

## Undergraduate and Postgraduate Assessment Procedures, 2025

### Key Points to Highlight, 2025

This document highlights for the Boards of Examiners anything that is new or significantly different since the previous distribution (2024). Please discard all previous sets of guidelines and use only those documents relevant to academic session 2025/2026 (accessible from the [web](#)).

<p><b>1. Managing Compliance with the Engineering Council’s Condonement &amp; Compensation Policy</b></p>
<p>A summary and full guidelines for managing compliance with the Engineering Council’s Condonement &amp; Compensation Policy are available on the <a href="#">Learning and Teaching Policy Bank</a></p> <ul style="list-style-type: none"> <li>• <a href="#">‘Guidelines for meeting the Engineering Council’s Condonement &amp; Compensation Policy’</a></li> </ul> <p>The Policy on the Award of Discretionary Credits will be updated with a statement referring users to the guidance when considering students who are following programmes accredited by the Engineering Council.</p>
<p><b>2. Revisions to the Policy on Discretionary Award of Credits</b></p>
<p>The Policy on Discretionary Award of Credits has been revised to include Foundation Programme students, ensuring that all students across the University are being fairly treated.</p>
<p><b>3. New Decision Codes</b></p>
<p>No new codes for 2025.</p> <p>Existing code 81 (Cert HE Foundation Programme), previously omitted from the list has now been incorporated.</p>
<p><b>4. Graduating Students (summer) – Deadline Date</b></p>
<p><b>**IMPORTANT**</b> The Friday 30 May 2025 deadline for submitting approved paperwork for graduating students (summer) must be met to ensure students are eligible to graduate in June 2025.</p>
<p><b>5. Continuing Students (summer) – Deadline Date</b></p>
<p><b>**IMPORTANT**</b> The Tuesday 17 June 2025 deadline for submitting approved paperwork for continuing students must be met to ensure reassessment procedures and provision of reassessment exam timetables meet the dates published to students.</p>
<p><b>6. Academic Prizes</b></p>
<p><b>**IMPORTANT**</b> Academic prizes should be agreed by the Board of Examiners. If a prize is for a student across multiple disciplines (e.g., the Postgraduate Watt Club medal), the Board should nominate a candidate and agree on the prize winner by correspondence, updating the Board minutes accordingly. The prize information must be uploaded by the SER/ARR deadline dates to be included in graduation programmes and to inform students.</p>

## Key Points from 2024 (as a reminder)

### 7. Integrated Masters (from summer 2024)

#### **Communicated in 2024; retained here as a reminder**

In February 2019 the Senate approved the recommendation that all Undergraduate Integrated Masters degrees across all Schools should be classified according to the established Honours degree classification system. As a consequence, Undergraduate Integrated Masters would no longer be “classified” in terms of Merit or Distinction.

**It is important to note** that the changes should be implemented for new students who enrol in Year 1 of an Integrated Masters degree in 2019/20 (with the first graduates being in **summer 2024**).

Further clarity for applying these regulatory changes was requested and agreed by UCQS. Consequently, the following footnote was inserted into Regulation A7 Awards as follows:

- Award regulations cannot be changed for students part way through their programme of study and awards must be made in accordance with the regulations published at the time of their first enrolment. Consequently, in relation to the awards of First Degree of Master and First Degree of Master with Distinction, and changes approved by the Senate in February 2019, this means that students who enrolled as direct entrants to Stage 2 or above in 2019/20 are covered by the same award regulations as students who enrolled at Stage 1 in 2018/19. Additionally, the same principle applies to students who enrolled during or before 2018/19 and later embarked upon a period of temporary suspension of studies, namely that they are covered by the award regulations published at the time of their first enrolment.

### 8. Board’s discretion to allow reassessment opportunities

#### **Communicated in 2024; retained here as a reminder**

The Regulations implicitly allow Boards of Examiners the discretion to determine that no further reassessment opportunities are given, in cases where students have a high number of reassessments (eg 5).

Boards of Examiners are reminded that they have the discretion to reach this decision.

Regulation A6 was amended for clarity only – ie, to make the option more explicit.

- 2.3.5.1. *In the case of First Degrees, the Progression Board may permit a Student to be re-assessed in any qualifying course not taken in the final stage in order to gain credits for the course, provided that the mark or grade obtained in the first assessment of any such course is used in determining the classification of the degree to be awarded.*
- 2.3.5.2. *In the case of Higher Degrees, a Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the course of study.*
- 2.3.5.3. *In the case of a Student who has five or more reassessments, the Progression Board may determine that no reassessment opportunities should be permitted and that the Student should be required to repeat in the following academic year all courses designated as requiring a reassessment.*

## Supporting the Process of Assessing and Examining Students

9. As in the previous session, a number of documents are available for supporting academic staff with the assessment and examination process. All documents are published on the Learning and Teaching Policy Bank, and are listed separately below:

#### **Academic Integrity**

- [Academic Integrity SharePoint: Resources for staff](#)
- [Academic misconduct Website](#)
- [Student Academic Misconduct Policy](#) (September 2024)
  
- Staff guides

- [Quick staff guide: Reporting Plagiarism and Collusion](#)
- [Using Turnitin with Canvas](#)
- [Plagiarism and collusion, detection and reporting: a staff guide](#)
- [Contract cheating detection and reporting: a staff guide](#)
- [Recording of lectures by students with specific learning needs. Guidance for staff and students](#)

### **Key Assessment Policy Information**

- [Summary of Key Assessment Policy Information 2024/25](#)
- [Making Changes to Assessment](#)
- [Types of Assessment: Policy and Administrative Definitions](#)
- [Coursework: Scheduling and Submission of Coursework](#)
- [Feedback on Coursework](#)
- [Feedback on Exams \(and Access to Exam Scripts\)](#)
- [Review of Assessment Tasks \(Coursework and Exams\) by External Examiners](#)
- [Assessment: School Roles and Responsibilities](#)
- [Assessment Policy, Practice and Support: Briefing Session, September 2023](#)