

B3. Regulations on the Assessment and Examination of Students

B3.1 General Principles of Assessment

B 3.2 General Regulations for Assessment

- 3.2.1 The assessment regulations for a programme of study must state the basis on which students will be assessed for an award, relating the assessment requirements to the Institute's general educational aims and objectives, the aims and objectives of the programme, the standard of the award, and any special assessment requirements associated with the award.
- 3.2.2 The assessment regulations must cover all assessments, at whatever point in the programme they are undertaken, which formally contribute to the recommendation of an award of the Institute. Where the programme structure is such that students may proceed from one level or stage to another and qualify for an award at each stage, the assessments for each level will be *assessments for an award*. External examiners must be associated with all assessments for an award, by confirming the marks/grades upon which awards to students are made and attending examination boards (or otherwise certifying approval of their decisions if unable to attend).
- 3.2.3 Assessment regulations shall in all cases be subject to the Institute's Academic Regulations, including any amendments which the Academic Board may from time to time make to them through approved procedures.
- 3.2.4 Regulations on assessment for an award must:
- i. identify all the elements that will be assessed including any assessed supervised work experience;
 - ii. specify when and how each of these elements will be assessed by internal and external examiners;
 - iii. specify which or how many elements must be passed to obtain an award and what weighting each carries in the assessments;
 - iv. identify any elements that may in no circumstances be the subject of compensation for failure;
 - v. specify the minimum number of elements to be attempted;
 - vi. state the criteria for the recommendation of each award or level of award to which the programme may lead. Provision for the recommendation of a Distinction may be made in the regulations for all taught awards except the

Degree with Honours. The Degree with Honours is classified (First Class, Upper Second Class, Lower Second Class, Third Class) with provision for a Pass award (see Part A of Volume One for a complete list of Institute awards);

- vii. specify what provisions will be made to enable students to make good an initial failure at each intermediate stage and at the final stage of the programme;
- viii. specify the conditions under which an Aegrotat degree may be awarded to students, under the terms of the Institute's Regulations, (see paragraphs 3.4.2c and d);
- ix. set out the composition (including the minimum number of external examiners) and terms of reference of the Board of Examiners and any subsidiary examination committees. (For guidance on the operation of Boards of Examiners and the role of external examiners, see Section B4.).

3.2.5 Changes to Examination and Assessment Regulations

- i. Proposals to change the regulations on the examination and assessment of students cannot be made without formal consultation with students on the programme who might be directly affected by the proposed change. Any such changes which affect the regulations for the assessment of students for an award must also receive the written consent of the approved external examiner(s). The proposed changes must conform to the Institute's Academic Regulations and be submitted for approval to the Academic Standards Committee before they can take effect.
- ii. After a change in examination and assessment regulations has been approved, the new regulations and the date from which they become effective should be notified in writing to all staff and students affected and to the external examiners concerned.

B3.3. Reassessment

3.3.1 General Requirements

- i. Examination and assessment regulations must specify which or how many elements must be passed for the award concerned and make provision for a student to make good an initial failure. Boards of Examiners have discretion to interpret these regulations flexibly in the case of individual students, subject to the requirements of the principle that an award is only made when a student

has fulfilled the objectives of the programme and achieved the required standard.

- ii. The Board of Examiners shall not unreasonably withhold permission for a student to be reassessed in accordance with programme regulations.
- iii. The regulations must require that the reassessment of a candidate for an award shall normally take place within the maximum length of the registration for the programme of study (normally twice the planned minimum length of the programme of study as defined in Section A1.2 of Volume One, Part A of the Academic Handbook; see Section B1.5 for further guidance). Assessment regulations for individual programmes must specify the requirements to be satisfied when a student is to be reassessed for an award. These will normally be the same as the requirements for assessment except that provision may be made for marks or grades for successfully completed assessments to be carried forward.
- iv. The Board of Examiners shall specify, in accordance with the programme regulations, which elements of assessment must be retaken and when the reassessment shall take place. A student may be required to study certain units again before reassessment.
- v. Normally, no reassessment shall be permitted for a student to improve upon a mark or grading above the pass level required for the award for which the student is a candidate.
- vi. A candidate for reassessment may not demand reassessment in elements which are no longer current in the programme. The Board of Examiners may, at its discretion, make such special arrangements as it deems appropriate in cases where it is not practicable for students to be reassessed in the same elements and by the same methods as at the first attempt.
- vii. Except as provided in paragraph viii, students who have failed in their first attempt to satisfy the Board of Examiners in the final stage assessment for an award may be reassessed in accordance with the programme regulations at the discretion of the Board of Examiners on more than one occasion within the maximum planned length of the registration for the programme of study (normally twice the planned minimum length of the programme of study as defined in Section A1.2 of Volume One, Part A of the Academic Handbook).
- viii. Candidates for the awards of:

