

# STUDENT GUIDE TO UNDERGRADUATE ASSESSMENT AND AWARD

For students who started their  
studies before September 2018





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# UNDERGRADUATE ASSESSMENT AND AWARDS

This guide explains the University's regulations on assessment and award for undergraduate students who started their studies before the 2018/19 academic year. The Regulation which governs undergraduate assessment is Senate Regulation 5 and can be found at:

[www2.le.ac.uk/offices/sas2/regulations/senate-regulations](http://www2.le.ac.uk/offices/sas2/regulations/senate-regulations)

## UNDERGRADUATE PROGRAMMES

Each programme of study leads to an award of the University, for example, BA, BSc LLB and is made up of a number of modules which are worth a number of credits. More information on modules and credits is given below. You will need to take modules totalling 120 credits for each level of study.

## LEVELS OF STUDY

You will progress through different levels of study during your programme. Levels of study are part of a national Framework for Higher Education Qualifications (FHEQ). As an undergraduate student you will be studying at levels 4, 5 and 6. If you are taking an integrated Master Degree your final year will be at level 7. For full-time students levels will usually equate to years of study as demonstrated in the table below. You must pass level 4 (year 1) to progress with your degree but only marks from years 2 and 3 (levels 5 and 6) or years 2, 3 and 4 (levels 5, 6 and 7 for M Degrees) will count towards your degree classification. If at the end of year 2 (level 5) you have failed credits up to a maximum of 20 following all reassessment attempts you may carry these credits into your final level of study.



	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
3 year Bachelor Degree	Level 4	Level 5	Level 6		
4 year Bachelor Degree with a year abroad or in industry	Level 4	Level 5	Year abroad/ in industry	Level 6	
4 year integrated Master Degree	Level 4	Level 5	Level 6	Level 7	
5 year integrated Master Degree with a year in industry	Level 4	Level 5	Level 6	Year in industry	Level 7

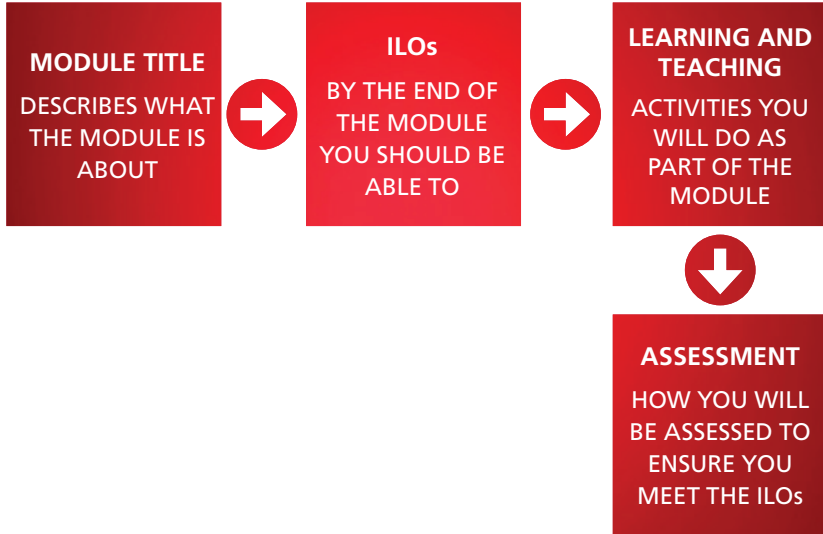
If you are studying on a full-time basis you will usually complete each level in one academic year. If you are studying part-time you will study over a longer period, so typically it will take two years to complete each level.

# MODULES

Each programme is broken down into modules, some of which are core which means that you have to take them and others are optional so you can choose from the range offered for your programme.

Each module is worth a number of credits and you will need to take a total of 360 over your programme if you are taking a three year degree or 480 for a four year degree. The number of credits for each module reflects its workload. Each credit has a notional workload of 10 hours and this includes all teaching and learning events and your own study time, including the time it takes to prepare for and submit assessments.

