from levels 5 and 6 with a mark of less than 40%.
Third class honours (3rd)	To be awarded a third you must have a credit weighted average of at least 40%. Alternatively, you will be awarded a third if you achieve at least 40% in 120 credits, of which 30 must be from level 6, and have a credit weighted average of at least 38%. You must also have no more than 45 credits from levels 5 and 6 with a mark of less than 40%.
Pass degree	A pass degree is awarded where a student has a credit weighted average of 35%. A pass is an ordinary degree without honours.

Four year degree programmes

The weighting between the years of your degree will depend whether you are on a bachelors programme with an integrated year abroad or an Integrated Masters programme.

If you are on a four year bachelors programme with an integrated year abroad (i.e. where the year abroad contributes marks towards your classification) the weighting between years 2, 3 and 4 is 20:20:60.

If you are on an Integrated Masters programme (such as an MChem, MGeol, MBiol Sci etc) the weighting between years 2, 3 and 4 is 20:30:50.



Here is an example of how the credit weighted average is calculated for a four year Integrated Masters degree programme.

Year 2 (level 5) marks	Number of credits	Year 2 (level 5) CWA	Year 3 (level 3) marks	Number of credits	Year 3 (level 6) CWA	Year 4 (level 7) marks	Number of credits	Year 4 (level 7) CWA	Final CWA
65	15		67	15		68	15		
63	15		72	15		67	15		
76	15		74	15		73	15		
72	15		77	30		75	30		
58	15		72	30		78	30		
70	15		58	15		56	15		
67	15								
61	15								
66.5			71.13			71.25			70.27

In this example the student would be awarded a first as their CWA across levels 5 to 7 is above 70%.

The CWA for each year takes account of the number of credits for each module so a 30 credit module counts twice as much as a 15 credit module and then the year 2 CWA is multiplied by 0.2, the year 3 CWA by 0.3 and the year 4 CWA by 0.5 and then the three figures are added together.

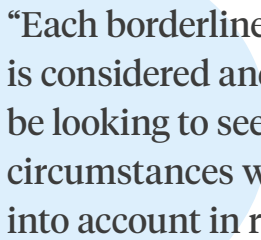
Note, if you are on a four year bachelors programme with an integrated year abroad, the year 2 and year 3 CWA would each be multiplied by 0.2 and the year 4 CWA multiplied by 0.6 and the three figures added together.

Four year programmes

First class honours (1st)	To be awarded a first you must have a credit weighted average of at least 70%. Alternatively, you will be awarded a first if you achieve at least 70% in 180 credits, of which 30 must be from your final year, and have a credit weighted average of at least 68%. You must also have no more than 30 credits from levels 5 and 6 (and 7 for Integrated Master degrees) with a mark of less than 40%.
Upper second class honours (2:1)	To be awarded a 2:1 you must have a credit weighted average of at least 60%. Alternatively, you will be awarded a 2:1 if you achieve at least 60% in 180 credits, of which 30 must be from your final year, and have a credit weighted average of at least 58%. You must also have no more than 45 credits from levels 5 and 6 (and 7 for Integrated Master degrees) with a mark of less than 40%.
Lower second class honours (2:2)	To be awarded a 2:2 you must have a credit weighted average of at least 50%. Alternatively, you will be awarded a first if you achieve at least 50% in 180 credits, of which 30 must be from your final year, and have a credit weighted average of at least 48%. You must also have no more than 45 credits from levels 5 and 6 (and 7 for Integrated Master degrees) with a mark of less than 40%.
Third class honours (3rd)	To be awarded a third you must have a credit weighted average of at least 40%. Alternatively, you will be awarded a third if you achieve at least 40% in 180 credits, or which 45 must be from your final year, and have a credit weighted average of at least 38%. You must also have no more than 45 credits from levels 5 and 6 with a mark of less than 40%. This award is not available on Integrated Masters programmes.
Pass degree	A pass degree is awarded where a student has a credit weighted average of 35%. A pass is an ordinary degree without honours. This award is not available on Integrated Masters programmes.

Borderlines

There is a borderline category for each degree classification. You can find details about the borderlines in Senate Regulation 5. If you fall into a borderline category the Board of Examiners will review your marks to decide whether it considers there might be grounds to promote you to the higher degree classification. Promotion to the higher class is not automatic. Each borderline student's case is considered and the Board will be looking to see if there are any circumstances which should be taken into account in reaching its decision, for example if you have accepted mitigating circumstances.



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