Bachelor's Degree with Honours
Master of Engineering
Master's Degrees
Postgraduate Diplomas

who fail in their first attempt to satisfy the Board of Examiners in the assessment for the award may be reassessed for these awards once only in any or all of the elements of assessment at the discretion of the Board of Examiners. In exercising their discretion, Boards of Examiners should have due regard for the requirement that such students shall demonstrate the capacity for sustained independent and high quality work.

- ix. Boards of Examiners may alternatively determine that the student has achieved the level required for a lower award or permit reassessment for a lower award. Such awards are generally termed 'fallback' awards. A 'fallback' award is not an interim award but a lower award for which a student might qualify immediately upon failing the assessment for the (higher) award, or after having successfully undertaken some reassessment. Students are not admitted directly to a programme leading to a 'fallback' award and the award in question must have been approved at the time of validation of the programme.
- x. Assessment regulations may specify the highest classification, which may normally be recommended for a student who satisfies the Board of Examiners for the award of Bachelor's Degree with Honours at a second attempt, subject to the discretion of the Board of Examiners.
- xi. Assessment regulations for the award of Bachelor's Degree with Honours shall specify the elements to be attempted by a student who, having failed to satisfy the examiners at the first attempt to gain a Degree with Honours, is permitted to be reassessed for a Pass Degree and such regulations may specify that students may at the second attempt be reassessed in failed elements only but shall require the candidate to resit all the elements required for the award in any subsequent attempts.
- xii. At the discretion of the Board of Examiners, satisfactory overall performance may compensate for unsatisfactory performance in a particular assessed element of a programme subject to a maximum to be determined for the full award programme. Restrictions on the grades which may be compensated for and the maximum

amount of compensation should be written into the regulations of specific programmes. Normally compensation will be granted for unsatisfactory performance in no more than one sixth of the stage of an award (ie. the stages of progression defined within the specific regulations for programmes of study).

- xiii. Reassessment of the elements of a programme should take place as soon as possible (within the constraints of the programme), so as not to inhibit the process of progression and (where appropriate) credit accumulation. A student must pass in a pre-requisite element of a programme before commencement of any post-requisite element.

3.3.2 Referral

Referral is the process whereby students who fail an element(s) of the required assessment stage are not permitted to obtain an award until they have retaken the failed element(s) and passed the required assessment. In addition, programmes of study must specify the maximum number of referred elements which students are permitted to carry forward and be allowed to proceed to the next stage of a programme. The following principles shall apply in dealing with referrals. The term Academic Unit denotes the element of a programme of study which has its own discrete assessment requirements.

(a) *Partial Failure of an Academic Unit*

Where a student fails in part of the required assessment for an academic unit but succeeds in another part, he or she will not normally be required to repeat the assessment for the part already passed unless they are required by the Board of Examiners to retake the whole unit (with or without attendance).

(b) *Compensation and Referral*

- i. Whether compensation is granted or not, a student shall have the right normally to be reassessed once in academic units as determined by the examination regulations of the programme concerned, before being considered by the Board of Examiners for the award to which the units relate.
- ii. Where compensation is not granted, a student shall have the right to be reassessed once in a referred unit within two calendar years subject to the regulations defined in Section B 3.3.1 i to xiii.

(c) *Reassessment and Progression*

While awaiting the reassessment opportunity, a student may at the discretion of the Programme Board of Examiners be allowed to progress to the next stage of their approved programme of study.

(d) *Progression Requirements for Modular Programmes*

The academic year or level shall be regarded as a whole. Failure in first semester modules of the first year or level of a programme of study shall not normally preclude progress to the second semester.

(e) *Reassessment Grades*

- i. Students who successfully complete additional work or successfully repeat part of the required assessment will normally receive the minimum mark equivalent to a 'Pass' for the additional or reassessed work.
- ii. Candidates who successfully repeat all the assessments for a referred unit will receive the minimum mark equivalent to a 'Pass' for the unit as a whole.

