

ASSESSMENT REGULATIONS

AND

ASSOCIATED PROCEDURES

SEPTEMBER 2007

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INTRODUCTION

1 This booklet provides guidance on assessment procedures for all staff involved in the assessment process and in particular for Heads of Department, Chairs of Sub-Boards, Departmental Examinations Officers and Departmental Administrators.

2 'Assessment' is the generic term covering all forms of examination associated with a Programme of Study. There is an annual cycle of assessment during which students are required to undertake a variety of assessments. Written examination papers are normally taken in the Summer Term, although deferred assessments and re-entered assessments for course unit students will also take place in late summer. Coursework, reports, dissertations, and portfolios are submitted at specified times throughout the academic session in accordance with Programme Regulations and Departmental timetables.

3 For brevity, this booklet uses detailed examples of undergraduate assessment procedures to illustrate how any given policy should operate in practice. It should be noted, however, that assessment policy applies equally to all taught programmes irrespective of their level. Where procedures differ for Undergraduate Certificates and Diplomas, for Postgraduate Certificates, and Diplomas and for Masters awards, these exceptions shall be noted.

4 This booklet is divided into three sections. Section I details the formal assessment framework, Section II describes detailed procedure within a broad chronology and Section III details the regulations relating to examination offences.

5 For any further information regarding information in this document please contact Pamela Beevers in the first instance.

Section I

COLLEGE BOARD OF EXAMINERS AND ASSOCIATED SUB-BOARDS AND JOINT SUB-BOARDS

College Board of Examiners

6 For 2007/08 the College Board of Examiners is responsible for overseeing all assessment procedures within the College. Its formal constitution and terms of reference are as follows:

7 To set up Sub-Boards and Joint Sub-Boards as it deems necessary.

8 To decide upon the following:

- i which Sub-Board or Joint Sub-Board shall assess the performance of each candidate
- ii the level of detail of marks appropriate for routine release to a student
- iii all final results

Advisory Powers

9 To advise Academic Board on the composition of Sub-Boards and Joint Sub-Boards

10 To advise Learning and Teaching Committee as required on issues of assessment policy

11 To report to Academic Board annually on examination results.

Sub-boards and Joint Sub-Boards

12 Sub-Boards (and where appropriate Joint Sub-Boards*) are responsible for overseeing assessment procedures for programmes of study within the policy framework determined by Academic Board. Sub-boards and Joint Sub-Boards are responsible for recommending interim and final results for candidates to the College Board of Examiners.

* Undergraduate Joint Sub-Boards are not responsible for all the duties of single Sub-boards. For instance the Anthropology Sub-Board and the Sociology Sub-Board rather than the combined Sub-Board are respectively responsible for all aspects of the assessment. The Joint Sub-Board merely considers the profile of marks for joint students in order to make recommendations to the College Board. HOWEVER if at postgraduate level there are no single sub-boards, the Joint Sub-Board assumes responsibility for all aspects of the assessment.

13 A candidate's entire marks profile should be available for consideration each time his/her case is considered at a meeting of the appropriate Sub-Board or Joint Sub-Board.

Composition of Sub-Boards and Joint Sub-Boards

14 Each Sub-Board and Joint Sub-Board shall include among its members both its own Chair (nominated annually by Heads of Departments and normally at Senior Lecturer level or above) and all Internal Examiners approved by the College Board of Examiners: Assessors may attend Sub-Boards and Joint Sub-Boards by invitation but do not have voting rights (see paragraph 45).

Duties of Sub-Boards and where applicable Joint Sub-Boards

15 The Duties of each Sub-Board and where applicable Joint Sub-Boards shall be:

1. to be responsible for the setting and marking of all written examination papers.
2. to be responsible for the assessment of all courses examined by methods of assessment other than written examination papers.
3. to assess the performance of candidates referred to it by the College Board.
4. after holding a meeting at which at least one External Examiner, must be present, to determine interim results and to report final recommendations to the College Board.

16 The Mark Sheet Cover for each programme of study shall be signed by the External examiners present at the meeting of the Sub-Board. If because of illness or accident no External examiner can be present at a meeting the Chair of the College Board may authorise the Sub-Board to proceed without one. If for any reason External examiners cannot attend a meeting they must submit their views in writing to the Chair if possible before the meeting.

Duties of each undergraduate Joint Sub-Board

17 The duties of each Joint Sub-Board shall be:

1. to assess the performance of candidates referred to it by the College Board.
2. after holding a meeting at which at least one External examiner in each of the principal fields of study must be present, to determine interim results and to report final recommendations to the College Board.

18 The Mark sheet cover for each programme of study shall be signed by the External examiners present at the meeting of the Joint Sub-Board. If because of illness or accident no External examiner can be present at a meeting the Chair of the College Board may authorise the Joint Sub-Board to proceed without one. If for any reason External examiners in any of the principal fields of study concerned cannot attend a meeting they must submit their views in writing to the Chair if possible before the meeting.

Meetings of the College Board and of Sub-Boards and Joint Sub-Boards

19 A schedule of meetings of Sub-Boards shall be drawn up by the College Examinations Officer for approval by the Chair of the College Board.

20 The College Examinations Officer will service the College Board.

21 Each undergraduate Sub-Board shall normally meet during June in order to determine all interim results for continuing students and to recommend all final results to the College Board.

22 The recommendations from undergraduate Sub-Boards and Joint Sub-Boards shall be submitted to a meeting of the College Board in order that final decisions on all undergraduate classifications may be taken.

23 Where appropriate taught Masters, and undergraduate and postgraduate Certificate and Diploma Sub-Boards shall meet during the Summer to consider the performance of each candidate where progression rules apply, and to make recommendations about progression (these Sub-Boards are referred to as Part- in- Advance Sub-Boards).

24 All taught Masters Sub-Boards shall meet during the Autumn Term to make recommendations to the College Board on final year students. All meetings should be completed by 1st November.

25 Each undergraduate and postgraduate Certificate and Diploma Sub-Board shall meet following the conclusion of each programme to consider the performance of each candidate taking a Certificate or Diploma and to make recommendations to the College Board.

26 The College Board shall meet in accordance with the published timetable to consider the recommendations from undergraduate Sub-Boards and the Chair or Deputy Chair may act on behalf of the College Board of Examiners, Certificate, Diploma and Masters Sub-Boards .

Procedures for the Establishment of the College Board of Examiners and Sub-Boards

27 In September of each session the College Examinations Officer will call for nominations from Heads of Department for Chairs of all Sub-Boards. The nominations are submitted to the Chair of the College Board of Examiners for approval.

28 After approval by Academic Board, the Chair of each Sub-Board becomes an *ex officio* member of the College Board of Examiners.

Duties of Chairs of Sub-Boards and Joint Sub-Boards

29 The Chair of each Sub-Board and where applicable Joint Sub-Board is responsible for all aspects of assessment associated with the work of the Sub-Board. These include:

1. making arrangements for assessment of all courses examined by methods of assessment other than by written examination papers (**not Joint Undergraduate Sub-Boards**);
2. the preparation of examination papers and the setting of coursework questions (**not Joint Undergraduate Sub-Boards**) ;
3. arranging scrutiny meetings. (**not Joint Undergraduate Sub-Boards**);
4. making arrangements for assessment and marking of all written examinations papers (**not Joint Undergraduate Sub-Boards**);
5. briefing External examiners on the programme regulations.
6. ensuring that any sample scripts sent to External examiners are sent by Recorded Delivery
7. overseeing the inputting of marks on to the computerised system and amending marks as appropriate in accordance with decisions taken by the Examiners at a pre-meet or;
8. arranging for the mark sheets to be printed for the meeting of the Sub-Board and for ensuring the accuracy of those marks;
9. determining whether a student has complied with the programme requirements (including determining whether a student has made a valid attempt at a written paper .
10. attendance at the College Board.

30 With the exception of membership of the College Board, Chairs of Sub-Boards may delegate any or all of the above duties, normally to the Departmental Examination Officer.

31 Chairs of Sub-boards are responsible for sending draft examination papers to the External examiner(s) for approval.

32 Chairs of Sub-Boards shall ensure that the camera ready examination papers are submitted **by hand** to the College Examinations Officer, in the Examinations Office, by the date required.

33 Chairs of Sub-Boards shall ensure that External examiners are informed of the time and date of the meetings of the Sub-Boards and of the College Board.

Duties of secretaries of Sub-Boards and Joint Sub-Boards

34 It is the responsibility of the College Examinations Officer to ensure that an appropriate qualified member of Academic related staff (normally Departmental administrators and/or registry staff) is allocated to service Sub-Boards and Joint Sub-Boards; where possible an appropriate Officer will also attend in an advisory capacity.

35 It is the duty of Heads of Departments to ensure that staff are available for consultation following the publication of results, to deal with arrangements for the late summer retakes, including marking and progression and to respond swiftly to requests for information concerning possible academic appeals.

36 The College Examinations Officer will provide support and annual training for secretaries of Sub-Boards and Joint Sub-Boards;

37 Secretaries of Sub-Boards and Joint Sub-Boards are responsible for:

1. Advising the chair on whether decisions are in accordance with College Assessment Regulations
2. booking rooms for meetings of Sub-Boards and Joint Sub-Boards;
3. arranging for sufficient mark sheets to be available for each member of the Sub-Board and Joint Sub-Board;
4. ensuring that attendance sheets are completed and obtaining the signature of the Chair and External examiner(s) on the mark sheet cover;

5. writing the report of the meeting, obtaining the signature of the Chair and ensuring this is forwarded with the relevant mark sheets to the College Examinations Officer as soon as possible after the meeting.

Format and Contents of Sub-Board and Joint Sub-Boards' Reports

38 Sub-Board and Joint Sub-Board reports shall include:

1. relevant information pertaining to individual students particularly where mitigation has been considered;
2. clear decisions where the recommendation on the mark has been amended in light of discussion at the meeting and any other information that might later be relevant;
3. notification of failed candidates and any relevant background.
4. comments made by External examiners on the assessment process as a whole citing nature of statistical information to which reference was made.

39 Standard formats for Sub-Boards and Joint Sub-Board reports shall be provided by the College Examinations Officer

INTERNAL EXAMINERS

40 An Internal Examiner shall be a member of the academic staff holding a full-time or part-time post equivalent to half-time or more in the Departments responsible for teaching and/or examining the specific courses of the degree, certificate or diploma (see also 45 below).

41 The prime duties of an Internal Examiner are:

1. to participate in the setting and marking of the examination papers;
2. to participate in the assessment of courses examined by methods of assessment other than examination papers, as appropriate;
3. to be available for the invigilation of written examinations;
4. to attend, as required, all meetings convened to assess the performance of candidates for the award of the qualification concerned.

42 Internal Examiners who are first markers for a paper are responsible for collecting the scripts from the Examination Hall as soon as possible after the conclusion of the examination.

43 First markers are responsible for passing the marked scripts to the second marker.

44 Internal Examiners are expected to carry out their examining duties in a professional manner and in particular to ensure:

1. the absolute secrecy of examination papers at all stages until the papers have actually been used by the candidates. The contents must not be disclosed to any persons other than to members of the Sub-Boards of Examiners, or to officers of the college who are specially appointed to deal with papers, except where the College has specifically approved the disclosure to candidates of the topic to be covered in advance of the examination. Failure to observe these instructions by an examiner or any other person having knowledge of the actual or probable content of an examination paper shall constitute an examination offence and may lead to action being taken under the College disciplinary regulations.
2. that impartiality is shown at all times;
3. that where there is or has been any familial, sexual or other potentially compromising relationship between a candidate and an Examiner involved in the examining process, the Examiner so involved does not take part in any assessment of the candidate concerned. The Examiner shall be required to declare his/her interest to the Academic Registrar who shall take appropriate steps to make alternative examination arrangements. Failure to declare an interest shall be a disciplinary offence.

ASSESSORS

45 Assessors are those involved in the assessment process who do not hold full-time or part-time posts in the College equivalent to 0.5.

46 Assessors may be appointed to assist Sub-Boards in the setting of papers and the marking of scripts. Assessors shall not be members of Sub-Boards but may be invited to attend in order to inform the decisions of the Sub-Boards.

47 However, it is at the discretion of the Chair of the College Board in appropriate cases to permit a member of staff to be a full examiner.

48 The same expectation as for Internal Examiners regarding professional behaviour applies equally to assessors.

EXTERNAL EXAMINERS

49 The following procedures for the appointment and duties of External Examiners shall apply in the case of all Sub-Boards and Joint Sub-Boards of Examiners appointed by the Academic Board on the recommendation of the College Board of Examiners for the examination of all award bearing programmes of study other than those leading to the award of MPhil/PhD.

50 External Examiners may be:

1. an Intercollegiate Examiner who is a member of the academic staff of a College of the University, provided no students from that College are being examined with the Goldsmiths cohort.
2. an External Examiner who is an Examiner from outside the University who is neither a member of staff of any College of the University or a Recognised Teacher of the University.

Formal Requirements

51 No qualification shall be awarded without participation in the examining process by at least one External Examiner external to the College who shall be a full member of the relevant Sub-Board or Joint Sub-Board.

52 It shall be considered good practice to appoint External Examiners to Year O of extension degrees.

Schedule for Appointment of External Examiners

53 Nominations for the appointment of External Examiners shall normally be submitted for approval by Academic Board in the Autumn Term prior to the meeting of the Sub-Board or Joint Sub-Board held the Summer Term or in the following Autumn Term.

54 Nominations shall be submitted on the standard form provided by the Registry.

Criteria for the Suitability of External Examiners

55 In nominating External Examiners consideration shall be given to the balance of the expertise of the members of the relevant Sub-Board or Joint Sub-Board.

56 An External Examiner may hold more than one appointment within the College provided the appointments are simultaneous and to the same level of programme (e.g. all at masters level).

57 Only persons of sufficient seniority and experience to be able to command authority in the discipline(s) to be examined shall be appointed; this may include a person from outside the higher education system, if appropriate. A nominee from an academic background shall have prior experience of assessment as an internal examiner on programmes of comparable level elsewhere in the United Kingdom. Where a nominee does not have this experience a special case shall be made to the College Board of Examiners.

