

BPP University – University Policies and Procedures

Classifications and Awards



Scope	Students/Staff
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Purpose	Outlines the University's approach to the classification of its awards.

Regulatory Mapping

BPP University General Academic Regulations
Section D: Awards and Programmes Framework Section E: Examinations, Assessment & Academic Practice

BPP University
University Policies and Procedures
Classification and Awards

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1. Introduction

- 1.1. The policy should be read in conjunction with the General Academic Regulations (GARs) from which it derives its authority, specifically Part D: Awards and Programmes Framework, and Part E: Examinations, Assessment & Academic Practice.

2. Assessment Rules: Postgraduate Awards – September 2018 onwards

2.1. Definitions: Assessment Elements and Assessment Components

- 2.1.1. The assessment for a module may comprise one or more than one assessment instruments (e.g. an unseen examination, and/or an oral presentation and/or a coursework essay).

- 2.1.2. Assessment Element: an assessment element is an assessment instrument the result of which is aggregated with the result(s) of other assessment instruments to give the final module result. The student is deemed to have passed the module if the overall mark is a pass, irrespective of whether or not an individual assessment element has been failed.

*Example 1: A module comprises two, equally weighted **assessment elements**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50% therefore the student has passed the module.*

- 2.1.3. Assessment Component: an assessment component is an assessment element that as well as being aggregated with other assessment elements must be passed in its own right.

*Example 2: A module comprises two, equally weighted **assessment components**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50%, however both components must be passed, therefore the student has failed the module and must resit the presentation.*

2.2. *Classification*

2.2.1. There shall be four classifications for postgraduate awards: distinction, merit, pass and fail.

2.2.2. The pass mark for all assessments is 50%.

2.2.3. A merit classification is awarded when marks fall between 60% and less than 70%¹.

2.2.4. The threshold mark for the award of a distinction is 70%¹. The conditions under which a distinction may be awarded are set out below.

2.3. *Conditions for the Award of a Postgraduate Certificate*

2.3.1. Candidates shall be awarded a Postgraduate Certificate where they have:

- a) completed an approved programme of taught modules amounting to 60 credits, and
- b) obtained a mark of at least 50% in each assessment to include all assessment components of each module.

2.4. *Conditions for the Award of a Postgraduate Diploma*

2.4.1. Candidates shall be awarded a Postgraduate Diploma where they have:

- a) completed an approved programme of taught modules amounting to 120 credits, and
- b) obtained a mark of at least 50% in each assessment to include all assessment components of each module.

2.5. *Conditions for the Award of a Taught Masters*

2.5.1. Candidates shall be awarded a Master's degree where they have:

- a) completed an approved programme of modules amounting to 180 credits; and
- b) obtained a mark of at least 50% in each assessment to include all assessment components of each module.

¹ The University employs a mathematical rounding convention to the nearest whole number from two decimal places.

2.6. *Conditions for the Award with Merit*

2.6.1. Candidates shall be eligible for the award with merit where they have:

- a) satisfied the conditions for the relevant award and;
- b) achieved an aggregated, weighted percentage mark between 60% and less than 70%¹.

2.7. *Conditions for the Award of Distinction*

2.7.1. Candidates shall be eligible for the award with distinction where they have:

- a) satisfied the conditions for the relevant award and;
- b) achieved an aggregated, weighted percentage mark of 70%¹ or above.

2.8. *Aggregation of Marks*

2.8.1. Each module mark shall contribute towards the overall mark for the award according to the credit value of the module divided by the total credit value of the award. For example, a mark of 50% on a 30-credit module in a 180 credit award would be calculated as $50 \times 1/6$.

2.8.2. Each assessment component mark contributing towards the overall mark for the module shall be calculated according to the weighting prescribed for the individual assessment component. For example, where there is an unseen examination weighted 60% of the module assessment and an essay weighted 40% of the module assessment the mark for the examination would be multiplied by $3/5$ and the essay by $2/5$.

2.8.3. The aggregated, weighted percentage mark (AWPM) is the average mark the candidate obtains across all the programme modules (with each module weighted in proportion to its credit). The AWPM shall be rounded up or down to the nearest whole number.

