Addenda to the Examination and Assessment Regulations 2019/20

The amendments to the regulations below are in addition to those set out in the Force Majeure regulations for 2019/20.

http://www.sussex.ac.uk/adqe/standards/examsandassessment

1. Progression and award regulations


1.1 Automatic compensated credit

Regulation 71:

When a student is considered for progression or award, a module/s with a marginal fail mark will be automatically compensated, where the criteria below have been met. This allows a student’s overall performance to compensate for failure. No resit is then required. The mark for the compensated module will remain as the actual mark achieved for progression and award purposes.

Change underlined section to: ... The mark for the compensated module will be changed to the pass threshold for the module for progression and award purposes.

1.2 Optional resit following compensated or condoned credit

Regulation 84:

Where automatic compensation has been applied or the PAB has condoned a credit shortfall, the University will provide a single optional resit which a student may choose to take instead of receiving the credit via compensated or condoned credit. This is to enable the pass threshold to be achieved and for any accreditation requirements to be met.

Change underlined section to: ... an optional resit will not be offered, with the exception of compensated Semester 1 modules where an optional resit will be offered. Optional sits may be given due to accepted exceptional circumstances.

1.3 Pathway titles (including language pathways)

Regulation 173:

The main award title without the pathway element will stand where the criteria for the award have been met and compensation and/or condoned credit have been granted for a designated pathway module.

Additional text to follow: Exceptionally, where compensated credit is given for a pathway module taken in 2019/20, the award title with the pathway element will be given.
2. Force Majeure regulations regarding the Safety Net

Regulation FM35

The Safety Net will be based on the mean average for those modules completed in Semester 1 (including fail grades). In the case of modules that run across the academic year, or where students have partial module marks because of accepted Extenuating Circumstances, the mean average will be calculated on the basis of available marks achieved up to the end of the Semester 1 assessment period. In these instances, a weighting mechanism will be applied to calculate the mean average for Semester 1.

Change underlined section to: ... the mean average will be calculated on the basis of marks achieved up to the end of the Semester 1 assessment period. In these instances, a weighting mechanism will be applied to calculate the mean average for Semester 1 and the mean average will only be applied to passed Semester 2 assessment/s where the module has been passed. Where year 2 of a part-time postgraduate course has been taken and completed in 2019/20, the Safety Net mean will also include marks achieved in year one. The Safety Net mean will be recalculated to include the mark achieved on a Semester 1 sit, but not a resit.

FM36:

Where student performance in Semester 2 is lower than the mean average achieved in Semester 1, marks for individual modules taken in Semester 2 will be raised to the mean average achieved in Semester 1.

Additional text to follow: The Safety Net will be applied to passed Semester 2 modules where a late submission penalty has already been applied. However, the Safety Net will not be applied to a passed Semester 2 module where an academic misconduct penalty has been applied. In addition, the Safety Net will not be applied to a Semester 2 module where a resit has been taken, including a second or trailed resits from a previous year of study, or where the module has been condoned or compensated. The Safety Net will be reapplied to Semester 2 modules after a Semester 1 sit has been taken, unless it is lower than the original Safety Net mark.

The following derogations to the Safety Net have been approved for the following courses in Education and Social Work:

BA Primary and Early Years

The Safety Net is to be based on the mean achieved in stage 2 and applied to all graded modules in stage 3.

PGCE

The Safety Net will comprise of the following: Reflecting on Professional Knowledge to be marked on a pass/fail basis instead of a grade; classification to be based on the mark achieved on Applying Professional Knowledge; an optional sit to be given on Applying Professional Knowledge to enable all candidates to improve the mark and potentially the classification.

MA SW

The Safety Net is to be based on the mean achieved in year 1 and applied to all graded modules in year 2.
3. Exceptional circumstances


An exceptional circumstances claim may be submitted as a result of the following assessment situations:

Regulation 9:

Work that has been submitted on time or an in-person assessment attended as scheduled, where performance is seriously and unexpectedly impaired. Impairment may not be claimed on a late submission.

Change underlined section to: Impairment may not be claimed on a late submission or exceptionally on an end of module assessment in the Semester 2 assessment period or to a resit/sit assessment.

Regulation 12.

Examples of acceptable written evidence include:

An additional item: (ix) completion of a ‘self-declaration’ template for assessments held in the Semester 2 and resit assessment periods.

Regulation 14.

Examples of inadmissible cases and evidence (no further opportunity to submit evidence will be given):

(vii) Personal computer problem, theft/loss, data loss and/or printer problems (students should ensure that work is backed up separately).

Change underlined section to: Personal computer problem (except for an exam taken remotely where a candidate completed their exam answer paper during the exam duration but was unable to upload their assessment due to a significant IT issue and was able to submit the assessment within 48 hours of the exam via the designated process)

4. Academic misconduct

https://www.sussex.ac.uk/webteam/gateway/file.php?name=academic-misconduct.pdf&site=457

These changes apply to 2019/20 onwards.

Misconduct in examinations (added text is underlined)

Regulation 9:

Misconduct in examinations held on campus includes having, or attempting to gain access, during an examination, to any books, memoranda, notes (including notes on paper or transcribed on the student’s skin), unauthorised calculators, phones, watches or other internet enabled devices or any other material, except such as may have been supplied by the invigilator or authorised by official university bodies. Having these items on the student’s person in the exam room after the start of the exam is a breach of examination room protocols and as such misconduct, regardless of whether or not they are accessed or are relevant to the examination. Misconduct also includes aiding or
attempting to aid another student or obtaining or attempting to obtain aid from another student, or any other communication within the examination room.

**Misconduct in exams taken remotely includes using the following in the completion of the submitted exam answer paper, except where these have been authorised as part of the assessment task: text or ideas taken from the internet or other sources, unauthorised calculators, material provided by someone else including another student or an essay writing service. Misconduct in an exam taken remotely also includes sharing material with, or otherwise helping, another student prior to them submitting their answer paper.**

Exam misconduct in exams held on campus or remotely also includes cases where the exam question paper or model answers have been obtained and/or shared in advance of the exam, except where such material has been provided as part of the assessment task.

The University takes misconduct in examination extremely seriously and any concerns raised will result in an investigation of potential major academic misconduct.

**Procedure for consideration of misconduct in examination (strikethrough for removed text, underlined for added text)**

Regulation 53:

Any instance of misconduct including infringement of examination room protocols in an examination held on campus or remotely will be considered as major misconduct.

For exams held on campus, a plastic bag will be provided for students to store mobile phones, watches or other valuable items in. This must be placed on the floor in front of the students desk. Where a concern has been raised regarding misconduct in an examination and the candidate has not been considered by the Panel previously, the case may be processed by the Misconduct Panel Secretary, under the delegated authority of the Misconduct Panel Chair. In these circumstances the student will not be invited to a Panel meeting, even where they have previously had a First Case of plagiarism or collusion. Where the case is delegated, the penalty will be a mark of 0 for the assessment component. The standard appeals procedure will apply. The process below applies where the student has been considered by the Panel previously or where the case is referred to the Panel.

For exams taken remotely, any concerns raised as part of the marking process may result initially in the student/s being asked to participate in a video call with the Module Convenor and/or Marker/s or a another member of academic staff. This is to establish how the assessment was completed and to ascertain the student’s understanding of the assessment material. The Investigating Officer will decide whether or not the case will be taken forwards to a Panel.