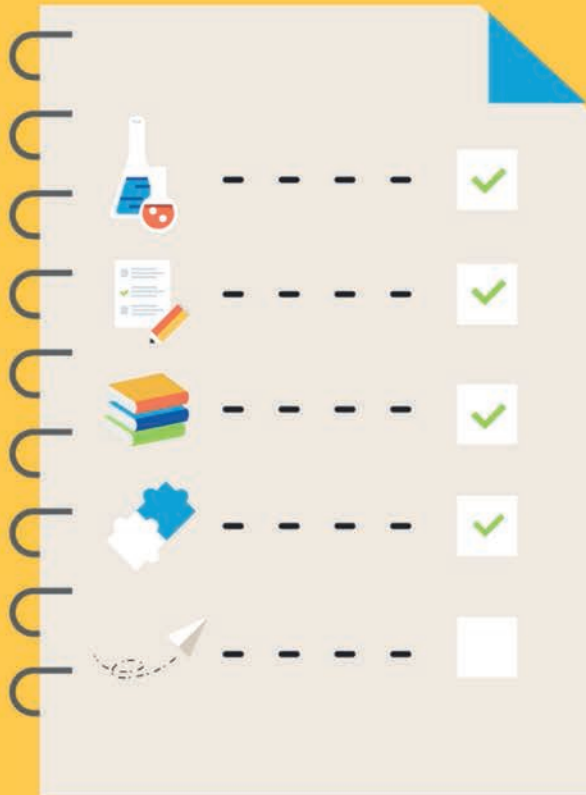
All programmes are designed to enable you to gain specific knowledge and skills which are described in your programme specification as Intended Learning Outcomes (ILOs). Each module also has a module specification which describes its aims and Intending Learning Outcomes along with its associated assessment.



# ASSESSMENT

You will take assessments for each of your modules which will give you the opportunity to demonstrate the knowledge and skills you have learned and ensure you have met the ILOs. Assessment methods and the number of assessments for each module will vary according to the modules you are taking. Details of the assessments for each module are given in the relevant module specification and you will receive more information from your department and in your programme handbook.

Marks obtained for each individual assessment will contribute to the overall mark for the module. You will need to obtain a mark of 40% to pass the module at undergraduate honours level or 50% in the final year of an M Degree.



# 1. PROGRESSION

At the end of each level of study your marks for each module will be reviewed by a Board of Examiners which will decide whether you have met all the requirements to progress to the next level of study or whether you need to retake any assessments.

If you have passed all modules and achieved an overall credit weighted average of at least 40% for the level you will progress to the next level.

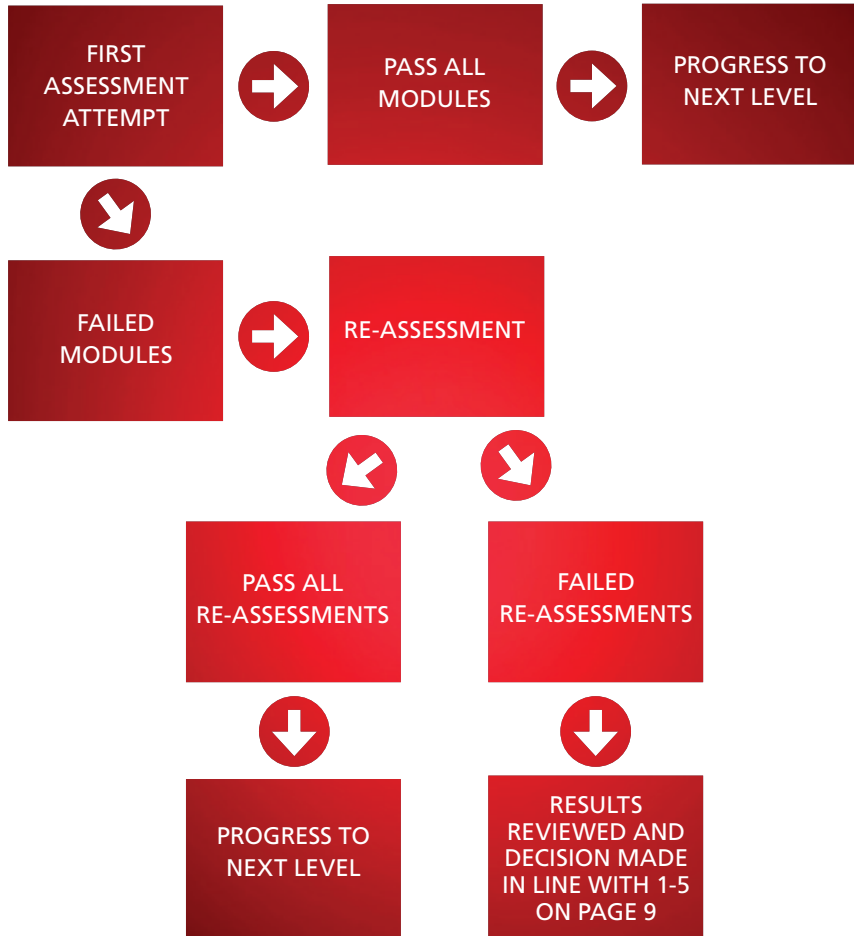
If you have failed assessments or modules you will be given a further attempt at the failed assessments which is referred to as reassessment.