(f) *Unit Substitution*

Subject to the specific examination and assessment regulations of individual programmes of study, where a candidate, through failure in a unit or units, fails to complete the requirements for a particular stage of an award, he or she may substitute alternative units (and at the discretion of the Board of Examiners receive the full value of any marks awarded in the assessment of the substitute unit(s)) provided that those failed units are not essential requirements for the award.

(g) *Reassessment of Alternative Units*

Candidates who opt to take an alternative unit in preference to repeating a failed unit should be allowed a reassessment if they fail the alternative unit under the same conditions specified in Section B 3.3.2(a) to (d).

(h) *Non-completion of an Academic Unit(s)*

- i. Where a student does not complete the assessment required for a particular unit, the assessment should be deemed incomplete and the student should be referred in that unit.
- ii. If the Board of Examiners is satisfied that the non-completion of an assessment was due to illness or

personal circumstances, then it may allow the student the opportunity to complete the assessment without penalty. Otherwise, the student will be allowed one more opportunity to complete the missing assessment which may not be awarded more than the pass mark.

- iii. The Board of Examiners may require a student to repeat a unit (with attendance and all assessments) where his/her attendance or other aspects of his/her performance are considered (for whatever reason) to be unsatisfactory. The student may be given the chance to substitute an alternative unit.

3.3.3 Deferral

Deferral is the process whereby a candidate who is unable to complete elements of assessed work or to take formal examinations at the required time because of certified illness or other good cause, may, at the discretion of the Board of Examiners, be allowed to submit assessed work or sit formal examinations at a later date. The Board of Examiners will be responsible for confirming the new date for the completion of the deferred assessment. If the assessment is not completed by the specified date, without good cause, the candidate will be deemed to have failed the element(s) which were deferred. In such cases, the candidate will be subject to the requirements of the programme regulations governing failure and reassessment and will have the rights of reassessment specified therein. Programme regulations should specify the following matters relating to deferral clearly:

- i. the details of deadlines for the submission of assessed work and the timetabling of examinations;
- ii. the procedures whereby candidates may apply for deferral of assessed work;
- iii. the evidence candidates must produce to support an application for deferral (for example medical certificate);

- iv. the responsibilities of programme leaders and chairs of Boards of Examiners for approving deferrals and making arrangements for the deferred assessment to be completed.

In developing regulations on Deferral, where assessed coursework is a requirement of a programme, programme regulations should clearly specify a system for the handing in, receipt and recording of coursework by a defined deadline and, where appropriate, linked penalties for the handing in of assessed work submitted after such deadlines without good cause. Information on assessed coursework and regulations relating to its submission should be published to all students in programme handbooks.

B3.4 Variations in the form of Assessment

3.4.1 Viva Voce Examination

External examiners have the right to examine any candidate by viva voce in addition to the assessments specified in the scheme/pathway regulations. The viva voce may be used:

- (a) to determine difficult or borderline cases, such additional assessment being used only to raise and not to lower a candidate's marks;
- (b) as an alternative or additional assessment where valid reasons for poor performance have been established.

3.4.2 Valid Reasons for Poor Performance

If it is established to the satisfaction of a Board of Examiners that a candidate's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other cause found to be valid on production of acceptable evidence, it is appropriate for a Board of Examiners to act as follows:

- a. the candidate concerned should have the right to be reassessed as if for the first time in any or all of the elements of assessment, as specified by the Board of Examiners. If an assessment affected by illness was itself a second attempt, the candidate shall be permitted to resit as if for the second time;
- b. where a Board of Examiners is satisfied that there is enough evidence of the candidate's achievement, or that evidence is subsequently obtained, the candidate may be recommended for the award for which he or she is a registered, with or without Honours classification or Distinction as appropriate. In order to reach a decision a

Board of Examiners may assess the candidate by whatever means it considers appropriate;

- c. an Aegrotat award (see Section A1.1, Part A of Volume One) may be recommended when a Board of Examiners does not have enough evidence of a student's performance to be able to recommend the award for which the student was a candidate or a lower award specified in the scheme/pathway regulations, but is satisfied that but for illness or other valid cause the student would have reached the standard required;
- d. in the circumstances described in b) and c) above, the student must have signified that he or she is willing to accept the award and understand that such a decision implies waiving the right to be reassessed under a) above;
- e. where a Board of Examiners has insufficient evidence on which to reach a decision about a student's performance, the decision of the Board may be postponed pending submission of further evidence;
- f. depending on the circumstances, a Board of Examiners should be able to exercise discretion in deciding on the particular form any reassessment should take. Options include viva voce examination, additional assessment tasks designed to show whether the student has satisfied the objectives of a programme or particular elements, review of previous work, or normal assessment at the next available opportunity. The student should not be put in a position of unfair advantage over other candidates; the aim should be to enable the student to be assessed on equal terms.