58 A diversity of background and experience is essential to an examining team and therefore:

1. normally not more than one External Examiner per programme of study shall be drawn from one organisation or institution within a six year period;

2. attention shall be given to the desirability of the inclusion of at least one Intercollegiate Examiner alongside an External Examiner at each Sub-Board or Joint Sub-Board for undergraduate and postgraduate degrees.

59 Demonstrable independence of judgement is central to the role of an External Examiner and any current or previous substantial private or professional connection between the nominee and the members of the Sub-Board or Joint Sub-Board shall be declared on the nomination form. This will include the declaration of any External Examinerships held by members of Goldsmiths College staff on the relevant Assessment Boards at the nominee's home institution, and any other formal association with the nominee's employer organisation.

60 Enrolled students of the College shall not be invited to become External Examiners and former members of staff shall not be invited to become External Examiners before a lapse of at least three years has elapsed or sufficient time has passed for students taught by that member of staff to have passed through the system, whichever is the longer.

61 There shall be a formal limit of up to three consecutive years of service to the College, regardless of the number of appointments to programmes, with the possibility of re-appointment for one additional year. Thereafter at least two years shall elapse before re-appointment (see paragraph 64 below).

62 Exemptions from the criteria will only be approved where exceptional circumstances have been demonstrated.

Approval of Nominations

63 Nominations shall be submitted to the Academic Registrar. While a Head of Department shall seek the nominee's agreement in order to put his/her name forward, under no circumstances shall a commitment to an appointment be made by the Department in advance of the decision of the Academic Board or of its Chair on its behalf.

Applications for Extensions

64 Applications for extensions of appointments shall only be agreed in exceptional circumstances and then only for a period of one further year following the initial three year period. For example if a programme of study were to discontinue it may be inappropriate to make a new appointment for one year only.

65 Applications for extensions shall be made on the standard nomination form and shall include a fully agreed statement from the Head of Department.

Briefing of External Examiners

66 Approved nominees shall receive a letter of appointment from the Registry, accompanied by the following information:

1. 'Assessment Regulations and Associated Procedures'.
2. Regulations and Code of Practice governing the appointment and duties of External Examiners.
3. General regulations and specific regulations for the programme each External Examiner examines, including marking schemes where appropriate.
4. Annual report form.
5. Travel expenses claim form.

67 It shall be the responsibility of the Chairs of Sub-Boards and Joint Sub-Boards to ensure that all External Examiners are briefed fully on the regulations for the specific programme(s) covered by the Sub-Board or Joint Sub-Board to which they have been appointed and their role in relation to the internal examiners and the assessment process.

68 Chairs of Sub-Boards and Joint Sub-Boards shall be responsible for supplying all details of the dates and the venues of examiners' meetings, including meetings of the College Board and for formally inviting External Examiners to attend.

Attendance of External Examiners at Examiners' Meetings

69 It shall be a requirement that an External Examiner and where possible an Intercollegiate Examiner shall be present whenever a Sub-Board/Joint Sub-Board meets.

70 From time to time, unavoidably and at short notice, it is possible that no external examiner will be able to attend in person a meeting of a Sub-Board of Examiners where students are to be recommended for an award. It is stressed that, given that dates of meetings are generally fixed a year in advance, these arrangements should apply only exceptionally and at short notice:-

Where no external examiner is able to attend a meeting:-

i s/he should be asked to be available at the time of the meeting by telephone if required.

If this is not possible, the meeting may proceed if all of the following conditions are met:-

ii the external has completed all moderating duties

iii s/he has presented a written report by the time of the start of the meeting

iv s/he has agreed that the meeting may proceed with these conditions in his/her absence

v any decision which would, in the presence of the external examiner, have been referred to him/her, should be deferred to Chair's action to enable the Chair to speak with the external examiner at a later point.

vi a senior member of Registry will be present at the meeting and in order to provide procedural guidance if necessary.

Duties of External Examiners

71 External Examiners shall seek to ensure that qualifications awarded by the College are, notwithstanding variations in course content, strictly comparable in standard to those awarded in similar subjects at similar levels elsewhere in the United Kingdom.

72 The primary role of the External Examiner shall be the confirmation of standards in assessment. Comments which may contribute to the enhancement of student experience shall also be welcomed. As syllabuses are regularly updated views of appropriate subject specialists, including current External Examiners, shall be sought as part of the process of approval for minor modifications to taught courses.

73 External Examiners shall be asked to give advice on all modes of assessment that count towards an award, specifically including approval of the form and content of examination papers, to ensure that all students are assessed fairly in relation to the syllabus and assessment regulations.

74 External Examiners shall have the right to see all assessed work. Their primary role, however, shall be to attest to the general standards of work achieved as represented by each classification.

75 A selection of assessed work shall be made available to the External Examiner. This normally shall include all scripts and assessable coursework assessed internally as first class or fail, as well as a sample of that assessed as upper second, lower second and third class.

76 It shall be emphasised that External Examiners must not be used to second mark but shall be asked to provide an independent overview of the consistency of approaches to assessment. As such the standards of Internal Examiners' marking shall be of more concern than the individual marks attained by each student. If an External Examiner considers that there is any inappropriate marking for a particular unit, she/he may request that the marks for each student should all be reconsidered and the marks for individual students may not be amended other than in the context of such a reconsideration of the entire unit.

77 The Chair of the Sub-Board or Joint Sub-Board for a subject area shall determine the distribution of duties between External Examiners.

Reports

78 External Examiners shall be required to make annual reports which should be submitted electronically. They shall be free to make any comments they wish, including observations on teaching, course structure and

course content and admin matters. External Examiners should be aware that comments they write in these reports, may be disclosed in the event of a Data Subject Access request by a candidate. External Examiners are therefore advised against mentioning individual students by name in reports. Reports at the conclusion of a period of office shall be copied to an incoming External Examiner, and shall be made available on the web.

79 Reports shall be addressed to the Pro-Warden (Academic) and sent care of the Academic Registrar. Such reports normally shall be made available for wide discussion within the College.

80 Should they so wish, External Examiners may send a separate, confidential report direct to the Warden.

81 External Examiners shall not be paid any expenses, other than travelling expenses, prior to the receipt of the annual report.

Section II

THE ANNUAL ASSESSMENT CYCLE

82 The remainder of this document describes detailed procedures. As far as possible these have been arranged in chronological order within an assessment cycle. It is essential that changes to assessment which are to take effect in a given session are planned well in advance in order that they can be approved, at the latest, by the summer Academic Board of the previous session.

83 As the College may need to communicate with candidates at various times throughout the assessment process, departments are urged to emphasise to students that they MUST keep the Registry informed of their current contact address and telephone details.

ACTIVITIES UNDERTAKEN BEFORE THE COMMENCEMENT OF AN ASSESSMENT CYCLE

Approval and amendment of courses and associated assessments

84 Departments should have submitted all courses and associated assessments for approval by Academic Board by the beginning of the annual assessment cycle. All proposals for new courses should have been submitted on Course Proposal Forms attached to a Programme Approval Form (if they are part of a new programme approval). Individual courses which are approved or amended for existing programmes of study should have been submitted on Course Proposal Forms with a covering memo explaining the rationale for the changes. All course and programme proposals must be submitted in the first instance to the Deputy Academic Registrar, who will forward these for consideration and approval by Academic Board.

Timetable for the collection of continuing students' courses and assessments

85 The monthly dates in the following schedule are approximate and may vary slightly from year to year but the sequence of event will remain the same:

86 January - In preparation for the coming academic session Registry checks against the Programme Regulations that all approved core courses and associated assessments are correctly allocated to each programme of study. N.B After this check by Registry any further changes to Regulations and associated assessment approved at the Spring or Summer Academic Board will be taken into account.

87 February - Departments are sent lists of the core courses and associated assessment for their programmes of study. These are checked by Departments for accuracy so that any necessary amendments can be approved by Academic Board at its spring or summer meeting (see paragraph 84 above).

88 June / July – The Examinations Office asks Departments for their lists of units for continuing students to be submitted at beginning of September.

89 July - The Student Enrolments and Records Office progress on the student record system all continuing students who are eligible to proceed to their next year of study. This process automatically creates records of associated core courses. All optional courses and associated assessments, as detailed on the pro formas previously completed by Departments, are also entered onto the student record system by October. Any courses or course units failed are also entered on to the record of continuing students. The records for students permitted late summer re-sits are kept pending until the result is known. Departments are sent Regulations to confirm or update.

ACTIVITIES UNDERTAKEN WITHIN THE ASSESSMENT CYCLE

90 The monthly dates in the following schedule are approximate and may vary slightly from year to year but the sequence of events will remain the same.

Registration for new and continuing students

91 Registration is the formal process undertaken to ensure students are entered for all courses and associated assessments and takes place at the beginning of each academic session.

92 September – Departments are asked to submit lists of first year undergraduates and all postgraduate students in order that they can inform Examinations Office of the optional courses students intend to take in the current session. These pro formas must be returned to the Examinations Office by early October.

93 Student elements must be entered onto the Student Record System, by early November.

Assessment Misconduct

94 Details (including Regulations) of Assessment Misconduct can be found in the Assessment Handbook distributed to students via the web mail (For details see Section III). This includes information on plagiarism.

95 November – the Misconduct Form is written on the reverse of the Assessment Confirmation Form. All students must sign this form to confirm that they have fully understood the College Regulations in respect of Misconduct. Once signed these should be returned to the College Examinations Officer. The text of the Misconduct statement is in Appendix I at the end of this Section. From 2007/08 students will also be required to sign confirming the work is their own on each piece of assessed coursework submitted.

Arrangement for written examinations for students with disabilities or special difficulties

96 September onwards –It is important that Departmental Senior Tutors ensure that the Examinations Office is informed of any special examination requirements that students might need as early as possible within the academic session. Students requesting special arrangements must contact the Disability Co-Ordinator to complete the application form and if appropriate, be considered by the Special Cases Panel. All applications must be submitted by the end of the Spring Term.

97 The Disability Co-Ordinator will send the application to the Departmental Senior Tutor for approval and confirmation that the requested special arrangements are academically necessary. If an application for a student with dyslexia is granted after he/she had submitted work during the current academic year this work should be looked at again in the light of the diagnosis (in order for Departments to be aware of the arrangements and in a position to look at the work again a copy of the letter sent to the student will be sent to the DST).

98 The College Examinations Officer is responsible for all arrangements for students sitting separately.

99 In the event of unforeseen circumstances special arrangements may still be made for the student to sit the examination e.g. a student breaking her/his arm the day before the examination may be eligible to have the use of an amanuensis. Departments should contact the Examinations Officer as soon as possible to discuss arrangements. Students who do not meet the deadline or are diagnosed later may, if they undertake late summer re-sits, have special arrangements granted.

Assessment Confirmation Form

100 This process ensures that choices made by students have been correctly input onto the student record system and that each student's assessment diet is accurate. At the same time students are asked to confirm that the home address entered on the Student Record System is correct or to provide an address to which results and Diplomas (in the case of finalists) are to be sent.

101 Mid November - Students are sent, via their Departments, Assessment Confirmation Forms (ACF) containing all assessment data and are asked to verify this information. It is important that students indicate omission of any assessment which they know they must undertake in the session, including any re-entries. The designated member of staff in the department should ensure that the courses chosen by each student are correct and constitute a valid programme of study and that any required re-entries are shown. Once verification of this information is received and analysed, the timetabling process can begin.

102 This procedure also gives students a further opportunity to declare a disability should they have not already done so. Students indicating a disability for the first time on their form are written to by the Examinations Officer urging them to contact the Departmental Senior Tutor/Disability Co-Ordinator in order to discuss their examination needs.

103 Students who are not in attendance but re-taking assessments are sent their ACF by the Examinations Office to their home address in order for them to verify the details are correct. For students not in attendance Departmental signature is not required.

Methods of assessment

104 Students are assessed by a variety of assessment methods considered through the approval process to ensure that the learning outcomes for the individual courses and programmes overall have been successfully met.

105 Assessment methods may include seen or unseen written examinations, coursework, oral examinations, practical examinations, presentations, portfolios, exhibitions, performances, professional practice.

106 Overall responsibility for approval of the content of written examination-papers shall be vested in the relevant Sub-Board. The written examination papers shall reflect the balance between the various parts of the course covered, shall be deemed to be at the appropriate standard, shall give candidates the element of choice and or be so designed to be completed during the allotted time.

Oral Examinations

107 When oral examinations are part of programme regulations this element shall be conducted by not less than two Examiners (or with one assessor in the stead of an examiner).

Written Assessments

108 Written assessments includes all assessable elements of a course which forms part of the requirement of the programme of study other than practical and written examinations i.e. essays, reports, dissertations, projects and portfolios.

109 The following are common forms of written assessments:

Essay, Report, Dissertation and Portfolio

Other forms of assessment may include:

Oral Examinations (*viva voce*), Practical or Performances Examinations, Presentation, Studio Presentation, Exhibition and Professional Practice

110 Where coursework forms part of the formal assessment of a programme of study, this shall be clearly stated in the Departmental Handbook. Details of the work required, and the date and time of submission, shall be communicated in writing to the students by the relevant Department at the beginning of the academic year.

111 The Departmental Handbook should also include a warning against using materials already submitted for assessment. However this does not mean that students cannot discuss the same issues across assessments, rather it means they must not use the same material to support it.

112 Departments shall ensure that the heading for Assessed Coursework Requirements includes the following:

“You are reminded that you may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. For instance, you may not repeat substantially the same material in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent you from referring to the same text, examples or case studies as appropriate, provided you do not merely duplicate the same material .”

Submission of assessed coursework

113 It is the responsibility of Departments:

- (a) To publish deadlines for the submission of all assessed coursework prior to the beginning of session and to ensure that students retaking not in attendance are aware of the deadlines;
- (b) Ensure students sign a statement which confirms they have read the misconduct regulations every time they submit a piece of assessed work;
- (c) Issue receipts to students.

114 Departments may require students to submit coursework electronically, in which event, one printed copy of the submission should also be attached.

115 If Departments wish to be responsible for the collection of coursework, then appropriate arrangements for its submission, the issuing of receipts and collection of signed statements must be made and correct records kept.