2.9. *Re-assessment of Failed Assessment(s)*

2.9.1. A student who fails one or more assessment component(s) will only be reassessed in the failed assessment component(s).

2.9.2. A student who fails an element of an assessment but passes the module overall shall not be required to be reassessed in that element.

2.9.3. A student who fails an element of an assessment and fails the module overall will be reassessed in all elements of the assessment.

- 2.9.4. A student shall be permitted three attempts at each assessment component; one first sit and two resits. Further attempts may only be permitted in accordance with the regulations on appeals and the rules on concessions.
- 2.9.5. Where a student resits and passes an assessment component the component mark shall be capped at the pass mark. The capped mark shall be aggregated with the original mark(s) of the other component(s) and the aggregated mark shall appear on the transcript.
- 2.9.6. Where permitted in the programme handbook, coursework submitted for summative assessment that has been failed by the examiners may be revised and resubmitted by the student following feedback.
- 2.10. *Condonation*
- 2.10.1. A student may have modules up to the value of 30 credits for a Master's Degree or Postgraduate Diploma, or up to the value of 15 credits for a Postgraduate Certificate, condoned by the Board of Examiners where they have:
- i) achieved a mark in the range 40%-49%; and,
 - ii) have no other fail marks; and
 - iii) have otherwise met the intended learning outcomes of the module.
- 2.10.2. Condonation shall not be applied to:
- i) programmes of fewer than 120 credits, save the Postgraduate Certificate which may have 15 credits condoned as per 2.10.1.;
 - ii) modules greater than 30 credits;
 - iii) modules comprising a research project;
 - iv) modules listed as core² or otherwise excluded in the programme regulations.
- 2.10.3. Condonation of assessment components: where the assessment of a module comprises more than one assessment component, all assessment components must have a mark of 40% or above.
- 2.10.4. Condonation will be applied prior to the final Board of Examiners where the student has exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University.

² Core modules shall be specified in the Programme Regulations at the time of validation. Core modules are different to compulsory modules which may be condoned, if permitted by the Programme Regulations (e.g. level 4 modules).

2.10.5. Condonation may also be applied prior to the final Board of Examiners where a student has only one outstanding module required to complete the programme; and, where they have not yet exhausted all permitted attempts of the assessment; and, that the outstanding module qualifies for condonation as set out in points 2.10.1 – 2.10.3. Students do however have the right to object to this application of condonation and may choose to exhaust all permitted attempts of the assessment, and should they choose this avenue, condonation would be applied in line with point 2.10.4.

2.10.6. Where condonation is chosen and applied before the third assessment attempt, they will not be permitted to then re-sit it at a later stage if permitted by programme regulations.

2.11. *Repeat Teaching*

2.11.1. A student may be permitted to repeat teaching and assessment, in modules up the value of 30 credits, where they have exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University.

2.11.2. Repeat teaching and assessment shall not be permitted where:

- a) The module is classified as core or otherwise excluded in the programme regulations; and/or,
- b) The module comprises a research project.

2.12. *Anonymity*

2.12.1. All student work submitted for assessment for postgraduate awards shall be anonymised for the purposes of marking except where the form of presentation precludes such anonymisation e.g. personal presentation and performance. All items of assessment should be identified by candidate number only.

2.13. *Word Length*

2.13.1. Where an assessment carries a maximum word length, the number of words in an assessment shall be calculated in accordance with the principles stated in the Programme Handbook or assessment rubric provided to students in advance of that assessment.

2.13.2. Words in excess of the stipulated word limit for an assessment shall not be marked.

2.14. *Confidentiality*

2.14.1. A student's assessment results shall be confidential to the student concerned unless that student grants permission to release the results to a third party.

2.15. *Professional Body Requirements*

2.15.1. Where the regulations of a Professional or Statutory Regulatory Body do not prevent it, students shall be afforded the opportunity to resit or repeat modules to achieve professional accreditation, but, for the avoidance of doubt, any BPP University award will be governed by regulations above.

2.16. *Fees*

2.16.1. The University may apply fees for resits as it sees fit. Such fees shall be published by September 1st each year.