3.4.3 The Assessment of Students with Disabilities or Affected by Special Circumstances

If a student gives prior notice that he/she cannot be assessed in the normal way because of a disability or special circumstances beyond his/her control, *at the discretion of the Dean of Faculty or Chair of the Board of Examiners* arrangements may be made to carry out the assessment in whatever way is deemed appropriate. Such arrangements must be notified to the external examiners and reported to the Board of Examiners. Examples of special arrangements are given in the Institute's Information for Students with Special Needs.

The aim should be to minimise the disadvantage suffered by the student, whilst testing his/her academic performance as rigorously as that of other students.

B3.5 Regulations for Student Attendance and Absence

- 3.5.1 Faculties and individual programmes shall have regard for the Institute Academic Regulations and the Institute's General Regulations (paras 1.10 - 1.14) and Student Disciplinary Procedures (issued by the Registry) when formulating any statements of their own on student attendance and absence.
- 3.5.2 As part of their Regulations for the progression, assessment and reassessment of students, programmes of study shall specify the attendance requirements to be met by students.
- 3.5.3 Inclusive of and in addition to the above, students are required to attend such lectures, seminars, tutorials, practicals, presentations, examinations, assessments and any other components of their programme of study as may be specified by their programme regulations or Faculty. For the purpose of these Regulations these shall be referred to as the compulsory attendance requirements of a student's programme of study.
- 3.5.4 A student may request permission from his/her Dean of Faculty or such other person as may be specified for this purpose, to be temporarily absent from compulsory attendance requirements for good and valid reasons acceptable to the Dean of Faculty or other specified person. In such cases where permission is granted, the student shall not be penalised but may be required to undertake and/or complete any or all work, assignments, examinations or assessments affected in any way by the absence.
- 3.5.5 Unauthorised absence from any compulsory attendance requirements of a programme of study may be penalised by the student concerned having his/her mark(s) and/or assessment(s) in respect of the requirements reduced or, as provided for below, he/she may be deemed to have failed in the compulsory attendance requirements concerned and hence to have failed any or all of the elements of a programme. Individual programmes of study shall specify in their examination and assessment regulations the following:
- i. a definition of the compulsory attendance requirements for the programme concerned;
 - ii. where appropriate, the assessment consequences of non-compliance with attendance requirements including any threshold attendance requirements which must be reached in order to be deemed to have satisfactorily completed any or all of the elements of a programme;
 - iii. the means by which attendance will be recorded and monitored;
 - iv. the procedures whereby students will be informed about compulsory attendance requirements and warned if their attendance gives cause for concern.

- 3.5.6 Subject to the specific assessment and reassessment provisions of the Examinations and Assessment Regulations of individual programmes, if a student fails to attend any examination or any other form of assessment or fails to complete any piece of work as a result of absence without good cause from any compulsory attendance requirements, he/she may be deemed to have failed the examination, assessment or piece of work concerned.
- 3.5.7 Where a student is absent from, or fails to submit work for, or performs poorly in, an assessment which formally contributes to the recommendation for an award, due to illness or other cause found valid by the relevant Board of Examiners, the Examination and Assessment Regulations of programmes should make due provision for reassessment in accordance with the Academic Handbook, Volume One, Part B, Section B3.3.
- 3.5.8 Where a student fails to fulfil the compulsory attendance requirements of a programme without good cause and/or without permission, he/she may be subject to action in accordance with the provisions of the Institute's General Regulations and Student Disciplinary Procedures as issued to all students in the Student Handbook at the time of enrolment. The following Institute General Regulations will apply:
- i. All absences must be notified to the Course Tutor/Leader or Faculty/Subject Group Office immediately and, if appropriate, a medical note submitted. A written explanation of absence for 2 weeks or more is required. (General Regulations 1.11)
 - ii. A student who is absent for a continuous period of 2 weeks, without the written approval of the Dean of Faculty or other person specified for this purpose, or is a poor attender, may have their Registration suspended and their LEA/sponsor informed. (General Regulations 1.12)
 - iii. The Institute will inform the LEA/Sponsor of any continuous absence exceeding 4 weeks, whether or not for medical reasons or with approval. (General Regulations 1.13)
 - iv. A student who is absent for a continuous period of at least four weeks without written explanation and/or approval of the Dean of Faculty or other person specified for this purpose will be deemed to have withdrawn from the course or programme of study and their Registration will be cancelled. (General Regulations 1.14)
- 3.5.9 Where a student is absent without permission from compulsory attendance requirements he/she shall notify the Dean of Faculty or other person specified for this purpose, of the absence