116 If Departments wish assessed coursework to be submitted centrally, the College Examinations Officer shall book space as appropriate in the College and employ temporary staff to collect it. Clear and comprehensive lists of work to be submitted together with prepared cover sheets containing misconduct statements and receipts must be supplied to the College Examinations Officer by each Department well in advance. Late submission shall not be permitted (see 234-5).

Written Examination Papers

117 Formal written examination papers are normally taken in May/June although some programmes have other dates. There will be a late summer period for students who are permitted retakes or, in the cases of illness, deferred assessments.

Types of written examination papers

118 The following types of written examination papers are used within Goldsmiths College:

1. Unseen written examination papers in which no materials are permitted in the Examination Halls.
2. Unseen written examination papers in which candidates are permitted to refer to a specified book or books, or to use calculators in the Examination Halls.
3. Written examination papers which have been read by the candidates in advance of the examination. These are sent to candidates one week or two weeks in advance of the examination depending on the instruction/directions of the examiners.
4. Takeaway papers which are given to candidates on a specified date, to be completed and returned by a specified date (it should be noted that students write the answers to these papers away from the examination hall) .

Preparation of written examination papers

119 The Chair of the Sub-Board or his/her nominee (usually the Departmental Examinations Officer) shall ensure that the final camera-ready copy of his/her examination paper reaches the College Examinations Officer by the published date (papers must be delivered by hand – the internal post must not be used). If an examination paper contains material requiring copyright permission the Chair of the Sub-Board or her nominee must ensure that the required permission is obtained before the paper is submitted to the College Examinations Officer (see paragraph 127 below). With the introduction of late summer resits it is suggested that two copies of each paper is prepared.

120 The rubric at the head of the examination papers must be clear and unambiguous and contain the name and code of the paper. The time allowed for the completion of the paper and, if available, the date and time of the examination must be stated.

121 The College Examinations Officer is responsible for ensuring that sufficient numbers of copies of each paper are ordered and are available for the examination.

122 If there are any special materials not held in Registry (such as statistics tables) that candidates need in examinations, departments shall ensure that they are taken directly to the Hall by the Invigilators.

123 After the examination period the departments shall ensure that an electronic copy of each examination paper, after the removal of any attachments, is forwarded to the Library.

124 In the case of a student required to re-sit a written examination paper, a special examination paper based on the former syllabus, must be set if the syllabus has been changed. Departments are advised to prepare two copies of each examination paper in March as a second one may be required for the re-sit session.

Security of written examination papers

125 Strict security is essential in the preparation of examination papers and other material for unseen examinations. The papers shall not normally be held on the hard drive but stored on disks and secured. Examiners are required to preserve absolutely the secrecy of examination papers at all stages until the papers have actually been taken by the candidates. The contents must not be disclosed to any persons other than to

members of the Sub-Board of Examiners or to officials of the College who are specially appointed to deal with papers, except where the College has specifically approved the disclosure to candidates of the topics to be covered in advance of the examination. Failure to observe these instructions by an Examiner or any other persons having knowledge of the actual or probable content of an examination paper will constitute an examination offence and may lead to action being taken under the College Disciplinary Regulations.

126 At any meeting at which the content of any examination paper is to be discussed the Chair shall specifically draw the attention of all persons present to the above paragraph.

Copyright of written examination papers

127 It is a condition of the appointment of every Examiner and Assessor that the College shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that Examiner for the College, either alone or in collaboration with others, for the purpose of conducting the examination. The College shall also have the exclusive licence thereafter to publish the paper(s) as a whole provided that the College shall not assign or transfer this exclusive licence in any way to any other person.

128 If there are attachments to the examination paper that come under the Copyright Act this exact source of the attachments must be quoted in the examination paper. The source needs to be clear because any attachments must be removed before the examination paper is forwarded to the Library.

Use of source materials and other aides during written examinations

129 Sub-Boards of Examiners are authorised to determine precisely which source materials candidates shall be permitted to introduce or which shall be provided for candidates in the examination halls subject to the provisions of the regulations for the relevant degree/diploma of higher education. **Such materials may not include dictionaries** for the specific purpose of enabling students to overcome any deficiency in their command of the English language.

130 The College Board of Examiners must be consulted, by the relevant Chair of the Sub-Board or Joint Sub-Board, regarding any potential financial expenditure that might be incurred in providing students with any particular materials associated with examination papers.

131 Sub-Boards and Joint Sub-Boards of Examiners are permitted to determine if candidates may take into examination halls and use their own electronic calculators. Where the use of calculators is permitted Examiners shall ensure that:

1. Candidates using electronic calculators shall not have an unfair advantage over candidates not using them.
2. Candidates shall be required to state clearly on their scripts the name and type of electronic calculator used.
3. Only calculators of the hand-held type, quiet in operation and compact and with their own power supply, are permitted.
4. Candidates are entirely responsible for ensuring that their machines are in working order for the examinations and, in the event of the calculator failing during the examinations, ensure that they have an alternative method of calculation.
5. Sub-Boards of Examiners shall only permit the introduction of materials by candidates if it can reasonably be expected that students will have access to such materials.

132 No materials other than those specifically authorised shall be introduced into an examination hall.

Timetable for written papers

133 Production of the timetables for written examination papers

1. During the Autumn Term the College Examinations Officer, who is responsible for the production of the Examinations Timetable, will ask Departments to supply any information/special requests relating to the timetable of written papers.
2. Student assessment information for preparing the examination timetables is taken from students' ACFs. Following receipt of this information the College Examinations Officer will produce a draft

version of the timetables in February, which will, where possible, take into account any special requests made by Departments.

3. Departments will be sent the draft timetables for consideration and comment. Once the timetables are finalised they will be included in the relevant Examinations booklet which will be available on the web with a small amount of printed versions also available. The relevant timetable will be shown in the appropriate booklet, these being the Undergraduate Degree Timetable and the Taught Masters Timetable, Diplomas and Certificates.
4. The Examinations Office will send a limited amount of the appropriate printed booklet to Departments. Departments should inform students to check the booklet on the web.
5. The Examinations Office will send the booklet for students not in attendance direct to students.

Written examination period

134 The following provides details of the relative responsibilities of the College Examinations Officer and the Departmental Examinations Officers in relation to the written examination period.

Responsibilities of the College Examinations Officer

135 The College Examinations Officer is responsible for booking and allocating the examination venues.

136 The College Examinations Officer shall produce a timetable which also shows where each formal written paper will be taken. This information is sent to Departmental Examinations Officers at least 3 weeks before the commencement of the examinations, and from the information provided the Departmental Examinations Officers will arrange for the invigilation of all papers for which the Department is responsible.

137 The College Examinations Officer shall ensure that enough examination papers are printed for each examination and that they are kept under secure conditions and shall ensure that all necessary examination material is available and that an attendant is employed for each examination session. In cases where more than one examination is taking place at the same time in the same hall a general seating plan shall also be supplied.

Responsibilities of the Departmental Examinations Officer in relation to written examinations

138 Each Departmental Examinations Officer shall ensure that the College Examinations Officer is informed by the end of the Autumn term of any special requirements regarding the timing of formal written examinations.

139 Departmental Examinations Officers are responsible for allocating staff to invigilation duties as necessary working from an approximate ratio of one Invigilator per 40 students. This ratio shall vary only if there are several simultaneous examinations per Department when more Invigilators may be needed. Departmental Examinations Officers must ensure that sufficient staff are allocated to each venue to guarantee the integrity of the examination.

140 Departmental Examinations Officers shall submit lists of Invigilators to the College Examinations Officer for information.

141 Where delegated authority has been given by the Chair of the relevant Sub-Board (not Joint Sub-Board) the Departmental Examinations Officer shall be responsible for the first draft and final accuracy of each examination paper and resit paper and for ensuring that the examination papers and coursework questions correspond with the syllabus as set out in the Regulations.

142 Departmental Examinations Officers must submit camera ready papers which have been agreed by the External Examiner to the College Examinations Officer by the specified date (normally at the beginning of March). Examination papers must be taken to the Examinations Office in sealed envelopes. They must NOT be sent through internal post. Each examination paper will be accompanied by a proforma which will give sufficient detail to enable the College Examinations Officer to order the papers correctly for the examinations. Any special requirements e.g seen in advance etc, must be noted on the proforma.

Invigilation

143 Departmental staff acting as invigilators, assisted by examination attendants, are required to undertake a range of duties. As well as ensuring that the practical logistics of seating students, issuing papers, timing the examination etc, invigilation is the principal means by which the security of the written examination process is

assured. The invigilation arrangements for the late summer resits are dealt with by the College Examinations Officer.

Numbers of Invigilators and assistants required

144 Each examination shall have a sufficient number of Invigilators to ensure the security of the examination. There must be a minimum of 1 Invigilator per 40 students (for number of special assessment Invigilators see paragraph 170).

145 The College Examinations Officer shall allocate at least one attendant to each Hall, and for larger venues, where possible more attendants.

Duties of Invigilators

146 It is the duty of staff nominated by their Department for invigilation duties to carry out these duties in strict accordance with these instructions and the rubric of the relevant written examinations. New staff should seek information on invigilation training from the College Examinations Officer.

Setting up the Examination Hall

147 Invigilators shall report to the Hall allocated 45 minutes prior to the commencement of the examination (i.e. 9.15 am or 1.45 pm for examinations commencing at 10.00 am or 2.30 pm respectively) and appropriately dressed. Upon arrival invigilators should, after consulting the seating plan (if appropriate), set out the desk tickets (in alpha order), the examination paper and other appropriate stationery.

148 The responsibility for the smooth running of the examinations in their charge lies with the Invigilators. They must ensure that correct procedures are observed and that silence is maintained throughout the examination. The attendant is employed only for escort duties and general help in the Hall and not for setting up the hall except under the direction of the invigilator. Since students may not leave the Hall in the first half hour of the examinations, Invigilators may, if appropriate, permit the attendant a short break during that time (attendants who work at both morning and afternoon examinations often have very little time for a break).

149 The attendant shall be supplied with the following material for each examination held in the Hall:

1. General instructions for invigilators
2. Blank Examinations Scripts and Blank Supplementary Books where the examination is held in a venue without a locked cupboard.
3. Question papers, register, desk tickets, script covers, absentee slips, a clock.
4. A general seating plan if there is more than one written examination per venue.
5. Starting and finishing notices to be read out to candidates.
6. Plastic bags for candidates personal items.
7. Incident forms.

150 Invigilators are responsible for setting up the Hall in accordance with the general seating plan supplied by the College Examinations Officer and shall lay out the question papers, scripts and desk tickets. Invigilators shall ensure that each candidate in his/her charge has on the desk a numbered desk card, a blank script or scripts, according to the rubric, and an examination paper to be placed **face up**, and any other necessary authorised materials.

Starting and overseeing the examination

151 The candidates shall be admitted to the Hall 10 minutes in advance of the start of the examination. At the entrance the attendants will be issuing candidates with small transparent plastic bags for safe keeping of small personal items. Therefore if there is more than one door please ensure that students only enter by doors being staffed. **THEREFORE NO OTHER BAGS OR COATS ARE PERMITTED IN EXAMINATION HALLS.**

152 If it is a larger venue the Senior Invigilator (decided in advance) shall read out the announcement on the starting instructions which shall be supplied by the College Examinations Officer.

153 During the examination Invigilators shall concentrate exclusively on invigilation and shall undertake the following:

- (a) The invigilator must ensure that no noisy activities are taking place nearby which would disturb the candidates and that a clock is clearly visible in all parts of the hall.
- (b) Invigilators must check that the photograph on the ID card corresponds to the candidate. If a candidate's face is obscured he/she should have, in advance, been seen by the Examinations Officer, in private and will have a signed note confirming this. Candidates wearing any other form of headgear (caps etc) should also be asked to temporarily remove the hat for inspection..
- (c) Registers shall be completed and signed after 30 minutes showing those present and absent. When a candidate is absent an absentee slip shall be put in place of a script.
- (d) Invigilators should regularly move their vantage point within the room, keeping the noise to a minimum, to prevent cheating.
- (e) When a candidate requests to go to the toilet, before the attendant takes him/her, the invigilator shall note, on the answer book, the time the candidate leaves. The attendant will also keep a record of the times.
- (f) Reporting of any unusual incidents or problems that arise during the course of the examination on the form supplied.

154 A candidate who asks to leave the examination room during the course of the examination with the intention of returning must be accompanied by an authorised person (normally the attendant). The Invigilator must note on the answer book the time the candidate leaves.

155 If a candidate wishes to leave before the end of the examination the Invigilator shall, in the candidate's presence, mark the time of leaving in the script. Except in case of emergency no candidate may leave the Hall during the first 30 minutes or the last 15 minutes of the examination.

156 In the event of a candidate being taken ill, or if a similar emergency occurs, the Invigilator shall take any necessary action, and then send for a member of the Examinations Staff. A full written report shall be made on the incident form.

157 In no circumstances must an Invigilator attempt to elucidate or interpret an examination paper. If it is thought that a misprint has been discovered the Invigilator shall ask for a message to be conveyed to the relevant Examiner and any correction conveyed to all relevant students in the most effective manner possible. This shall be in the form of an announcement (if only students taking that paper are in the room) or a blackboard notice or written sheet given to each candidate (if there are other examinations also taking place). Invigilators should ensure students sitting separately are also informed. Any such misprint shall be reported to the College Examinations Officer for forwarding to the Sub-Board of Examiners.

158 If a student arrives whose name and number are not shown on the register, the Invigilator shall ask the attendant to take the candidate immediately to the Examinations Office where the College Examinations Officer shall make arrangements, if appropriate, for the candidate to take the examination at the scheduled time.

Late Arrivals

159 Students who arrive within the first 30 minutes may be permitted to sit.

160 Students who arrive 30 minutes after the commencement of the examination must be escorted to the College Examinations Officer by the examination attendant. If the College Examinations Officer decides the candidate is allowed to sit and can make the appropriate arrangements, he/she shall be warned that the paper will only be accepted at the discretion of the Chair of the Sub-Board of Examiners. At the end of the examination, the student shall be required to write a detailed statement of why s/he was late, accounting for all her/his movements up to the time of arrival at the examination.

Finishing the Examination

161 Before the end of the examination all material for absent candidates shall be cleared and replaced by an absentee slip.