3. **Assessment Rules: Undergraduate Awards – September 2013 onwards**

3.1. *Definitions: Assessment Elements and Assessment Components*

3.1.1. The assessment for a module may comprise one or more than one assessment instruments (e.g. an unseen examination, and/or an oral presentation and/or a coursework essay).

3.1.2. Assessment Element: an assessment element is an assessment instrument the result of which is aggregated with the result(s) of other assessment instruments to give the final module result. The student is deemed to have passed the module if the overall mark is a pass, irrespective of whether or not an individual assessment element has been failed.

*Example 1: A module comprises two, equally weighted **assessment elements**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50% therefore the student has passed the module.*

3.1.3. Assessment Component: an assessment component is an assessment element that as well as being aggregated with other assessment elements must be passed in its own right.

*Example 2: A module comprises two, equally weighted **assessment components**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50%, however both components must be passed, therefore the student has failed the module and must resit the presentation.*

3.2. *Level and Credit Requirements for Undergraduate Awards*

3.2.1. Bachelor's Degree

A Bachelor's Degree will comprise 360 credits in three stages of 120 each:

- i) Stage 1 will comprise modules at level 4 or above;
- ii) Stage 2 will comprise modules at level 5 or above;
- iii) Stage 3 modules will be at level 6.

3.2.2. Diploma

A Diploma will comprise 240 credits in two stages of 120 credits each:

- i) Stage 1 will comprise modules at level 4 or above;
- ii) Stage 2 modules will be at level 5 or above.

3.2.3. Certificate

A Certificate will comprise 120 credits of modules at level 4 or above.

3.3. *Pass Mark*

3.3.1. The pass mark shall be 40%.

3.3.2. Where condonation is applied a student must have achieved a mark in the assessment to be condoned within the range of 1% to 39%.

3.4. *Conditions for the Award of a Bachelor's Degree*

3.4.1. Honours Degree

Candidates shall be awarded a Bachelor's Degree (Honours) where they have:

- a) Completed an approved programme of study amounting to at least 360 credits as prescribed in regulation 6 above; and
- b) Obtained a mark of at least 40% in each assessment to include all assessment components of each module.

3.4.2. Ordinary Degree

Candidates shall be awarded an Ordinary Bachelor's Degree where they exit from an undergraduate degree programme having:

- a) completed at least 300 credits but fewer than 360 credits of a bachelor's degree programme; of which 120 credits are at level 5 or above and a minimum of 60 credits are at level 6.

- b) obtained a mark of at least 40% in each assessment to include all assessment components of modules amounting to at least 300 credits.

3.4.3. Calculation of Overall Percentage Mark for an Undergraduate Degree

- a) Stage 1 of the degree must be passed but shall not count towards the weighting of the final classification.
- b) The student's overall percentage mark for an undergraduate degree will be calculated according to the credit weightings of each module undertaken at stages 2 and 3. Modules undertaken at stage 1 will not count towards the overall percentage mark. Modules taken at stage 2 shall be weighted at 40% of the overall degree and modules taken at stage 3 shall be weighted at 60% of the overall degree. This ratio (0/4/6) shall apply irrespective of the total number of credits in the award.

3.5. *Classification*

- 3.5.1. Students awarded an honours degree will be awarded the highest classification for which they are eligible. Ordinary degrees and Certificates and Diplomas of Higher Education will not be classified but the student's aggregated final mark will be indicated.

3.5.2. First class honours

A student who obtains:

- a) an overall aggregate mark of at least 70%; or
- b) an overall aggregate mark of at least 68%; and

a mark of at least 70% in modules worth at least half the credits undertaken at stage 3, or at stage 4 for integrated programmes;

is eligible for a first-class honours degree.

3.5.3. Second-class honours upper division

A student who obtains:

- a) an overall aggregate mark of at least 60%; or
- b) an overall aggregate mark of at least 58%; and

a mark of at least 60% in modules worth at least half the credits undertaken at stage 3, or at stage 4 for integrated programmes;

is eligible for a second-class honours degree upper division.