If you pass your reassessments you will progress to the next level. The diagram below represents typical progression patterns.





## ASSESSMENT LEVELS



## 2. REASSESSMENT

If you fail one or more of your reassessments a Board of Examiners will review your results and make a decision on what should happen next. This will depend on the number of credits you have failed, whether or not these are prerequisites (requirements to progress to the next level) and the level of study you have been undertaking.

Full details can be found in Senate Regulation 5 but the following progression decisions will usually apply.



## **YEAR 2 (LEVEL 5) AND NON-FINALIST YEAR 3 (LEVEL 6) STUDENTS**

If you are a year 2 student or a year 3 student who is on an integrated Master Degree and do not pass all your re-assessments the decisions taken by the Board of Examiners will be one of the following:

1. If you have a credit weighted average of 40% for the level and have failed no more than 30 credits with no marks less than 30% you may be permitted to progress and retake your failed assessments in addition to your level 6 assessments (proceed and re-sit).
2. You may be permitted to be re-assessed on your failed modules for one final time and your registration will be placed into suspense for the year (Re-sit without Residence) this means that you will not be studying at the University for that time but will just complete assessments/exams.
3. On some programmes if you have failed a maximum of 30 credits with a mark below 35% and have a credit weighted average for the level of at least 40% you may be allowed to progress substituting new modules for those failed (proceed and substitute). If this is allowed for your programme you will take the substituted modules in addition to the 120 for the level.
4. If you have passed at least 80 credits but have failed up to 40 credits you may be permitted to repeat level 5 as if for the first time. Credit and marks from your first attempt are not carried forward so you attend teaching and take assessment again.
5. If you fail 40 credits or more following reassessment unfortunately you will not be able to continue with your studies and your registration will come to an end but if you have passed sufficient credits you will be considered for an intermediate award.

# 3. AWARD AND CLASSIFICATION

## CLASSIFICATION

At the end of your programme your results will be reviewed by a Board of Examiners which will determine your award and classification. The classifications for honours degrees are 1st, 2:1, 2:2 or 3rd. The classification is calculated on the basis of your year 2 (level 5) and year 3 (level 6 marks) if you are on a three year programme.

If you are on an integrated Master programme, or have taken a year abroad or in industry which counts towards the classification, the classification is calculated on the basis of your year 2, 3 and 4 (levels 5, 6 and 7) marks.

The credit weighted average (CWA) is calculated for each year/level first and then added together. If modules have different numbers of credits they are weighted by their credit value so the greater the number of credits the more the module will count.

If you are on a three year degree programme the weighting between year 2 (level 5) and year 3 (level 6) is 40:60.

This means that to reach your final credit weighted average your year 2 (level 5) credit weighted average is multiplied by 0.4 and your year 3 (level 6) credit weighted average by 0.6 **except** if you are studying Biological Sciences where the weighting between years 2 and 3 is 30:70. In this case the year 2 credit weighted average is multiplied by 0.3 and the year 3 by 0.7.

## CLASSIFYING YOUR DEGREE

The Board of Examiners will confirm your degree classification in line with the scheme of assessment detailed below.

### 1. THREE YEAR DEGREE PROGRAMMES

<b>FIRST CLASS HONOURS</b>	To be awarded a first you must have a credit weighted average of at least 70% or have achieved at least 70% in 120 credits and have a credit weighted average of at least 67%. You must also have failed less than 40 credits of modules
<b>UPPER SECOND CLASS HONOURS (2:1)</b>	To be awarded a 2:1 you must have a credit weighted average of at least 60% or have achieved at least 60% in 120 credits and have a credit weighted average of at least 57%. You must also have failed less than 40 credits of modules
<b>LOWER SECOND CLASS HONOURS (2:2)</b>	To be awarded a 2:2 you must have a credit weighted average of at least 50% or have achieved at least 50% in 120 credits and have a credit weighted average of at least 47%. You must also have failed less than 40 credits of modules
<b>THIRD CLASS HONOURS (3RD)</b>	To be awarded a third you must have a credit weighted average of 40%
<b>PASS DEGREE</b>	A pass degree is awarded where a student has a credit weighted average of 35%. A pass is an ordinary degree without honours

## CALCULATING CREDIT WEIGHTED AVERAGES

Here is an example of how credit weighted averages and degree classifications are calculated for three year degree programmes other than Biological Sciences.