162 Ten minutes prior to the end of the examination, the Senior Invigilator shall so notify the candidates.

163 At the end of the examination, the Senior Invigilator shall stop the examination and read out the finishing instructions which shall be supplied by the College Examinations Officer.

164 Each Invigilator shall collect all the scripts for his/her Department before the candidates are permitted to leave the Hall. When all the scripts have been collected the candidates may leave.

165 The Invigilator shall check the scripts against the Register, placing absentee slips in place of scripts for absent students. Each Invigilator is responsible for collecting and checking the appropriate scripts, and for ensuring that two copies of the examination paper and a completed signed cover sheet is tied in with each batch.

166 The Invigilator shall ensure that the annotated and signed Registers, seating slips and all spare materials are handed to the attendant for return to the Examinations Office. The Invigilator shall ensure that the scripts are handed to the first marker as soon as possible.

Suspected irregularities during written examinations

167 If an Invigilator suspects a candidate is contravening examination regulations he/she shall inform that candidate that he/she will be reported for the alleged offence. The Invigilator shall write in the answer book a short description of the circumstances, together with his/her initials and a note of the time. The candidate may then be permitted to proceed, in a new book if necessary and a note of the situation should be made on the incident form. Any unauthorised materials shall be removed and kept until after the investigation of the offence. The Invigilator shall immediately make a full report of the incident to the Academic Registrar for submission to the College Board of Examiners or action to be taken under the Regulations Governing Misconduct in Assessment, as appropriate. (see section 3).

Emergencies

168 In the event of a fire alarm or similar emergency, should it be necessary to stop the examination and evacuate the Hall, the Invigilators shall ensure that they are aware of the following procedures:

1. It shall be the responsibility of each Invigilator to ensure that the students for whom he/she is responsible leave the Hall in an orderly manner, leaving all examination materials on their desks. The candidates shall be instructed to reassemble in a specified area and not to discuss the paper.
2. The Invigilator who made the announcements shall in this instance act as Senior Invigilator, and be the last to leave, ensuring that the Hall is cleared, and if possible, secured. A careful note shall be taken of the time the examination stopped. The Departmental Invigilators shall take a copy of the Register and, when the candidates have re-assembled, check the names off to ensure all candidates are accounted for.
3. As soon as possible after the emergency is over, and the Hall is available again, the Invigilators, depending on the time, and the length of the delay, shall decide in consultation with the College Examinations Officer whether or not the examination shall continue. If it is agreed that it is possible to re-commence the students shall be allowed back in the Hall and continue for the time outstanding when the examination had to be stopped.
4. The Invigilators shall submit full reports to the Academic Registrar for forwarding to the Chair of the Sub-Board of Examiners.

169 If the recommencement is delayed so that the examinations cannot be completed, the Invigilators shall inform the students, collect the scripts and distribute them in the normal way. The Academic Registrar in consultation with the Chair of the relevant Sub-Board shall then consider the position in the light of the reports submitted by the Invigilators and, if appropriate, the College Examinations Officer. It then shall be determined whether:

1. to accept the scripts as completed as a reliable means of assessing the students for the relevant course.
2. to accept the scripts as completed as part of the result and to set as a means towards assessment an appropriate additional assessment and/or viva voce examination.

3. to declare the examination void and set another paper to be taken within the same examination period.
4. there is scope within the regulations to discount the examination and assess the students on work submitted during the year.

Invigilation for students with Disabilities and Special Difficulties

170 The arrangements for the invigilation of students sitting under special assessment arrangements shall be made by the College Examinations Officer.(see paragraph 97 for eligibility for consideration for special assessment arrangements).

171 As noted above there are two categories of students requiring special invigilation: those who have made an application in advance due to known difficulties, and those who present with difficulties around or on the day of the examination.

172 The College Examinations Officer calculates the number of special cases Invigilators required for each day of examinations based on the number of known special cases (and on an estimate of the number of special cases which might present on the day). In advance of the written examinations period, the College Examinations Officer informs Departmental Examinations Officers of the numbers of special cases invigilators required from their Department.

173 The Departmental Examinations Officers shall inform the College Examinations Officer of the names of staff allocated special cases invigilation duties. The Departmental Examinations Officers should also supply the internal telephone extension of where the named members of staff might be reached in the event that they are needed for special invigilation where students present with difficulties on the day. The nature of this process is such that it may not be possible to give advance notification that staff will actually be required during the slots in which they have been allocated. It is imperative however that staff allocated to special cases invigilation duties shall be available on the internal telephone extension number given by the Departmental Examinations Officer.

174 If the need for invigilation for special cases is already known prior to examination the College Examinations Officer shall inform the relevant members of staff in advance that they will be required and will provide the details.

175 If for any reason any member of staff is unable to fulfil the allocated duty, s/he should immediately contact the Departmental Examinations Officer in the first instance.

176 Staff allocated to special cases duties should be aware that they may be required to invigilate for longer than the normal examination times.

Marking

Marking Schemes and Grading Criteria – See Appendices

177 Every programme of study shall have a marking scheme which shall be approved by Learning and Teaching Committee and subsequently lodged with the Deputy Academic Registrar. Marking schemes for different awards may vary although standard marking schemes apply for certain categories of awards. For example course unit degrees are governed by a classification scheme entitled 'Formula for the Final Weighted Average Mark' for college undergraduate degrees and the associated 'Assessment for Honours for Course Unit Degrees' which are based on a percentage scale. For students registered prior to 2005 on undergraduate degrees in Art and Design there is a classification scheme based on the use of a 0-15 marking scale. Schemes of Marking for Masters awards are individual to each programme but are all subject to the requirement that the award is made on a fail/pass or distinction basis. Similarly marking schemes for undergraduate Certificates and Diplomas are individual and are awarded on a pass/fail basis. Please note for students graduating in 2008 there will be a new formula.

The following are the agreed College-wide grading criteria for undergraduate degrees:

Mark	Descriptor	Generic grading criteria	Specific Grading Criteria (Marking Criteria)
0%	Non submission or plagiarised assessment	A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment	n/a
1-9%	Very bad fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be re-sat)	n/a
10-24%	Bad fail	Represents a significant overall failure to achieve the appropriate learning outcomes (shall be deemed a valid attempt and not necessarily required to be resat)	Departments are encouraged to continue to list specific grading criteria in each generic grading band in order to allow an assessment of the level of achievement of the appropriate learning outcomes
25-34%	Fail	Represents an overall failure to achieve the appropriate learning outcomes.	As above
35-39%	Threshold	Represents the overall achievement of the appropriate learning outcomes a threshold level	As above
40-49%	Satisfactory	Represents the overall achievement of the appropriate learning outcomes to a satisfactory level	As above
50-59%	Good	Represents the overall achievement of the appropriate learning outcomes to a good level.	As above
60-69%	Very good	Represents the overall achievement of the appropriate learning outcomes to a very good level.	As above
70-79%	Excellent	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	As above
80-89%	Outstanding	Represents the overall achievement of the appropriate learning outcomes to an outstanding level.	As above
90-100%	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	As above

For Masters degrees

Generic Grading and Specific Grading Criteria (marking criteria)				
<u>Mark</u>	<u>Grade</u>	<u>Descriptor</u>	<u>Generic Grading Descriptors</u>	<u>Specific Grading Criteria (Marking Criteria)</u>
<u>0%</u>		<u>Non submission or plagiarised assessment</u>	<u>A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment</u>	<u>n/a</u>
<u>1-9%</u>	<u>F</u>	<u>Very bad fail</u>	<u>A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be re-sat).</u>	<u>n/a</u>
<u>10- 29%</u>	<u>E</u>	<u>Bad fail</u>	<u>Represents a significant overall failure to achieve the appropriate learning outcomes</u>	<u>Departments should still continue to list specific grading criteria in each generic grading band in order to allow an assessment of the level of achievement of the appropriate learning outcomes.</u>
<u>30-49%</u>	<u>D</u>	<u>Fail</u>	<u>Represents an overall failure to achieve the appropriate learning outcomes.</u>	<u>As above</u>
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level	<i>As above</i>
60-69%	B	Good (merit threshold)	Represents the overall achievement of the appropriate learning outcomes to a good level.	<i>As above</i>
70- 79%	A	Excellent (distinction threshold)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	<i>As above</i>
80 -100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	<i>As above</i>

Modelled Specific Grading Criteria

The following is an attempt to in part model how existing specific grading criteria might be adapted to fit proposed generic descriptors. The example is taken from a recent submission to PARSC for an MA Artist-Teachers and Contemporary Practices.

Generic Grading and Specific Grading Criteria (marking criteria)				
<u>Mark</u>	<u>Grade</u>	<u>Descriptor</u>	<u>Generic Grading Descriptors</u>	<u>Specific Grading Criteria (Marking Criteria)</u>
<u>0%</u>		<u>Non submission or plagiarised assessment</u>	<u>A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment</u>	<u>n/a</u>
<u>1-9%</u>	<u>F</u>	<u>Very bad fail</u>	<u>A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be re-sat).</u>	<u>n/a</u>
<u>10- 29%</u>	<u>E</u>	<u>Bad fail</u>	<u>Represents a significant overall failure to achieve the appropriate learning outcomes</u>	<p>Overall the work may not be without merit but not Masters standard. The concept is realised inappropriately or under developed.</p> <p>Research: Range of sources is very limited; little interpretation or analysis; lacking breadth or awareness of contextual framework.</p> <p>Studio practice: Materials and processes do not demonstrate a level of expertise commensurate with that necessary for the coherent articulation of the visual idea/concept. The work may have merits but is not at Masters level. Variable presentation/display with errors and inconsistencies. Little evidence of technical competence.</p> <p>Text-based: <u>Weak organisational structure lacking in discussion and commentary; unfocused or lacking coherent argument; incorrect scholarly procedures employed.</u></p>
<u>30-49%</u>	<u>D</u>	<u>Fail</u>	<u>Represents an overall failure to achieve the appropriate learning outcomes.</u>	<p>Overall inadequate level of response to the set task; the realisation of the concept does not utilise a sufficient range of processes and materials; level of response is not always appropriate or consistent.</p> <p>Research shows little evidence of the identification of relevant issues; limited and inadequate range of sources; little evidence of analytical and contextual skills, inconsistently employed.</p> <p>Studio realisation: the visual/conceptual coherency of the work/project is inadequate and ideas are not fully researched or deployed sufficiently; contextual frameworks not well</p>

				<p>established; appropriate visual and aesthetic codes have not been explored .</p> <p><u>Text-based work is lacking structure and/or a sound argument; the focus is not clear; incorrect scholarly procedures, inaccurate references.</u></p>
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level	<p>Overall mainly adequate level of response to the set task; the conceptual coherency of the work/project is largely adequate and ideas are researched and deployed with an inconsistent recognition of the need for a contextual framework.</p> <p>Research shows some evidence of the identification of relevant issues; limited range of sources; evidence of some analytical and contextual skills but inconsistently employed.</p> <p>Studio realisation utilises a limited range of processes and materials in a technically adequate manner; appropriate visual and aesthetic codes have been explored and employed inconsistently. The brief has been researched but limited evidence of a process of contextualisation and critical analysis.</p> <p>Text-based work is structured around an argument although the focus is not always clear; largely correct scholarly procedures employed.</p>
60-69%	B	Good (merit threshold)	Represents the overall achievement of the appropriate learning outcomes to a good level.	<p>Overall evidence of good analytical research in the conceptualisation of the project; a very good level of response to the set tasks; the conceptual coherency of the work/project is good and ideas are researched and deployed within a defined contextual framework.</p> <p>Research shows evidence of sustained academic enquiry; the work draws on a wide range of sources most of which are critically evaluated and synthesised within a clear argument/structure; most issues are identified and contextualised using appropriate theoretical frameworks</p> <p>Studio realisation is coherent and displays material and technical cohesion appropriate to the idea; good technical competence utilising a range of processes and materials with confidence; the brief has been well researched with clear evidence of contextualisation and critical analysis; appropriate visual and aesthetic codes have been successfully explored and employed.</p> <p><i>Text-based work is well organised, with sound</i></p>

				<i>underlying structure and ideas are articulated clearly. Correct scholarly procedures employed throughout with accuracy.</i>
70- 79%	A	Excellent (distinction threshold)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	<p>Overall the work shows evidence of rigorous analytical research in its conceptualisation of the project; an excellent level of response to the set tasks; the conceptual coherency of the work/project is strong and ideas are researched and deployed within a clearly defined contextual framework</p> <p>Research shows ample evidence of sustained academic enquiry; the work draws on a wide range of sources all of which are critically evaluated; issues are readily identified and contextualised using appropriate theoretical frameworks;</p> <p>Studio realisation has been researched thoroughly and a process of contextualisation and critical analysis is much in evidence; abundant evidence of high technical competence utilising a range of processes and materials with confidence; appropriate visual and aesthetic codes well explored and employed incisively; work displays excellent material/technical cohesion appropriate to the idea/theme.</p> <p><i>Text-based work is extremely well structured and ideas are articulated and synthesised clearly through a cogent argument. Correct scholarly procedures employed throughout with care and accuracy.</i></p>
80- 100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	Department would need to define this

178 Detailed guidance on the formulation of marking schemes should be sought from the Deputy Academic Registrar at the point at which Programmes of Study are presented for approval to Learning and Teaching Committee.

179 Numerical marking schemes for awards can now be published to students on undergraduate course unit degrees and the formula for the 'Calculation of the final weighted average mark' for course unit degrees may be divulged.

Conventions for Marking

180 All written examination scripts shall be marked by two Examiners or by one Examiner and one Assessor. All other forms of assessments contributing to the award shall be marked by either two Examiners or by one Examiner and one Assessor, or by at least one Examiner/Assessor with a second Examiner having at least an overview of the work.

181 If significant differences of opinion emerge, markers should not merely average the two marks but should seek to agree a final mark by reference to the original work and if appropriate by employing an internal moderator.

182 Where a candidate is absent from a written paper or fails to submit any work for assessment (without acceptable cause) a mark of zero (failed) should be recorded. A student enrolled on a course unit programme who fails a course unit shall be subject to penalty upon re-entering. Please see 7.2 of Appendix II for information on Marking Students with Special Needs at the end of Section II.