3.5.4. Second-class honours lower division

A student who obtains:

- a) an overall aggregate mark of at least 50%;
- b) an overall aggregate mark of at least 48%; and

a mark of at least 50% in modules worth at least half the credits undertaken at stage 3, or at stage 4 for integrated programmes;

is eligible for a second-class honours degree lower division.

3.5.5. Third class honours

A student who obtains an overall aggregate mark of at least 40% is eligible for a third class honours degree.

3.6. *Conditions for the Award of a Certificate or Diploma in Higher Education*

3.6.1. Conditions for the award of a Diploma in Higher Education

Candidates shall be awarded a Diploma in Higher Education (Diploma) where they have:

- a) completed an approved programme of study containing modules amounting to at least 240 credits (comprised of 120 at Level 4 and 120 at Level 5) as prescribed above; and
- b) obtained a mark of at least 40% in each assessment component of each module.

3.6.2. Calculation of Overall Percentage Mark for a Diploma

A student's overall percentage mark for the Diploma will be calculated according to the credit weightings of each module. The results of stages 1 and 2 shall be weighted 40:60 in the calculation of the overall mark.

3.6.3. Conditions for the award of a Certificate in Higher Education

Candidates shall be awarded a Certificate in Higher Education (Certificate) where they have:

- a) completed an approved programme of study containing modules amounting to at least 120 credits as prescribed above; and
- b) obtained a mark of at least 40% in each assessment component of each module.

3.6.4. Calculation of Overall Aggregate Mark for a Certificate

A student's overall aggregate mark for the Certificate will be calculated according to the credit weightings of each module.

3.7. *Re-assessment of Failed Assessment(s)*

- 3.7.1. A student who fails one or more assessment component(s) will only be reassessed in the failed assessment component(s).
- 3.7.2. A student who fails an element of an assessment but passes the module overall shall not be required to be reassessed in that element.
- 3.7.3. A student who fails an element of an assessment and fails the module overall will be reassessed in all elements of the assessment.
- 3.7.4. A student shall be permitted three assessment attempts at each module components; one first sit and two resits. Further attempts may only be permitted in accordance with the regulations on appeals and the rules on mitigating circumstances and concessions.
- 3.7.5. Where a student resits and passes an assessment component the component mark shall be capped at the pass mark. The capped mark shall be aggregated with the original mark(s) of the other component(s) and the aggregated mark shall appear on the transcript.
- 3.7.6. Where permitted in the programme handbook, coursework submitted for summative assessment that has been failed by the examiners may be revised and re-submitted once by the student following feedback.

3.8. *Progression*

- 3.8.1. A student may be permitted to progress from stage to stage carrying failure in up to 30 credits but must attempt to retrieve that failure at the next available assessment sitting.

3.9. *Condonation*

- 3.10. A student who completes an undergraduate degree or a Diploma in Higher Education may be condoned by the Board of Examiners under the following circumstances:
 - a) up to the value of 30 credits at stage 1 where the student has achieved a mark in the range 1%-39%, has otherwise met the intended learning outcomes and has no other failed modules; and,

³ Where a module assessment is comprised of two or more elements, the sum of the elements becomes the component. Consequently, where the overall mark is a fail, all the assessment elements for the module should be re-sat in total.