without undue delay and the reason(s) for it. A written explanation of absence for 2 weeks or more is required. Where the absence is due to illness and is for three to seven days duration, the student shall provide the Dean of Faculty or other specific person with a written statement of the nature of the illness. If the illness is of seven or more days duration then the student shall submit a Medical Certificate from a Doctor in respect thereof. In any event of absence due to illness the student shall have regard for the requirement to produce medical evidence satisfactory to a Board of Examiners if the student wishes his/her illness to be taken into consideration as a mitigating circumstance possibly affecting his/her performance in assessment.

3.5.10 A student who fails for reasons of illness to attend any examination or assessment contributing to a stage assessment for an award shall produce at the earliest opportunity and in any event prior to the meeting of the Board of Examiners concerned, a Medical Certificate, or other statement acceptable to the Board, from a Doctor detailing the nature and extent of the illness. If the student fails to do this then the Board of Examiners may deem the student to have failed to produce satisfactory medical evidence and to have failed the examination or assessment concerned. In cases where it is subsequently determined that the student was for good reasons unable to submit the Medical Certificate, or other acceptable statement, within the period specified above, the provisions of the Regulations for the Review of Decisions of Boards of Examiners shall apply (see Section B 3.7.5).

3.5.11 A student who fails for reason(s) other than illness (in which case the above Regulation shall apply) to attend any examination or assessment contributing to a stage assessment for an award shall produce at the earliest opportunity and in any event prior to the meeting of the Board of Examinations concerned a statement of the reason(s) for his/her absence together with such documentary and other evidence as may be appropriate in order for the Board to consider whether or not the student was absent with good cause. In accordance with the provisions of Institute Regulations, a student absent without good cause from an examination or assessment may be deemed to have failed the examination and assessment concerned. Where a Board of Examiners deems, on the basis of the evidence placed before it, that the student concerned was absent with good cause then the assessment and reassessment provisions of the Institute Regulations shall apply. Where it is subsequently determined that a student was for good reason unable to submit the statement and/or evidence referred to within the period specified above, the provisions of the Regulations for the Review of Decisions of Boards of Examiners shall apply

3.6.1 Grading

Students' work may be graded on a variety of scales and these scales, together with their nomenclature (eg. First Class Honours, Merit, Distinction) their mark equivalents and the criteria on which they are awarded shall be defined in the examination regulations for programmes of study.

NOTE Examples of grading scales which may be used are:

<i><u>Literal Grades</u></i>	<i><u>Degree Classifications</u></i>	<i><u>Descriptor</u></i>
<i>A</i>	<i>First Class</i>	<i>Work of Exceptional Quality</i>
<i>B</i>	<i>Upper Second Class</i>	<i>Work of Very Good Quality</i>
<i>C</i>	<i>Lower Second Class</i>	<i>Work of Good Quality</i>
<i>D</i>	<i>Third Class</i>	<i>Work of Satisfactory Quality</i>
<i>E</i>	<i>Fail/Borderline Pass</i>	<i>Borderline</i>
<i>F</i>	<i>Fail</i>	<i>Failure</i>

In addition, the terms Distinction, Merit and Pass may be used with certain awards with an appropriate mark equivalent being specified in the programme regulations.

3.6.2 Credits

Under the Institute's Credit Accumulation and Transfer Regulations (see Part D of Volume One of the Academic Handbook) credit points shall be awarded for those units in which a mark of at least 40% or a pass grade has been achieved. Where the number of units studied at one level carries a credit total greater than the number required at that level, the units selected for award purposes shall be those in which the best mark or grade has been obtained by the student. Awards may be obtained once a student has satisfactorily accumulated the necessary credits contained within the award definitions specified in Section A1.2 of Volume One of the Institute Academic Handbook provided all other requirements laid down in the regulations for individual programmes of study have been fulfilled. Grading of awards achieved by Credit Accumulation and Transfer will be determined either by Boards of Examiners for specific programmes or the Board of Examiners for Institute's Modular Board for Awards, in accordance with the Credit Accumulation and Transfer Regulations.