183 Non-Valid Attempt

The following constitute non-valid attempt:

- (a) A non-submission or a plagiarised assessment, where a mark of 0% must be awarded.
- (b) A very bad fail.
- (c) A submission that does not even attempt to address the specific learning outcomes marks between 1% and 9% must be awarded.

184 For non-valid attempts and very bad fails the unit must be re-sat. The following should be noted:

- (a) A proven instance of plagiarism cannot constitute a 'valid' attempt;
- (b) A late summer re-sit should not be permitted for a student who has not made a 'valid' attempt at a course (including, therefore, one where plagiarism has been committed);
- (c) An award should not be made to a student who has not completed twelve course units, and that 'completed' here implies 'made a valid attempt at'. This will prevent an award being made, for example, to a student who has successfully completed ten course units but who has been found guilty of plagiarism in, or has otherwise failed to make a valid attempt in, one of the other course units.

Legibility

185 It is the responsibility of candidates to ensure that work submitted for assessment is legible and coherent. Students are informed, within the appropriate Examination Information booklet, that normally they will only receive marks for work that can be read.

186 If Examiners have difficulty in reading a candidate's work, they should discuss this with the College Examinations Officer who may be able to arrange for work to be transcribed. Under no circumstances should candidates be informed of the possibility in advance. If it is necessary for the work to be transcribed, any costs involved shall be charged to the candidate.

187 If a work has to be transcribed the candidate will dictate the completed work to a typist, or amanuensis under supervision. This typed (or hand-written) version should correspond line for line and page for page with the original and both the original work and the transcription shall then be returned to the Examiners for marking.

Recording of Marks

188 Chairs of Sub-Boards are formally accountable for all aspects of the assessment of candidates within the remit of the Sub-Board or Joint Sub-Board (see paragraph 15 above On duties of Chairs of Sub-Boards)

189 However the following may be delegated to the Departmental Examinations Officer:

1. making arrangements for marking of all written examinations papers;
2. overseeing the inputting of marks on to the computerised system and amending marks as appropriate in accordance with decisions taken by the Examiners at a pre-meet;
3. arranging for the mark sheets to be printed for the meeting of the Sub-Board and for ensuring the accuracy of those marks;

Inputting of Examination Results.

190 As soon as marks are available a designated Departmental Officer starts to input the marks that have been finalised. Each Department has dedicated PC's that can be used to access the student record system. When all marks have been entered the final marks sheets are printed ready for duplication for use by the Sub-Board. Following any changes made at the Sub-Board, the Sub-Board report and notes are submitted to the Examinations Office. Amendments to the Student Record System are made by the Examinations Office and all marks confirmed (unless there are any outstanding queries, results from other institutions, IT skills test, plagiarism etc).

Protocol for the meetings of Sub-Boards and Joint-Boards

191 Departments shall hold meetings prior to the Sub-Board. These meetings attended by the Senior Tutors, Departmental Examination Officers and possibly one or two other staff as appropriate should consider mitigating evidence to be drawn to the attention of the Sub-Board and may also consider overall profiles and identification of areas where further communication is required with co-host Departments.

192 Each Sub-Board meets on a previously agreed date to review student profiles, to make recommendations for final classifications and to consider mitigating circumstances.

193 The practice of anonymity was introduced at the time of the College taking over the examination arrangements from the University and was agreed by Academic Board. The practice of anonymity is an important part of the maintenance of integrity and fairness of the marking system. Anonymity should be maintained during the deliberations of the Sub-Board. However it is recognised that for some programmes it is sometimes necessary to break anonymity but this should be only done when appropriate.

194 Decisions made at Sub-Boards can have a very serious impact on students' futures, and members should at all times ensure that decisions are consistent, are fair, and are objectively justifiable in the event of a challenge. The Chair should remind members at the commencement of each meeting that the discussions of the Sub-Board are confidential and should not be discussed with anyone outside the meeting. S/he shall also remind members that the College Policy on Conflicts of Interest (<http://www.gold.ac.uk/governance/conflicts.php>) is applicable to the conduct of a Sub-Board.

The Chair should provide information and guidance, but the decisions are taken by the Sub-Board as a whole. If there is a controversial issue, the different viewpoints should be heard, and if necessary a vote taken, in which external examiners shall each have a single vote, along with all other voting members. The Chair has a casting vote. If External Examiners wish to comment during the course of a Sub-Board, they should always be allowed to do so, but in any event they should be invited to make comments at the end, and thanked for their work.

195 From time to time, unavoidably and at short notice, it is possible that no external examiner will be able to attend in person a meeting of a Sub-Board of Examiners where students are to be recommended for an award. It is stressed that, given that dates of meetings are generally fixed a year in advance, these arrangements should apply only exceptionally and at short notice:-

Where no external examiner is able to attend a meeting:-

- i s/he should be asked to be available at the time of the meeting by telephone if required.

If this is not possible, the meeting may proceed if all of the following conditions are met:-

- ii the external has completed all moderating duties
- iii s/he has presented a written report by the time of the start of the meeting
- iv s/he has agreed that the meeting may proceed with these conditions in his/her absence
- v any decision which would, in the presence of the external examiner, have been referred to him/her, should be deferred to Chair's action to enable the Chair to speak with the external examiner at a later point.
- vi a senior member of Registry will be present at the meeting and in order to provide procedural guidance if necessary.

196 .All written examined work should be available to meetings of assessment panels and boards of examiners.

197 Mitigating circumstances should only be taken into account in border-line marks.

198 Sub-Boards shall take special care in circumstances where a student has been granted a period of 'interruption of studies' prior to the meeting. In these circumstances, it will usually not be appropriate to consider the student's profile at all, and a decision shall normally be deferred until the first meeting of the sub-board following the student's return to studies. No decision regarding the student's progression status shall be made at the sub-board, since this will have been determined at the point of approval of the interruption of studies.

199 A formal report of the meeting must be kept. Any special circumstances relating to individual students should be clearly noted, since the notes of the meeting may be open to scrutiny in the event of an appeal or similar. It is particularly important that clear reasons are stated where two students with superficially-similar profiles have been treated differently, where precedents have not been followed, or where the examiners' discretion has been used, etc. (See Appendix III at the end of this section for a sample report).

200 At the conclusion of the meeting the Chair and External Examiners sign the appropriate documentation.

Results Procedures

201 Sub-boards are responsible for assessing the performance of candidates according to their terms of reference, and considering the mark sheets for continuing and final year candidates. The following section details the agreed coding conventions to be employed by Sub-Boards and Joint Sub-Boards for annotating mark sheets. These codes indicate results at both course and programme level.

Codes for individual courses

202 In the case of a candidate who has failed an assessment or has otherwise failed to complete a course to satisfaction of the Examiners, one of the following result codes is to be entered on the College Mark Sheet:

Course Result (and transcript text)	Code	Explanation of the Code
Fail	F	Course/course unit failed. Re-entry either not required, or is not possible because candidates are not permitted further attempts.
Fail – must re-enter without penalty	G	Course/course unit failed and must re-enter on the next possible occasion – no penalty. This code is used in the case of all undergraduate Certificates and Diplomas and Masters awards in which all courses must be passed. This code is used in course unit degrees where extenuating circumstances have been deemed acceptable but where a pass compulsory, or the course is a pre-requisite or it is considered to be on the best interests of the candidate to re-enter.
Fail – must re-enter with penalty	H	Course unit failed including through absence. Must re-enter next year with penalty applied (course unit degrees only). This code is used where a pass is compulsory for a course unit or where a candidate has not passed sufficient units to proceed or where in the opinion of the Sub-Board it is in the best interests of the candidate to re-enter
Fail – advised to re-enter – without penalty	J	Course unit failed. Advised to re-enter next year with no penalty applied. This code is used if the candidate has submitted acceptable extenuating circumstances and the Sub-board considers that it is in the candidate's interest to re-enter in order to secure the best chance of achieving the highest classification possible(course unit degrees only).

Fail – advised to re-enter – penalty applied	K	Course unit failed. Advised to re-enter in the following session with penalty applied (course unit degrees only). This code is used where a candidate has passed sufficient course units to proceed but, in the opinion of the Sub-Board, it is in the best interests of the candidate to re-enter in order to ensure that sufficient course units will have been passed by the final year in order for the candidate to be classified.
Fail re-entry - not required	L	Course unit failed – re-entry not required (course unit degrees only). This code is used where a candidate has passed sufficient courses to proceed but, in the opinion of the Sub-Board, it is not in the best interests of the student to re-enter. e.g. if a candidate failed an option course in another Department.
Absent (ABM) – with medical or other acceptable extenuating circumstances	A	Absence with acceptable extenuating circumstances; permitted to take the examination or to submit the coursework (as for the first time) in the late summer of the same year.
Absent (ABM) – with medical or other acceptable extenuating circumstances	D(ef)	Absence with acceptable extenuating circumstances; permitted to take examination or submit coursework (as for the first time) during the following session.
Late summer re-entry	S	For course unit students who commenced in September 2005 or later.
Withdrawn from assessment	W	Only applies to course units where a candidate is advised but not compelled to re-enter by the Sub-Board in a previous year but then subsequently decides not to re-enter the examination/assessment and withdraws from it

Codes for overall year result

203 The following codes shall be used in conjunction with the codes for individual marks and shall denote the overall result for any given year e.g. whether a student may proceed to the following year with or without any conditions or has achieved the award

Overall Year Result (transcript text)	CODE	EXPLANATION OF THE CODE
Progress to next year/level	P	Sufficient courses passed as detailed in programme regulations to allow to candidate to proceed to the following year (please note the requirement for the number of courses to be passed for eligibility to proceed varies between different types of programmes).
Progress with conditions	PC3	Sufficient courses passed to allow candidate to proceed to next year of the programme. Must re-enter or is advised to re-enter failed courses, as will be specified on the candidate's annual transcript. But Examiners have expressed concern at level of attainment or attendance.
Permitted deferred assessments (late summer)	DA	Missed examination(s)/assessments because of illness or death of a near relative or due to another cause acceptable to the Sub-Board of Examiners. Offered the opportunity of Deferred Assessment at such a time determined by the College but normally in late summer.

Late summer re-take, can proceed without further attainment	PS	Missed or failed examination(s). Opportunity to re-take in late summer, however student can progress without further attainment.
Progress to Year 4 (European Languages)	PE	Sufficient courses passed and student exempt year abroad.
Permitted to re-enter in late summer	S	Failed courses during the year and permitted to re-enter assessments applies to students on course unit programmes who commenced in September 2005 or later.
Repeat in full-time attendance	R2	Insufficient courses/course units passed to allow a candidate to proceed to the next year or in final year to complete the programme. Sub-Board recommends that the candidate re-takes the year as a full-time student (students are not <i>obliged</i> to re-attend and may decide to re-enter examinations/assessment not in attendance).
Repeat in part-time attendance	R3	Insufficient courses/course units passed to allow candidates to proceed to the next year or in final year to complete the programme. Sub-Board recommends that the student re-takes the year on a part-time basis (Home and EU students only, although (except in certain cases) students are not <i>obliged</i> to re-attend and may decide to re-enter examinations/assessment not in attendance).
Repeat not in attendance	R4	Insufficient courses/course units passed to allow candidates to proceed to the next year or in the final year to complete the programme. Student required to re-enter failed assessments the following session without attending College.
Repeat - including practical element	R5	Failed practical element (such as teaching practice). Must re-take successfully before proceeding or completing this programme.
Candidate ill	D	Missed examinations/assessment because of illness – to retake at next occasion with no penalty
Dismissal because of no further attempts permitted	F1	Student dismissed because he/she has not passed sufficient courses/course units to proceed or be awarded a degree and the regulations did not permit any further re-entries.
Outright Academic Failure	F2	Student dismissed because of extreme academic failure and/or insufficient attendance..
Withdrawn from Programme	W	Student has formally withdrawn, completed appropriate documentation and did not complete examinations

Determination and publication of results

Consideration by College Board

204 The following details the process by which recommendations made by Sub-Boards and Joint Sub-Boards are considered by the College Board of Examiners and results are determined and published.

205 In the case of undergraduate degrees, Departmental Examination Officers can amend examination marks onto the Main Student Record System up until the Sub-Board has met. This will include recommendations for late summer re-sits. Thereafter any further amendments to a candidate's profile must only be entered directly onto the student record system by the Examinations Office. It is important therefore that any amendments made at the Sub-Board are entered immediately onto the student record system by the Examinations Office.

206 Following submission of Sub-Board reports and notes by Departmental Examinations Officers the Examinations Office assumes responsibility for the remainder of the process and shall ensure that:

1. All recommendations from Sub-Boards and Joint Sub-Boards for finalists are forwarded to the College Board of Examiners for formal consideration. For all undergraduate programmes all mark sheets and Sub-Board reports (see paragraph 35 above duties of sub-board secretaries) are considered by the College Board of Examiners in June/July. All other mark sheets and Sub-Board reports are presented for consideration to the Chair of the College Board of Examiners by the College Examinations Officer as soon as possible after the meetings of the Sub-Board;
2. Decisions made by Sub-Boards and Joint Sub-Boards concerning student progression (including resits) are recorded on the main student record system by means of inputting progression codes recorded on the mark sheet;
3. Amendments to individual marks or to final classifications made at Sub-Boards, Joint Sub-Board or College Board meetings are entered onto the main student record system.
4. Any decisions made after the meeting of the Sub-Board must be communicated to the College Examinations Officer on a memo signed by the Chair of the Sub-Board. It should be noted that finalists retaking assessments in late summer may be recommended for award without a meeting of the Sub-Board so long as the prior approval of the external examiners has been obtained at the June meeting.

Publication of Results

207 Results for undergraduate degrees shall be published as soon as possible after the meeting of the College Board through the agency of the College Examinations Officer. Numbered lists indicating those eligible to proceed from one year to the next and numbered lists of classifications for final year students are posted on the Examinations Notice Board and on the College Website. (This list will not be updated after initial publication – debtors will be informed by post). Numbered lists are provisional and confirmed overall results are issued individually in writing, normally by the beginning of August.

208 All candidates, excluding those finalists in debt, shall be provided with a complete transcript including the mark awarded for each course taken and the final mark and classification (see paragraph 213 below). Candidates are also sent information on the Goldsmiths Society.