- b) up to the value of 30 credits at either stage 2 or stage 3 where the student has achieved a mark in the range 1%-39%, has otherwise met the intended learning outcomes and has no other failed modules at stage 2 or 3.
 - c) There may be circumstances where a maximum of 60 credits is condoned across stages 1, 2, and 3, where a student has achieved a mark in the range of 1%-39% in each of the modules being condoned. In such a situation, there should be no more than 30 credits being condoned at each individual stage, there should be no more than 60 credits condoned in total across the programme, and all condoned credit must meet the criteria as set out in 3.10 – 3.12. For example, a student may have 20 credits condoned at each stage (20 at stage 1, 20 at stage 2, and 20 at stage 3), meeting the criteria of no more than 30 credits at each stage, and no more than 60 credits in total across the programme.
- 3.11. A student who completes a Certificate in Higher Education may be condoned by the Board of Examiners up to the value of 30 credits at stage 1 where the student has achieved a mark in the range 1%-39%, has otherwise met the intended learning outcomes and has no other failed modules.
- 3.12. Condonation shall not be applied to:
- a) modules greater than 30 credits;
 - b) modules excluded by the programme regulations; or,
 - c) programmes of fewer than 120 credits;
 - d) modules listed as core⁴ or otherwise excluded in the programme regulations.
- 3.13. Condonation of assessment components: where the assessment of a module comprises more than one assessment component, all assessment components must have a mark of 1% or above.
- 3.14. Condonation will be granted prior to the final Board of Examiners where the student has exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University.
- 3.15. Condonation may also be applied prior to the final Board of Examiners where a student has only one outstanding module required to complete the programme; and, where they have not yet exhausted all permitted attempts of the assessment, and, that outstanding module qualifies for condonation as set out in points 3.10.- 3.12.

⁴ Core modules shall be specified in the Programme Regulations at the time of validation. Core modules are different to compulsory modules which may be condoned, if permitted by the Programme Regulations (e.g. level 4 modules).

Students do however have the right to object to this application of condonation, and may choose to exhaust all permitted attempts of the assessment, and should they choose this avenue, condonation would be applied in line with point 3.14.

- 3.16. Where condonation is chosen and applied prior to the third assessment attempt, they will not be permitted to then re-sit it at a later stage if permitted by programme regulations.

3.17. *Repeat Teaching*

- 3.17.1. A student may be permitted to repeat teaching and assessment once, in modules up to the value of 30 credits at Level 4 and once in modules up to the value of 30 credits at Level 5 or Level 6, where they have exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University.

- 3.17.2. Repeat teaching and assessment shall not be permitted where:

- a) The module is classified as core or otherwise excluded in the programme regulations; and/or,
- b) The module comprises a research project.

3.18. *Professional Body Requirements*

- 3.18.1. Where the regulations of a Professional or Statutory Regulatory Body do not prevent it, students shall be afforded the opportunity to resit or repeat modules to achieve professional accreditation, but, for the avoidance of doubt, any BPP University award will be governed by regulations above.

3.19. *Anonymity*

- 3.19.1. All student work submitted for assessment shall be anonymised for the purposes of marking except where the form of presentation precludes such anonymisation e.g. personal presentation and performance. All items of assessment should be identified by candidate number only.

3.20. *Word Length*

- 3.20.1. Where an assessment carries a maximum word length, the number of words in an assessment shall be calculated in accordance with the principles stated in the Programme Handbook or assessment rubric provided to students in advance of that assessment.

3.20.2. Words in excess of the stipulated word limit for an assessment shall not be marked.

3.21. *Confidentiality*

3.21.1. A student's assessment results shall be confidential to the student concerned unless that student grants permission to release the results to a third party.

3.22. *Fees*

3.22.1. The University may apply fees for resits as it sees fit. Such fees shall be published by September 1st each year.

3.23. *Transitional Arrangements*

3.23.1. The following transitional arrangements have been agreed for undergraduate students registered on Bachelor's degrees, HE Diplomas and HE Certificates programmes prior to the introduction of the new assessment regime.

- a) No changes shall be applied for students who have completed their programme and have failed or are taking resits;
- b) For students returning to stage 2 of their Bachelor's programmes the new assessment regulations shall come into effect and their stage one shall be weighted as zero;
- c) For students returning to stage 3 of their Bachelor's programmes the new assessment regulations shall come in to effect, their stage one shall be weighted as zero and their stage two weighted as 40%;
- d) For students returning to stage 2 of their HE Diploma the new assessment regulations shall come into effect and their stage one shall be weighted as 40% and their stage two weighted as 60% of the award;
- e) Where a student claims to have been disadvantaged in their classification by the introduction of the new assessment regime the Director of Programmes or Function may make a case to the Final Examination Board that the student's classification be amended.

3.23.2. No changes are proposed for students who would have been part of a current cohort but are deemed to have failed by the Board of Examiners and have had their registration terminated.