3.6.3. Classification of Honours

The classification of a Degree with Honours shall be based upon student performance in those units specified as

comprising the Honours stage of a programme of study. Methods of arriving at Honours Degree classifications should be clearly described in the examination and assessment regulations of programmes of study. The method selected should be the one most appropriate for the programme concerned. Normally, 'profiling' and/or aggregation of marks achieved will be used. The class of degree shall be based upon the following percentage equivalents:

0 - 34%	-	Fail
35 - 39%	-	Failure of Honours/Borderline for Consideration for the award of a Pass Degree
40 - 49%	-	Third Class Honours
50 - 59%	-	Lower Second Class Honours
60 - 69%	-	Upper Second Class Honours
70% or more	-	First Class Honours

Programme regulations shall establish conventions for dealing with marginal cases between each category. Programme regulations shall also set down the qualitative criteria for each class of honours degree in order to aid judgement of individual cases. The following guidelines are recommended.

Notes of Guidance on Degree Classification

70% +	<i>Work of Exceptional Quality</i>	<i>Virtually all of the relevant information/skills accurately deployed. Excellent and exceptional grasp of theoretical, conceptual, analytical and practical elements. Very effective integration of theory, practice and information in relation to the objectives of the assessment. Substantial evidence of originality and creativity as appropriate to the subject.</i>
60% to 69%	<i>Work of Very Good Quality</i>	<i>Most of the relevant information/skills accurately deployed. Good grasp of theoretical, conceptual, analytical, practical elements. Effective integration of theory, practice and information in relation to the objectives of the assessment. Significant evidence of originality and creativity as appropriate to the subject.</i>
50% to 59%	<i>Work of Good Quality</i>	<i>Some of the relevant information/skills accurately deployed. Adequate grasp of theoretical, conceptual, analytical and practical elements. Fair integration of theory, practice and information in relation to the</i>

		<i>objectives of the assessment. Some evidence of originality and creativity as appropriate to the subject.</i>
40% to 49%	<i>Work of Satisfactory Quality</i>	<i>Some omissions in the deployment of information/ skills. Some grasp of theoretical, conceptual, analytical and practical elements. Limited integration of theory, practice and information in relation to the objectives of the assessment. Limited evidence of originality and creativity as appropriate to the subject.</i>
35% to 39%	<i>Borderline/Consideration for the award of a Pass Degree</i>	<i>Deficiencies or omissions in information, skills, theoretical, conceptual, practical elements. Limited integration of these in relation to the assessed work's objectives. Some relevant content and marginal evidence of skills, knowledge or creativity which could, in the light of overall performance, constitute the basis for a pass grade in the examiners' judgement.</i>
0 to 34%	<i>Fail</i>	<i>Little evidence of the information, skills, theoretical, conceptual, analytical, creative or practical elements relevant to the assessment. Mainly irrelevant and/or incorrect information provided. Scant evidence of understanding of the requirements of the assessment.</i>

3.6.4 Classification of other Awards (see also Section B2.5.2)

Where a separate Unclassified Degree is available (based upon a distinct assessment requirement from that of the Honours Degree) programme regulations may make provision for the award of a Degree with Distinction and specify the criteria and mark range which will entitle a candidate to be considered for the award of Distinction.

Regulations for Master's Degrees may make provision for the award of Distinction and specify the criteria and mark range which will entitle a candidate to be considered for the award of Distinction.

Regulations for other awards may make provision for the award of a Distinction and specify the criteria and mark range which will entitle a candidate to be considered for the award of Distinction.

Regulations for awards offered under licence from BTEC may make provision for the award of Merit and Distinction for individual units (but not the overall award) and specify the criteria and mark range which will entitle a candidate to be considered for the awards of Merit and Distinction in individual units.

B3.7 The Conduct of Examinations and Procedures for the Review of Decisions of Boards of Examiners (*this section of the Regulations is also published as a booklet entitled Bolton Institute Examination Regulations and is issued to all students annually at enrolment, together with additional notes of guidance on the implementation of the unfair means regulations and on plagiarism*)

This is in the process of being updated. For a complete Examination Regulation Booklet go to site

<http://www.info.bolton.ac.uk/aaf/>

under Academic Handbook, Volume One, Part B click on the disk underneath the listing for the 1999/2000 Regulations and you will be able to download to disk.