Pass list

209 Copies of Final Named Pass Lists detailing classification order shall be printed from the system. Those relating to DipHEs, undergraduate degrees and Masters awards are sent to the University where the final Diploma is produced and sent direct to students. Diplomas are sent to the home address recorded on the student record system.

Students in Debt

210 Final year students who are in debt to the College or University when the results are sent out shall not be included on pass lists. They shall instead be sent a letter reminding them of their debt and informing them that they shall not be issued with formal notification of their results either until the debt is cleared or an arrangement to discharge the debt has been approved by the Academic Registrar. Continuing students who are in debt will be sent their results but reminded they may not enrol for the next session until their debt is cleared.

211 Students in debt, offered either a re-sit or deferred assessment will be permitted to take assessment but thereafter not allowed that result if finalist or to re-enrol if a continuing student.

Issuing of Official Certification (Diplomas)

212 Successful candidates on DipHE, Undergraduate degree, PGCE, and Masters awards shall be sent their final Diploma direct from the University. The date of the award shall be that listed in programme regulations which for most awards shall normally be 1 August. Depending on the final date of submission, Taught Masters degrees shall be awarded on one of the following dates: 1 March, 1 August, 1 November, 31 December.

213 Final Year Students who are in debt to the College or University when the results are published will be sent a letter reminding them of their debt. A simple statement of results on plain paper will be sent following a formal data protection request from the student to the College Examinations Officer.

Late and Non-Submission of Coursework and Absence from Examinations

214 The following section details the effect on students' assessment profile when written examinations are missed or coursework is handed in late or not submitted. Students may offer mitigation for their absence from examinations or for late or non-submission of coursework. Consideration of extenuating circumstances may result in an amendment to an individual mark, amendments to a profile of marks or the offer of deferred assessment. The same considerations apply when considering an application for an extension for a deadline for submission of assessed work. If a student's application for an extension of a deadline is accepted that good practice dictates that the decision is conveyed to the student as quickly as possible.

Extenuating circumstances

215 The object of summative assessment is to measure achievement, not potential: what a candidate has done, not what she/he might have the potential to do (however where candidates submit acceptable extenuating circumstances potential may be considered) (see paragraph 230 below);

NB each candidate is responsible for submitting assessed coursework, portfolios, dissertations, etc., by the deadline published by the department(s), for presenting him/herself for written examinations at the published time and place, and for submitting information on extenuating circumstances.

216 The only extenuating circumstances which should be the concern of the College Board of Examiners and its Sub-Boards in relation to assessment or classification for Honours are those that might be considered to have brought into question the validity of a particular assessment as a measure of a candidate's achievement, and are outside the candidate's control.

217 The following shall normally be considered acceptable extenuating circumstances in accordance with these procedures where it can be seen to have been current at the time of the assessment concerned:

1. evidence of medical problems
2. evidence that the student has been the victim of a crime or similar action
3. evidence that the student has been the victim of a natural disaster or similar
4. evidence of severe adverse personal circumstances that have been such as to lead the student to seek professional advice about dealing with the consequences.

The following shall NOT normally be considered acceptable extenuating circumstances:

1. circumstances which have had no direct bearing upon the assessment
2. circumstances which may have affected the assessment, but which are clearly the candidate's responsibility eg misjudging how much time is needed in order to meet the deadline for submission published by the department; misjudging how much preparation is necessary for a written examination; misreading the timetable; underestimating the time necessary to travel from home to the examination hall; delays due to failures on the part of computers or other similar equipment, regardless of the ownership of such equipment.

Sub-boards should also ignore special pleading based on the timetabling of a candidate's examinations in close succession: this problem is bound to occur given the number of examinations which have to be timetabled over a short period of time.

Chairs of Sub-Boards should ask to see originals of medical certificates, etc. and should feel able to seek further confirmation of the circumstances claimed by the student where there is reason for doubt. Falsification of evidence submitted in support of extenuating circumstances will render a student liable to disciplinary action.

218 Extenuating circumstances must be submitted in writing by the candidate as soon as possible after the assessment, and in any case no less than 24 hours before the meeting of the relevant Sub-Board. Submissions by staff or by other students on behalf of a candidate who has not presented a written case him/herself must not be accepted. The submission must be supported by documentary evidence; where such evidence is anticipated but is not available at a Sub-Board meeting, the Sub-Board can defer its decision, and authorise the Chair to act on its behalf.

Process in Considering Extenuating Circumstances

219 The assessment must be marked without allowance being made for extenuating circumstances by the Examiners, and the mark (moderated by a External Examiner) reported to the Sub-Board.

220 As each Sub-Board is responsible for assessing the performance of candidates referred to it by the College Board of Examiners, only the Sub-Board is competent to decide whether any allowance for extenuating circumstances should be made. In the first instance, the Chair of each Sub-Board should consider extenuating circumstances in the light of the marks awarded, and

- (a) Identify and reject any submissions which do not fall into the category of bringing into question the validity of a particular assessment as a measure of a candidate's achievement, and are outside the candidate's control (as indicated above) and so need not be referred to the Sub-Board;
- (b) Identify those which might have affected the validity of the assessment, and should therefore be considered by the Sub-Board.

221 In reaching his/her decision, the Chair will need to consider the submission from the candidate, the supporting evidence, the provisional mark for the course concerned, the performance of the candidate in other units of assessment, the comments of the candidate's personal tutor, etc. A record should be kept of all such submissions, and the decision taken by the Chair in each case.

222 When the Sub-Board is considering the extenuating circumstances referred to it by the Chair, the Chair may request comments from individual Examiners. The Chair should rule out of order any special circumstances raised by members of the Sub-Board which have not been properly documented.

223 In reaching its decision, the Sub-Board must bear in mind:

- (a) The effect the extenuating circumstances might have had upon the validity of the candidate's assessment(s), and
- (b) The possible cumulative effect of the extenuating circumstances upon the candidate's progression or classification for Honours.

224 However, the candidate's performance must always be seen in the context of the performance of the student cohort as a whole (see below).

Circumstances affecting Individual Units of Assessment

225 The Chair of the Sub-Board should consider the extenuating circumstances, and make one of the following recommendations to the Sub-Board in each case:

- (a) The circumstances appear to have had little or no effect upon the candidate's performance, and the mark for the unit of assessment can therefore be confirmed;
- (b) The circumstances appear to have affected the candidate's performance (as evidenced by his/her performance in the particular unit of assessment when compared to his/her performance in other equivalent units of assessment).
- (c) The circumstances appear to have been so significant as to bring into question the validity of the assessment as a measure of the candidate's achievement in the particular unit of assessment.

226 In the first case, no further action is necessary.

227 In the second case, if the marks awarded to the candidate for other units of assessment suggest that performance in the unit(s) of assessment deemed to have been affected by the extenuating circumstances is an aberration, the Sub-Board, with the agreement of the External examiners, may decide that the candidate should be awarded additional marks.

228 In the third case, where the Sub-Board is satisfied that a candidate's performance has been so affected by the extenuating circumstances that the assessment is not a valid measure of the student's achievement, it may permit the candidate to set aside the performance, and allow the candidate to take the assessment at the next available opportunity, as if for the first time.

229 The above examples all relate to individual extenuating circumstances. Where the assessment of a whole group of students has been affected by extenuating circumstances (for example, when an examination has been disrupted by a fire alarm), the Chair of the College Board of Examiners should be consulted as to the options available to the Sub-Board.

Matters affecting a Candidate's Overall Degree Classification

230 If a candidate's extenuating circumstances have been considered in the context of individual units of assessment, there should be no outstanding issues for the Sub-Board to resolve. Chairs of Sub-Boards should take care not to 'double count' extenuating circumstances, i.e. by compensating the candidate by raising the mark for an individual unit of assessment, and then by compensating the candidate a second time when considering which degree classification to recommend to the College Board of Examiners. If the candidate's final weighted average mark (for undergraduate course unit degrees) or aggregate mark (for undergraduate degrees in Art and Design) falls within the discretionary range between two classes of degree or on the pass/fail borderline, the Sub-Board may take into account the candidate's unfulfilled potential if this is deemed to have been affected by extenuating circumstances during the course of the programme of study, provided that this is clearly evidenced by the candidate's performance in the majority of units of assessment, *but only where that unfulfilled potential has not been compensated for elsewhere.*

Failure through absence or non-submission where extenuating circumstances have not been submitted or deemed acceptable

231 Candidates who do not submit acceptable evidence of mitigating circumstances in respect of an absence from examination or late submission of coursework (irrespective of the extent of the lateness) will be deemed to have made an attempt and be assigned a result of Abs, for that element of the assessment.

232 Candidates who fail a course because of absence from examination or as a result of the non-submission of work for the assessment of that course, or element thereof, shall be required to re-enter the whole examination for the course on the next following occasion. The re-entry mark for students on course unit degree programmes shall be subject to the re-entry penalty (i.e. the mean of the actual mark obtained in the re-entry and the course unit pass mark).

233 The following provides detailed advice for Chairs of Sub-Boards on how to determine whether students who have failed to submit elements of assessment are required to re-enter.

1. Where a candidate is absent from the assessment for a course which is examinable solely by formal written examination or written assessments (without acceptable cause) a result of Abs should be awarded and the candidate shall be required to re-sit that examination at the next available opportunity. For all other than course unit degrees the re-entry mark recorded is the mark achieved. The re-entry mark for students on course unit degree programmes shall be subject to the re-entry penalty (see paragraph 232 above).
2. Where the assessment for a course comprises two or more elements (i.e. a written examination and a piece of coursework) and the relative weightings of the elements of assessment are 50% and 50%, and a candidate does not submit the coursework, a result of Abs should be awarded for that element. Using the course unit marking scheme as an example, if the resulting average mark is over 35% (e.g. the course unit pass mark), then the candidate shall be deemed to have passed the course overall. The maximum mark achievable in these circumstances would be 50%.
3. If the resulting average mark is not over 35%, then the candidate shall be required to be re-examined in both elements of assessment. Notwithstanding this, coursework which achieves a pass mark could be re-submitted for assessment in the following year provided that the coursework requirement for the course remained the same. The re-entry mark for students on course unit degrees shall be subject to the re-entry penalty for the whole unit. Candidates should be advised to take this into account in deciding to re-submit the same coursework.
4. Candidates who attempt to "play the system" by taking calculated risks in not submitting elements of assessment knowing that they still might achieve an overall pass mark for the course should be placed on probation. A condition of fulfilling the terms of the probation might be the submission of elements of outstanding coursework.
5. All work shall be marked whether or not it is submitted by the deadline published by the Department in case evidence presented in mitigation is subsequently deemed to be acceptable.

6. Students on course unit degrees who do not submit for assessment for a course or an element thereof in their final year of study (thereby failing the course) but who have passed sufficient courses to be awarded a classified degree shall not be deemed to 'have completed to the satisfaction of the College courses valued at a minimum of twelve course-units' and therefore cannot graduate.

Process by which students apply for extenuating circumstances to be taken into account by Sub-Boards and Joint Sub-Boards

234 The following paragraphs detail in what circumstances candidates might wish to submit evidence of extenuating circumstances to whom they should submit it, and what effect if deemed acceptable, will it have on their assessment profile.

235 Any candidate who is prevented from attending any examinations or from submitting work for assessment by the published deadline may, if they deem it appropriate, submit evidence of extenuating circumstances to explain their absence/non-submission. A student should submit evidence of extenuating circumstances to the Chair of the relevant Sub-Board via the College Examinations Officer. The Sub-Board or Joint sub-board is empowered to consider this evidence and may determine what effect, if any, these extenuating circumstances will have on the candidate's assessment profile (see 227 above).

236 Candidates may submit details of their extenuating circumstances at any time of the year. Where the submission involves a request for an extension to a deadline for the handing in of coursework, the Chair of the Sub-Board may make a decision on the Sub-Board's advice, taking advice from other members as s/he considers necessary. The outcome of such an application should be notified to the Examinations Officer who will advise the student as quickly as is possible. Candidates should be advised that they should ensure as far as possible that all written assessment is submitted by the required deadlines and that all written papers are taken, as there is no guarantee that evidence will be deemed to be acceptable.

237 Written assessments submitted after the deadline set by the Departments shall be marked in case evidence presented in mitigation is subsequently deemed to be acceptable. If the evidence is not accepted or is not submitted the result is 0.

238 Where students do not submit written assessments by the deadline set by the Department and evidence of extenuating circumstances is subsequently deemed acceptable the assessed work will be deemed to have been submitted by required deadline. In effect the student has retrospectively been granted a short-term deferral.

Deferrals

239 Where a student fails to submit any written assessment or fails to sit an examination and evidence of extenuating circumstances is subsequently accepted, a student may be offered the opportunity of submitting/sitting the assessment at a later date (also as if for the first time). The timing of such deferred assessments will depend on the nature of the student's individual circumstances and the type of assessment missed.

240 In all cases of the deferred assessments the written assessment or written paper should normally be sat/submitted in late August /early September; otherwise they should be submitted/taken at the next time when the assessment is normally submitted/taken.

241 Deferred assessment should be in the same format as the original assessment.

Re-entry

242 Candidates enrolled on undergraduate degree programmes are permitted a maximum of two re-entries per course; candidates enrolled on Certificates, Diplomas and Masters awards are permitted one re-entry per course.

243 All re-entries (with the exception of undergraduate course unit degrees, and specified Masters programmes (see below) must be made at the next normal occasion when the assessment is held i.e. in the following session.

244 If an overseas student fails a written paper it may be possible to arrange for the re-sit to take place abroad, normally under the aegis of the British Council.

Re-entries on course unit degrees

245 If a candidate submits for all elements of assessment for a course but does not achieve an overall pass mark of 35%, s/he will be required automatically to re-enter the course if s/he has passed enough course units to continue or to be classified.

246 Whether the candidate is required to re-enter will be determined by the Sub-Board based on consideration of whether the failed course unit is a core course unit, a pre-requisite or for other reasons as determined by the Sub-Board or Joint Sub-Board.