4. Assessment Rules: Graduate Certificate and Diploma Awards – September 2014 onwards

4.1. *Definitions: Assessment Elements and Assessment Components*

4.1.1. The assessment for a module may comprise one or more than one assessment instruments (e.g. an unseen examination, and/or an oral presentation and/or a coursework essay).

4.1.2. Assessment Element: an assessment element is an assessment instrument the result of which is aggregated with the result(s) of other assessment instruments to give the final module result. The student is deemed to have passed the module if the overall mark is a pass, irrespective of whether or not an individual assessment element has been failed.

*Example 1: A module comprises two, equally weighted **assessment elements**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50% therefore the student has passed the module.*

4.1.3. Assessment Component: an assessment component is an assessment element that as well as being aggregated with other assessment elements must be passed in its own right.

*Example 2: A module comprises two, equally weighted **assessment components**: an unseen examination and a presentation. A student scores 60% in the unseen examination and 40% in the presentation. The aggregated mark is 50%, however both components must be passed, therefore the student has failed the module and must resit the presentation.*

4.2. *Classification*

4.2.1. There shall be four classifications for graduate awards (including if they are an exit award): distinction, merit, pass and fail.

4.2.2. The pass mark for all assessments is 40%.

4.2.3. A merit classification is awarded when marks fall between 60% and 69%.

4.2.4. The threshold mark for the award of a distinction is 70%. The conditions under which a distinction may be awarded are set out below.

4.2.5. Conditions for the Award of a Graduate Certificate

Candidates shall be awarded a Graduate Certificate where they have:

- a) completed an approved programme of taught modules amounting to, at least, 60 credits, and

- b) obtained a mark of at least 40% in each assessment to include all assessment components of each module.

4.2.6. Conditions for the Award of a Graduate Diploma

Candidates shall be awarded a Graduate Diploma where they have:

- a) completed an approved programme of taught modules amounting to, at least, 120 credits, and
- b) obtained a mark of at least 40% in each assessment to include all assessment components of each module.

4.2.7. Conditions for the Award with Merit

Candidates shall be eligible for the award with merit where they have:

- a) satisfied the conditions for the relevant award and;
- b) achieved an aggregated, weighted percentage mark between 60% and 69%; or
- c) achieved an aggregated, weighted percentage mark between 58% and less than 60% and have a mark of no less than 60% for at least half the credits for the programme.

4.2.8. Conditions for the Award with Distinction

Candidates shall be eligible for the award with distinction where they have:

- a) satisfied the conditions for the relevant award and;
- b) achieved an aggregated, weighted percentage mark of 70% or above; or,
- c) achieved an aggregated, weighted percentage mark between 68% and less than 70% and have a mark of no less than 70% for at least half the credits for the programme.

4.3. *Aggregation of Marks*

- 4.3.1. Each module mark shall contribute towards the overall mark for the award according to the credit value of the module divided by the total credit value of the award. For example, a mark of 40% on a 30 credit module in a 120 credit award would be calculated as $40 \times \frac{1}{4}$.

- 4.3.2. Each assessment component mark contributing towards the overall mark for the module shall be calculated according to the weighting prescribed for the individual assessment component. For example, where there is an unseen examination weighted 60% of the module assessment and an essay weighted 40% of the module

assessment the mark for the examination would be multiplied by 3/5 and the essay by 2/5.

- 4.3.3. The aggregated, weighted percentage mark is the average mark the candidate obtains across all the programme modules (with each module weighted in proportion to its credit).

4.4. *Re-assessment of Failed Assessment(s)*

- 4.4.1. A student who fails one or more assessment component(s) will only be reassessed in the failed assessment component(s).
- 4.4.2. A student who fails an element of an assessment but passes the module overall shall not be required to be reassessed in that element.
- 4.4.3. A student who fails an element of an assessment and fails the module overall will be reassessed in all elements of the assessment.
- 4.4.4. A student shall be permitted three attempts at each assessment component; one first sit and two resits. Further attempts may only be permitted in accordance with the regulations on appeals and the rules on concessions.
- 4.4.5. Where a student resits and passes an assessment component the component mark shall be capped at the pass mark. The capped mark shall be aggregated with the original mark(s) of the other component(s) and the aggregated mark shall appear on the transcript.
- 4.4.6. Where permitted in the programme handbook, coursework submitted for summative assessment that has been failed by the examiners may be revised and resubmitted by the student following feedback.