YEAR 2 (LEVEL 5)	NUMBER OF CREDITS	YEAR 2 (LEVEL 5)	YEAR 3 (LEVEL 6) MARKS	NUMBER OF CREDITS	YEAR 3 (LEVEL 6)	FINAL CWA
65	15		56	15		
67	15		62	15		
57	15		65	15		
64	30		67	30		
63	15		77	15		
70	30		72	30		
		65			67.25	66.35

In this example a student would be awarded a 2:1 degree as their credit weighted average across years 2 and 3 is 66%. The CWA for each year takes account of the number of credits for each module so a 30 credit module counts twice as much as a 15 credit module and then the level 5 CWA is multiplied by 0.4 and the level 6 by 0.6 and then added together.

## CREDIT WEIGHTED AVERAGES FOR BIOLOGICAL SCIENCES

Here is an example for Biological Sciences

YEAR 2 (LEVEL 5) MARKS	NUMBER OF CREDITS	YEAR 2 (LEVEL 5)	YEAR 3 (LEVEL 6) MARKS	NUMBER OF CREDITS	YEAR 3 (LEVEL 6)	FINAL CWA
65	20	CWA	57	20	CWA	
62	20		62	20		
57	20		65	20		
66	20		67	20		
62	20		62	40		
72	20					
		64			62.5	63.1

In this example a student would also be awarded a 2:1 degree as their credit weighted average across years 2 and 3 is 63%.

The CWA takes account of the number of credits for each module so in this example the 40 credit module in year 3 counts twice as much as the 20 credit modules. The CWA for year 2 is multiplied by 0.3 and the CWA for year 3 by 0.7 and then the two are added together.

## 2. FOUR YEAR DEGREE PROGRAMMES

If you are on a four year degree programme the weighting between years 2, 3 and 4 (levels 5, 6 and 7) is 20:30:50.

<b>FIRST CLASS HONOURS (1ST)</b>	To be awarded a first you must have a credit weighted average of at least 70% or have achieved at least 70% in 180 credits and have a credit weighted average of at least 67%. You must also have failed no more than 40 credits of modules
<b>UPPER SECOND CLASS HONOURS (2:1)</b>	To be awarded a 2:1 you must have a credit weighted average of at least 60% or have achieved at least 60% in 180 credits and have a credit weighted average of at least 57%. You must also have failed no more than 40 credits of modules
<b>LOWER SECOND CLASS HONOURS (2:2)</b>	To be awarded a 2:2 you must have a credit weighted average of at least 50% or have achieved at least 50% in 180 credits and have a credit weighted average of at least 47%. You must also have failed no more than 40 credits of modules



**HERE IS AN EXAMPLE OF HOW THE CREDIT WEIGHTED AVERAGE IS CALCULATED FOR A FOUR YEAR DEGREE PROGRAMME.**

YEAR 2 (LEVEL 5) MARKS	NUMBER OF CREDITS	YEAR 2 (LEVEL 5) CWA	YEAR 3 (LEVEL 6) MARKS	NUMBER OF CREDITS	YEAR 3 (LEVEL 6) CWA	YEAR 4 (LEVEL 7) MARKS	NUMBER OF CREDITS	YEAR 4 (LEVEL 7) CWA	FINAL CWA
65	15		67	15		68	15		
63	15		72	15		67	15		
76	15		74	15		73	15		
72	15		77	30		75	30		
58	15		72	30		78	30		
70	15		58	15		56	15		
67	15								
61	15								
		66.5			71.13			71.25	70.26

In this example the student would be awarded a first as their CWA across levels 5 to 7 is above 70%.

The CWA for each year takes account of the number of credits for each module so a 30 credit module counts twice as much as a 15 credit module and then the year 2 CWA is multiplied by 0.2, the year 3 CWA by 0.3 and the year 4 CWA by 0.5 and then the three figures are added together.

## BORDERLINES

There is a borderline category for each degree classification. You can find details about the borderlines in Senate Regulation 5. If you fall into a borderline category the Board of Examiners will review your marks to decide whether it considers there might be grounds to promote you to the higher degree classification. Promotion to the higher class is not automatic. Each student's case is considered and the Board will be looking to see if there are any circumstances which should be taken into account in reaching its decision, for example, if you have accepted mitigating circumstances, whether the higher marks were obtained in your final year or you have a particularly high mark in a dissertation or a similar piece of work.

## AWARD CALCULATOR

The University has developed an award calculator which will give you an idea of the degree classification you are on course for and what you will need to do in order to achieve a particular classification on the basis of your current marks which can be found at:

**[www2.le.ac.uk/offices/sas2/regulations/senate-regulations](http://www2.le.ac.uk/offices/sas2/regulations/senate-regulations)**

This will not guarantee the classification as this is decided by the Board of Examiners on the basis of the actual marks you have achieved but it will give you an idea of the level at which you are working and likely outcome.

Each student's case is considered and the Board will be looking to see if there are any circumstances which should be taken into account in reaching its decision.





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