247 If a candidate re-enters for a failed course unit, s/he shall be required to re-enter the whole assessment for that course, even if it consists of a number of parts that may already have been passed. Notwithstanding this, elements of coursework that a candidate has already passed could be re-submitted for assessment in the following year provided that the course work requirement remained the same. (i.e. candidates must always re-sit written papers).

248 Unless acceptable extenuating circumstances are established, the mark awarded on the re-entry shall be subject to the re-entry penalty for the whole unit, which is the mean of the actual mark attained and the pass mark.

249 Candidates who are required to re-enter failed courses must re-enter the failed courses at the next following occasion when the course would normally be examined. The format of the assessment for re-entries should be in the same format as the original assessment.

250 However in 2006 students in Year One of course units may be offered a re-sit in late August/early September. If they enter it will be counted as one of three attempts (see Appendix IV for Rules Governing Resits at the end of this section).

251 Candidates failing a unit of a course unit degree may be required to resubmit work or re-sit an examination even where they have technically been assessed in all required elements. However if the Sub-Board or Joint Sub-Board deems that a student has not made a valid attempt at any assessment it may require a student to re-enter for all elements (see 184).

252 Exceptions:

- (a) Except in the instance detailed below, at the discretion of the examiners candidates who achieve a satisfactory standard in all but one examination at Level II may be permitted to proceed to Level III and must re-enter the failed Level II examination at the same time as their first entry to Level III examinations.
- (b) Re-entry students on BA Fine Art and BA Textiles who fail Studio Practice may not proceed to Level III.

253 For Level III students, all examinations must be passed in order to be eligible for the award of a degree. Candidates failing to complete are, on their first entry, required to re-enter **all** examinations except those examined **other** than by means of written papers or essays and completed on the first occasion to the satisfaction of the Examiners. At any subsequent re-entry all examinations will be re-entered without exception.

Re-entry for Certificates, Diplomas and Masters

254 If a candidate fails or does not submit for a course for which he/she has entered, the examiners may determine that he/she on re-entry will not be required to repeat other courses which he/she may have already passed.

255 A candidate who does not at his/her first entry successfully complete the examination or part of the examination for which he/she has entered may, subject to the agreement of the Head of Department when such re-entry would involve further attendance at the College, re-enter that examination on **one** occasion. Unless otherwise specified in the individual Programme Regulations such re-entry will be at the next following examination except when the College has granted permission for a candidate to defer re-entry until the examination in a subsequent year.

Aegrotat Provisions – Course Unit Degrees

256 Where a student has completed his/her full period of study but is absent from examinations during his/her final year, through illness or other cause judged sufficient by the College Board of Examiners, such as death of a near relative, he or she may be considered under the Aegrotat Provisions. Consideration for an award under these provisions must be supported by a medical certificate or other statement on the ground for mitigation which must be submitted as soon as possible and, in any case, within six weeks from the last date of the examination(s) in question.

257 The examiners shall recommend the award of the degree with a Pass or Honours classification and shall not consider the candidate for the award of an Aegrotat degree if:

- (a) A student has completed the taught element of courses valued at 12 course units;
- (b) And has passed courses to a value of at least 10 course units, at least two of which must have been passed in the final year except that the examiners may, exceptionally and on the approval of the College Board, consider for the award of a degree a candidate who passed in courses to a value of at least nine course units.

258 The examiners shall not recommend the award of a class of degree higher than the overall level that the student has achieved in the work actually presented. The examiners shall inform the student that he/she may either:

- (a) Accept the award of the classified degree under the Aegrotat provisions; or
- (b) Not accept but re-enter course unit examinations for which he/she is eligible.

259 A student who has been considered by the examiners as above shall be considered for the award of an Aegrotat degree only if the examiners have been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the examiners, having considered the work which the student has submitted at the examination or in such part of the examination as he/she has attended, if any, records of the student's performance during the period of study, and assessment provided by the student's teachers, shall determine whether evidence has been shown to their satisfaction that, had he/she completed the examination in normal circumstances, the student should clearly have reached a standard (and completed the necessary course units) which would have qualified him/her for the award of the degree. Where the examiners are so satisfied the student shall be informed that he/she may either:

- (a) Accept the award of the Aegrotat degree; or
- (b) Not accept the Aegrotat degree but re-enter course unit examinations for which he/she is eligible with a view to completing the requirements for the award of a degree.

260 Upon accepting an Aegrotat degree in writing to the Examiners Officer a student shall be informed that the degree has been conferred.

261 A student who has accepted the award of an Aegrotat degree shall not be eligible thereafter to re-enter for the examination for a classified degree.

262 A student who chooses not to accept the award of the Aegrotat degree and chooses to re-enter, shall no longer be eligible for the award of the Aegrotat degree.

263 Aegrotat degrees shall be awarded without distinction or class.

264 Holders of Aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register *de novo* for a degree under these regulations.

Issue of Diplomas

265 A diploma for the relevant degree under the seal of the University shall be despatched to each successful student who is awarded the degree. The diploma shall record the field of study, where appropriate.

266 The date of the award of the degree to successful undergraduate students shall be 1 August, but where a student completes the degree at a time other than at the summer vacation the date of the award shall be first day of the month following the examiners confirmation. The date of award for Masters students will be the first of the following dates after the last element of the examination has been completed, 1 March, 1 August, 1 November, 31 December.

Late Summer Assessments

267 The main examination period occurs in the summer of each year. However there is another examination period held in late August/early September to allow candidates under certain circumstances to re-enter failed or to enter deferred courses to allow them to proceed to the next year level of study or to graduate. Most of the procedures for May/June examinations are applicable to the late summer period.

268 There are late Summer assessments for the following reasons:

- (a) Candidates on any programme who have missed examinations because of illness or other reasons acceptable to the Sub-Board, may be given permission to defer assessment until late Summer.
- (b) For course unit programmes.
- (c) For certain Masters programmes.

269 Following the decision of the Sub-Boards and Joint Sub-Boards to permit candidates to defer assessment or to re-enter in late summer, the College Examinations Officer writes to inform them enclosing the appropriate entry form and information. Each student is sent a copy of the timetable and relevant information at least 2 weeks prior to the examinations.

270 The College Examinations Officer produces mark sheets and sends them to relevant Departmental Examinations Officers and arranges for Invigilation and Attendant cover for the duration of the examinations. At the end of the examinations the completed scripts are lodged in the Examinations Office. Departments are required to collect scripts and arrange for marking as quickly as possible. This applies to course work as well as formal written examinations. The agreed marks together with decisions on the progression decision for each candidate must be submitted to the Examinations Office on the formal Mark Sheet, duly signed, by the date specified by the College Examinations Officer.

271 The Mark Sheets are submitted to the Chair of the College Board for ratification (see 208(4) for information relating to finalists). The Examinations Office will inform candidates of their results, and where appropriate the classifications. The Student Records and Enrolments Office will send students appropriate enrolment information.

Interruptions of Programmes of Study

272 Candidates may need to interrupt their programme of study for a variety of reasons and various points in the year. The following paragraphs detail how temporary withdrawal impacts on a candidates assessment profile.

273 Students may temporarily withdraw up to a maximum of two years and only with the permission of their Departments who are advised to discuss the situation fully with the student before confirming any withdrawal. They must complete a temporary withdrawal form which must be signed by the Head of Department(s)/Senior Tutor(s) . HoD/ST must return the completed Form to the Records Office in order that the student's record can be amended on the student record system.

274 Where a student has submitted assessed coursework by the required date prior to interrupting a programme of study, the mark shall be held on file pending the return of the student and normally shall stand. If a student's temporary withdrawal has been due to certified medical grounds Sub-Boards or Joint Sub-Boards must determine whether marks already gained prior to withdrawal shall stand or whether the student on return to programme will be allowed to submit for assessment as if for the first time.

275 Where a student who has failed to submit assessed coursework by the deadline set by the Department subsequently interrupts his/her programme of study, the circumstances surrounding the interruption will be considered. If medical certification relating to a student's temporary withdrawal has been submitted/is available the Chair of the Sub- Boards or Joint Sub-Boards must determine whether the student, on returning to his/her programme therefore will be permitted to submit the required coursework, or whether the submission will be deemed a second attempt and therefore, for course unit degrees will be subject to penalty.

276 It will be necessary for Departmental Examinations Officers to keep detailed records of temporary withdrawals, the grounds on which they have been permitted, and the assessments taken or not taken prior to the withdrawal, in order for the Chairs of Sub-Boards and Joint Sub-Boards to be able to determine candidates' assessment requirements upon return their programme.

Representations from candidates and academic feedback

Representations from candidates

277 Chairs and Examiners must not communicate with candidates on behalf of the Sub-Board about their performance in the examination. Any representation (i.e. any form of query or complaint) which a candidate may make in connection with his/her examination must be referred to the Academic Registrar of the College.

278 Except as provided in paragraph 279 below, no decision of the College Board of Examiners or any of its Sub-Boards or Joint Sub-Boards, acting in accordance with these regulations and any other relevant Instructions for the Conduct of Examinations, may be modified.

279 The College Board of Examiners, any of its Sub-Boards or Joint Sub-Boards may, at its discretion, reconsider its decision only in the following circumstances:

- (a) If a candidate requests such reconsideration and provides adequate evidence which is acceptable to the College Board or to the relevant Sub-Board or Joint Sub-Boards that his/her examination was adversely affected by illness or other factors which he/she was unable or for valid reasons, unwilling to divulge before the College Board or the relevant Sub-Board of Examiners reached its decision.
- (b) If there is clear evidence produced by the candidate or any other person of administrative error or that the examination was not conducted in accordance with the instructions/regulations.

Academic feedback to candidates

280 Departments must give academic feedback throughout the programme of study so as to inform candidates of their academic progress. In accordance with good practice, such feedback is diagnostic only.

281 Departments may advise candidates on their performance in the assessment following the publication of results. Such advice may be given by staff in their capacity as tutors NOT AS EXAMINERS (see paragraph 277 above). Although Departments may offer advice on the general standards achieved by students throughout their programme of study consideration of the individual marks awarded to students is *ultra vires*.

Section III

Regulations governing misconduct in assessments

Introduction

282 This section of the regulations outlines the College's definition of misconduct in assessment. It also outlines procedures to determine whether misconduct has occurred and what sanctions may be imposed where misconduct has been established. These regulations seek to protect the academic standing and integrity of the awards of Goldsmiths College.

Academic Integrity and Responsibilities

283 Core values of academic integrity (honesty and trust) lie at the heart of our academic enterprise, and they underpin all activities within Goldsmiths College. The College values a culture of honesty and mutual trust, and expects all members of the College (staff and students) to respect and uphold these core values at all times.

284 One of the most frequent forms of misconduct in assessment is the act of plagiarism. For the purposes of these Regulations, **Plagiarism** is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements. Some students who plagiarise do so deliberately, with intent to deceive. This conscious, pre-meditated form of cheating is regarded as a particularly serious breach of the core values of academic integrity and one of the worst forms of cheating. Other students may plagiarise inadvertently as they do not fully understand the conventions of academic referencing and citation.

285 However, ignorance of proper procedures or good practice in academic writing is no excuse, particularly if a student has previously been accused of plagiarism, advised to seek study skills help, and fails to learn the lessons.

286 It is essential therefore that all students:

- (a) *Familiarise themselves with these regulations;*
- (b) *Familiarise themselves with the academic conventions and practices applicable to the programme on which they are enrolled.*

287 Plagiarism is literary theft as well as breach of copyright. It yields a false grade to the students who plagiarise and prevents them from knowing how well they have performed. It also effectively penalises and can demoralise those students who do not plagiarise.

Any student in doubt about what might constitute plagiarism or any form of academic misconduct MUST seek clarification from an academic member of staff, the College Examinations Officer, or should seek specialist study skills assistance through the College Language Studies Centre.

Definitions of Academic Misconduct

288 Academic misconduct is defined by Goldsmiths as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, and collusion.

289 The following is an indicative list of forms of misconduct but should not be considered exhaustive:

- **Aiding and abetting** a student in any form of dishonest practice.
- **Bribery** is paying or offering inducements to another person to obtain an advance copy of an unseen examination or test paper or to obtain a copy of a coursework assignment in advance of its distribution to the students concerned.
- **Collusion** is where two or more students collaborate to produce a piece of work which is then submitted as though it was an individual student's own work. Where students in a class are instructed or encouraged to work together in the pursuit of an assignment, such a group activity is regarded as approved collaboration. Where there is a requirement for the submitted work to be solely that of the individual, collaboration is not

permitted. Students who improperly work collectively in these circumstances will be regarded as being guilty of collusion.

- **Commissioning** another person or persons to complete an assignment, which is then submitted as your own work. This includes the use of the services of 'ghost-writing' agencies (for example in the preparation of essays or reports). Professional word processing services, which offer 'correction/improvement of English' should not be used. (Candidates are strongly advised to retain copies of any drafts produced while preparing assessed work, as this will be of assistance in demonstrating that the work is their own).
- **Computer fraud** is the use of the material of another person located on the internet or stored on a hard or floppy disk as if it were your own (also see **plagiarism**).
- **Duplication** is the inclusion of coursework of any material, which is identical or similar to material, which has already been submitted for any other assessment within the University or elsewhere e.g. submitting the same piece of coursework for two different modules.
- **False declarations** in order to receive special consideration by Examination Boards.
- **Falsification of data** is the presentation of data in projects, laboratory reports etc. based on work purported to have been carried out by the students which have been invented by the student or altered or copied or obtained by other unfair means.
- **Misconduct in examinations or tests such as:**
 - taking crib notes or other unauthorised material concealed in any manner into an examination or test;
 - *taking into an examination or test an unauthorised computer disk containing pre-coded data;*
 - *the use of an unauthorised dictionary;*
 - the use of unauthorised material stored in the memory of a pre-programmable calculator, watch, organiser, mobile telephone or pager;
 - obtaining or attempting to obtain an advance copy of an 'unseen' written examination or test paper;
 - attempting to persuade another member of the University (staff, student or invigilator) to participate in any way in actions that would breach the College assessment regulations;
 - communicating or trying to communicate in any way with another student during an examination or test
 - copying or attempting to copy from another student sitting the same examination or test
 - being party to impersonation where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
 - *leaving the examination or test venue to refer to concealed notes*
 - taking rough notes, stationery, scripts or examination or test papers which indicate that they are not to be removed from the examination or test venue
 - failure to follow instructions of the Invigilators or other designated College officers.
- **Plagiarism** is an attempt (deliberate or inadvertent) to gain advantage by the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements.