4.5. *Condonation*

- 4.5.1. A student may be condoned by the Board of Examiners up to the value of 30 credits for the Graduate Diploma, and up to the value of 15 credits for the Graduate Certificate where the student has:
- 1) achieved a mark in the range 1%-39%; and,
 - 2) has no other fail marks; and
 - 3) has otherwise met the intended learning outcomes of the module.
- 4.5.2. Condonation shall not be applied to:

- a) programmes of fewer than 120 credits, save the Graduate Certificate which may have 15 credits condoned as outlined in 4.5.1.;
 - b) modules greater than 30 credits;
 - c) modules comprising a research project;
 - d) modules listed as core⁵ or otherwise excluded in the programme regulations.
- 4.5.3. Condonation of assessment components: where the assessment of a module comprises more than one assessment component all assessment components must have a mark of 1% or above.
- 4.5.4. Condonation may be applied prior to the final Board of Examiners where:
- a) the student has exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University; or,
 - b) the student's progression to the next stage of the programme would be delayed and the student elects to be condoned in the failed module.
- 4.5.5. Condonation may also be applied prior to the final Board of Examiners where a student has only one outstanding module required to complete the programme; and, where they have not yet exhausted all permitted attempts of the assessment; and, that the outstanding module qualifies for condonation as set out in points 2.10.1 – 2.10.3. Students do however have the right to object to this application of condonation and may choose to exhaust all permitted attempts of the assessment, and should they choose this avenue, condonation would be applied in line with point 2.10.4.
- 4.5.6. Where condonation is chosen and applied before the third assessment attempt, they will not be permitted to then re-sit it at a later stage if permitted by programme regulations.
- 4.6. *Repeat Teaching*
- 4.6.1. A student may be permitted to repeat teaching and assessment once in modules up to the value of 30 credits at Level 4 and once in modules up to the value of 30 credits at Level 5 or Level 6, where they have exhausted all permitted attempts at the assessment and would otherwise be required to withdraw permanently from the University.
- 4.6.2. Repeat teaching and assessment shall not be permitted where:

⁵ Core modules shall be specified in the Programme Regulations at the time of validation. Core modules are different to compulsory modules which may be condoned, if permitted by the Programme Regulations (e.g. level 4 modules).

- a) The module is classified as core or otherwise excluded in the programme regulations; and/or
- b) The module comprises a research project.

4.7. *Anonymity*

- 4.7.1. All student work submitted for assessment for postgraduate awards shall be anonymised for the purposes of marking except where the form of presentation precludes such anonymisation e.g. personal presentation and performance. All items of assessment should be identified by candidate number only.

4.8. *Word Length*

- 4.8.1. Where an assessment carries a maximum word length, the number of words in an assessment shall be calculated in accordance with the principles stated in the Programme Handbook or assessment rubric provided to students in advance of that assessment.
- 4.8.2. Words in excess of the stipulated word limit for an assessment shall not be marked.

4.9. *Confidentiality*

- 4.9.1. A student's assessment results shall be confidential to the student concerned unless that student grants permission to release the results to a third party.

4.10. *Professional Body Requirements*

- 4.10.1. Where the regulations of a Professional or Statutory Regulatory Body do not prevent it, students shall be afforded the opportunity to resit or repeat modules to achieve professional accreditation, but, for the avoidance of doubt, any BPP University award will be governed by regulations above.

4.11. *Fees*

The University may apply fees for resits as it sees fit. Such fees shall be published by September 1st each year.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Policy presented in a new format following revisions to the GARs. Revisions to Condonation throughout. Formally part of the Assessments and Examinations Policy.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2023
1.1	Enhancement of Condonation Rules to support: Automatic Condonation where a single module remains. Better support for condonation of undergraduate degrees in terms of levels and credits. Enhancement of the policy to support better clarity of condonation.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	March 2025