

Examination and Assessment Regulations at the University of Sussex

The regulations, policy and procedures for Examination and Assessment Regulations apply to all taught students being assessed in this academic year. The regulations are available at:

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

Review of the Progression and Award Regulations

- The University will identify necessary changes and improvements to the Academic Regulations during an academic year, to take effect in the next academic year.
- Exceptionally, regulatory changes may be adopted within the academic year. Such changes will only be approved where there is sufficient evidence that the changes are necessary to protect academic standards, or to ensure fairness to all students. Where this is necessary students will be notified by written communication which will explain the nature of the change and any impact this change may have to their course.
- The University will also undertake a systematic and detailed evaluation of its academic regulations on a periodic cycle at least every six years

The following processes are available to provide feedback on issues raised at exam boards and regarding examination and assessment regulations and procedures.

Opportunities for External Examiners to provide feedback:

- External Examiners are all invited to an **External Examiner Induction** with the PVC (Education and Students) in February. This is mainly geared towards new External Examiners but all are invited and can raise issues.
- **Briefings for External Examiners** are held in advance of the Progression and Award Board (PAB). This is mainly geared towards new role holders but all are invited and can raise issues.
- External Examiners complete an **annual report** at the end of the academic year. School issues raised are considered by the Faculty Education Committee and University issues are considered by University Education Committee (UEC). A summary of institutional issues and agreed actions is approved by UEC is published on the Academic Quality and Partnerships (AQP) website.
- The summary of institutional issues is presented to the **Education and Students Regulations sub-committee (ESRC)**, which considers regulatory and procedural issues (please see below for further information on how changes are considered).

Opportunities for Schools to provide feedback:

- **Briefings for Progression and Award Board (PAB) Chairs and Deputy Chairs** are held in advance of the PAB annual cycle. This is mainly geared towards new role holders but all are invited to attend and can raise issues.
- The Chair of the PAB completes a **School Progression and Award Board annual report**, which is considered at the Faculty Education Committee (FEC) and then at the Education and Students Regulations sub-committee (ESRC).
- The PVC (Education and Students) or nominee holds a **debrief for PAB Chairs and Deputy Chairs** to raise any issues at the end of the PAB cycle.
- The PVC (Education and Students) or nominee holds a **briefing for Academic Misconduct Panel Chairs, Members and Investigating Officers** at the start of the academic year.
- All Associate Deans (Education) are invited to the **Education and Students Regulations sub-committee (ESRC)**, which considers regulatory and procedural issues raised by members.

Opportunities for students to provide feedback:

- **Student Representatives** are members of various school-level committees, where schools discuss regulatory issues they wish to refer to central committees as described above.
- **USSU Sabbatical Officers** are members of various university-level committees, including the Education and Students Regulations sub-committee (ESRC) and University Education Committee (UEC) which consider regulatory and procedural issues.

Any changes to regulations or procedures agreed at ESRC are referred to University Education Committee (UEC) for approval. Senate is responsible for the approval of changes to the principles which underpin the regulations.

Academic Services
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