Recognised forms of plagiarism include:

- the use in a student's own work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source;
- the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- the use of ideas or intellectual data of another person without acknowledgement of the source, or the submission or presentation of work as if it were the student's own, which are substantially the ideas or intellectual data of another person;
- copying the work of another person;
- the submission of work, as if it were the student's own, which has been obtained from the internet or any other form of information technology;
- the submission of coursework making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from books/articles, the internet or from the work of another person;

- the submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work;
- a student who allows or is involved in allowing, either knowingly or unknowingly, another student to copy another's work including physical or digital images would be deemed to be guilty of plagiarism.

290 If plagiarism is suspected students will be required to supply an electronic copy of the work in question so that it may be subjected to electronic plagiarism detection testing. Therefore students are required to keep work electronically until after they receive their results as electronic detection may be part of the investigative process.

Detailed procedures for the identification of incidences of academic misconduct and associated penalties

Introduction

291 The remainder of these regulations set out how the College undertakes an investigation of an alleged case of academic misconduct.

292 These regulations apply to candidates registered for undergraduate and taught postgraduate degrees and for diplomas and certificates at Goldsmiths College.

293 Candidates taking any examination, or subject to any academic assessment conducted by the College or the University of London, are required to abide by the relevant general and specific regulations issued from time to time by the Academic Registrar and to observe all instructions given to them by the Examiners, Invigilators or Officers of the College responsible for the conduct of examinations or academic assessments.

294 Any failure to observe any of the regulations or instructions mentioned in the above paragraph, shall constitute misconduct in assessment and shall be dealt with in accordance with these regulations, as will any case of alleged cheating, plagiarism or other similar examination or assessment irregularity, including conduct affecting the security of an examination.

295 In the interpretation of these regulations, unless the context otherwise requires, words and phrases which appear in the Statutes shall have the meaning assigned to them in the Statutes. Any dispute as to the interpretation of these regulations shall be referred to the Warden of the College, whose decision in the matter shall be final.

296 In these regulations, reference to the Chair of the Sub-Board may be taken to refer to the Deputy Chair of the Sub-Board where the Chair is the Examiner who suspects a candidate of an assessment misconduct, or where the Chair is indisposed or otherwise unable to act.

297 All communications from the College to the person accused of an examination offence shall be sent by first class mail and recorded delivery to his or her last known term time and/or home address as notified by the student to the Registry.

298 Should a student against whom an allegation of assessment misconduct is lodged fail to respond, within a period of 14 days following notification of the allegation, the proceedings under these regulations shall continue and shall not be invalidated thereby.

299 Heads of Department shall be kept informed, in respect of students in their Department, at all stages of procedures under these regulations.

Presumption of Innocence

300 In any proceedings under these regulations the person against whom allegations have been made shall be presumed to be innocent until the contrary is established beyond all reasonable doubt.

301 In the event that an allegation of assessment misconduct by a student is under consideration and has not been resolved when a Sub-Board or the College Board of Examiners meets to consider the result(s) of that student, the Board, or Sub-Board, shall not consider that student's results until the allegation has been upheld or

dismissed. When the allegation has been investigated in accordance with these regulations, the Chair of the College Board, or Sub-Board of Examiners, in consultation with the appropriate External examiners(s), will determine how to proceed.

Where misconduct is suspected – See Appendix I – Flow Chart

302 If a member of staff suspects that assessment misconduct has been committed, s/he shall immediately inform the Chair of the relevant Sub-Board of Examiners. The member of staff is required to submit a written report of the incident to the Chair of the Sub-Board. The Chair of the Sub-Board shall arrange for the allegation to be investigated as soon as possible. The Chair of the Sub-Board, as part of the investigation, shall provide the candidate with a written statement of the allegation making it clear what type of misconduct is alleged and shall give the candidate an opportunity to make a response to it. If appropriate the candidate may be invited to attend a viva-voce to discuss the work in question. If there is doubt as to the source the student may be invited to undertake a viva-voce. The candidate will be given 14 days to respond. If the candidate fails to respond, the Chair of the Sub-Board proceeds with the investigation. Where as a result of this investigation, the Chair of the Sub-Board concludes that there is no case to answer, s/he shall notify the candidate in writing that the matter is closed and shall send a copy of that letter to the Academic Registrar. Candidates should be made aware that as a part of any such investigation, a viva-voce examination may be arranged for the purpose of establishing the original source of any work submitted.

303 Where the investigation reveals prima facie evidence of an offence of a minor or technical nature that would not, in the opinion of the Chair of the Sub-Board, warrant any of the penalties set out in (6) below, the Chair of the Sub-Board, after consultation with the Academic Registrar, may decide that no further action shall be taken. Such a decision shall be reported in writing to the Chair of the College Board of Examiners. The candidate shall be notified in writing by the Chair of the Sub-Board that no further action is to be taken with regard to this specific case. The Chair of the Sub-Board shall, however, send a record of the facts of the investigation to the Academic Registrar who shall place the record on the candidate's Registry file and who shall notify the candidate that it could be taken into consideration in the event of a future offence. If the candidate wishes to contest the evidence he or she may supply a written statement to the Academic Registrar and provide evidence to refute the allegation, which shall be kept together with the Chair of the Sub-Board's report of the matter. The candidate shall be supplied with a copy of the relevant record.

- 1 Where the investigation reveals prima facie evidence of an assessment misconduct, that would, in the opinion of the Chair of the Sub-Board, warrant any of the penalties set out in regulation (6) below, the Chair of the Sub-Board shall proceed to deal with the matter and inform the Academic Registrar.
- 2 The Chair of the Sub-Board shall give the candidate a written statement of the allegation and an opportunity to respond to the allegation and to present any mitigating evidence at a Hearing.
- 3 If a candidate fails to attend a Hearing other than for a reason acceptable to the Chair of the Sub-Board, notified in advance, its proceedings shall not be invalidated thereby. A candidate unable to attend a Hearing for good reason may seek a postponement of that Hearing.
- 4 The candidate may be accompanied by a member of staff or a student of the College; a candidate who is so accompanied must submit to the Chair of the Sub-Board, not less than two days before the date appointed for the Hearing, the name, address and description of the person concerned.
- 5 A senior member of the academic staff of the relevant Department shall attend at the Hearing and the member of staff who has reported the alleged offence shall also be present.
- 6 Following the Hearing the Chair of the Sub-Board shall impose one of the following penalties: The penalty should be based on grid shown.

Tariff for those awarding penalties for students found guilty of plagiarism:-

1. a requirement that the candidate re-submit the relevant piece(s) of work by a specific deadline (if the work is not submitted by the deadline set, the matter may be referred to the Chair of the College Board of Examiners), or
2. the minimum pass mark for the relevant piece(s) of work may be assigned, or

3. a mark of '0' for the relevant piece(s) of work may be assigned, or
4. a mark of '0' for all coursework components of the relevant course may be assigned.
5. (For undergraduates only) Degree class to be reduced by one class (unless by doing so a 'pass' would be turned into a 'fail')
6. Degree class to be 'capped' at a certain level
7. Suspension from the College for a period of not more than two years
8. dismissal from College

ii) Circumstances of offence and 'default' penalty suggested. The figure in each cell on the grid refers to the default penalty from the list above:-

YEAR ONE	INTENT DEMONSTRATED	INTENT DEMONSTRATED	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
MINOR	3	4	1	3
MODERATE	3	4	2	3
EXTENSIVE	4	7	3	4

YEAR TWO	INTENT DEMONSTRATED	INTENT DEMONSTRATED	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
MINOR	3	4	1	3
MODERATE	4	5	3	4
EXTENSIVE	4	8	3	4

YEAR THREE	INTENT DEMONSTRATED	INTENT DEMONSTRATED	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
MINOR	4	5	3	4
MODERATE	6	8	4	6
EXTENSIVE	8	8	4	6

PGT	INTENT DEMONSTRATED	INTENT DEMONSTRATED	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
MINOR	4	7	3	4
MODERATE	4	8	3	4
EXTENSIVE	8	8	3	4

PGR	INTENT DEMONSTRATED	INTENT DEMONSTRATED	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
MINOR	7	7) “final	7
MODERATE	7	8) warning”	7
EXTENSIVE	8	8)	7

- 7 A written note of the penalty shall be sent to the candidate by the Chair of the Sub-Board with a copy to the Academic Registrar. The note shall include a statement that the candidate may appeal against the decision of the Chair of the Sub-Board of Examiners within fourteen days of notification of that decision.

Appeals against a penalty imposed by the Chair of a Sub-Board of Examiners

304 A candidate shall have the right of appeal against a penalty imposed by the Chair of a Sub-Board of Examiners following a Hearing on one or more of the following grounds:

- That the proceedings of the Hearing conducted by the Chair of the Sub-Board were not carried out in accordance with the regulations;
- That fresh evidence can be presented which was not, or could not reasonably have been, made available to the Hearing conducted by the Chair of the Sub-Board;
- That there is evidence of prejudice or bias on the part of the person conducting the hearing.

304 Any such appeal shall be made in writing to the Academic Registrar within fourteen days of notification of the decision of the Chair of the Sub-Board and shall set out the grounds for appeal and be accompanied by copies of any documentary evidence in support of the appeal.

305 Where the appeal is based on the presentation of fresh evidence, the student shall normally forward the evidence in question, or a summary of it, to the Academic Registrar with the appeal.

306 The Chair of the College Board of Examiners shall hear the appeal together with up to two members of the academic staff who have not previously been involved with the case and who are not from the same Department as the appellant (the Appeals Committee).

307 The College Examinations Officer (deputising for the Academic Registrar) shall be responsible for providing the Chair of the College Board of Examiners with a factual statement of the case together with relevant documentation, as appropriate.

- 308** The Academic Registrar or his/her nominee, shall act as secretary for the Appeals Committee.
- 309** The Hearing shall be conducted on the basis of a procedure which will be sent to the student in advance.
- 310** The student who has submitted the appeal shall be given at least ten days' notice of the date of the Hearing.
- 311** The student may be accompanied at any such Hearing by a member of staff or a student of the College. The name, address and description of this person shall be submitted in writing to the Academic Registrar not less than two days before the date appointed for the Hearing.
- 312** The Academic Registrar shall provide the appellant, at least five days before the date of the Hearing, with a copy of the statement referred to in 307 above.
- 313** The student may make an oral statement in support of his/her appeal at the Hearing.
- 314** The student may, at the discretion of the Chair of the College Board, call witnesses to attend the Hearing if this is necessary to support the contention that fresh evidence exists which was not available to the Chair of the Sub-Board of Examiners.
- 315** The Chair of the College Board shall normally request a written statement from the Chair of the Sub-Board whose decision is the subject of the appeal, and the Chair of the relevant Sub-Board shall normally be given an opportunity to appear at the Hearing.
- 316** The Appeals Committee shall decide whether or not the appeal is to be upheld, and if upheld, the action to be taken. If the appeal is not upheld the Appeals Committee shall confirm the penalty imposed by the Chair of the Sub-Board and if in the opinion of the Committee, the appeal was without merit, shall have power to order any additional penalty it considers appropriate, including the imposition of a financial penalty not exceeding £200.
- 317** The decision of the Appeals Committee shall be the final decision of the College.

Reports

- 318** The Academic Registrar shall report to the Academic Board on all cases considered under these Regulations.

COURSE UNIT DEGREES

- 1 Students are normally required to take a total of 12 course units overall. Full time students taking 4 cu each year and part time students not less than 1½ and not more than 3 cu each year.
- 2 Full time students are required to have passed in courses to a minimum of 3 cu before proceeding. Part time students normally must pass in new courses to a minimum value of 1½ cu before proceeding to the next year.
- 3 (students first registered before September 2005 only). When a student has to interrupt because of failure he/she will be required to have passed in courses to a total of at least 3½cu before proceeding to the second year and at least 6½ cu before proceeding to the third year.
- 4 Care should be taken to ensure that appropriate prerequisites have been successfully completed, ie, that students have passed particular unit(s) before proceeding. This **must** be in the Programme Regulations and not just something Departments would like to apply.
- 5 In the cases of failure the Sub-Boards must make a decision as to whether or not a student is required to re-sit a particular unit. If there is course work involved in resitting the implications of attending or not must be considered (see list of letters to be applied).
- 6 The pass mark for course unit degrees is 35%.
- 7 In order to graduate students normally must have successfully completed at least ten course units (9 course units for students commencing before 2005) of which at least 2 must be passed in the final year.
- 8 Guidelines for assessment of Honours are shown below.
9. Formulaes are employed to calculate the Final Weighted Average for all degrees.

Assessment of Honours for Course Unit Degrees

1. All assessed work should be marked on a percentage scale and the scheme of classification should be as follows:

70%-100%	=	First
60%-	=	Upper second
50%-	=	Lower second
40%-	=	Third
35%-	=	Pass
below 35%	=	Fail

2. The assessment of a candidate for Honours should be determined from the above scale, the candidate's final weighted average being the first consideration in the classification of the degree, with appropriate weighting for **3** course units from Level I, and **7** course units from Levels II and III. For the purposes of the calculation of the final weighted average mark, the mark on **ONE** Level I course unit in a European language taken by a candidate in his or her second or final year may count as one of the best 7 course units from Levels 2 and 3.
3. In addition to the final weighted average, a candidate's entire profile of marks - including those excluded from the calculation of the final weighted average - will be available to Examiners to assist in the classification of the degree.
4. Candidates whose final weighted average falls within 2% of the borderline **either** between two classes of Honours **or** the borderline between an Honours or a Pass degree **or** the borderline between a Pass degree and failure shall be considered as follows.
 - 4.1 Candidates who have obtained marks in the higher classification in courses totalling **at least 4** course units in value **at Levels II and III MUST** be considered for the higher classification.
5. In exercising the discretion allowed by the scheme Examiners may request other relevant information.
6. Nothing in the scheme will override the application of common sense.

Procedures for Allegations of Misconduct

APPENDIX VII

AR – Academic Registrar
 CB – College Board
 SB – Sub-Board

