Assessment Policy
The York Management School
2009/2010
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1. General Information

The structure of assessments

Assessment in the York Management School can be either formative or summative.

- **formative assessment** is designed to provide learners with feedback on progress and inform development, but does not contribute to overall assessment;
- **summative assessment** provides a measure of achievement or failure made in respect of a learner’s performance in relation to the intended learning outcomes of the programme of study.

Some assessments may combine aspects of both forms. A seminar paper, for example, will usually contribute towards the final mark for a module and also result in feedback from tutors to a student that enables development.

Method of assessment

Assessment instruments are usually either open or closed. The module descriptor given to students will specify whether the assessments will be open or closed. On some programme modules there may be a combination of both forms of assessment.

- **Open assessments** are practical exercises, projects or essays, completed over a specified period of time.
- **Closed assessments** are timed and supervised examinations, normally without access to notes or books. You will be informed before the exam if you are permitted to refer to lecture and personal notes.

All programmes in the School will be designed in order to achieve a balance between closed and open assessments.

Timing of assessments

The release and hand-in dates for open assessments will be published on the VLE page for the module and/or on open assessment question sheets. The School will notify the date of closed examinations to students. Subject-based modules taught in Autumn Term that have closed examinations are usually assessed in Week 1 of Spring Term. Subject-based modules taught across Spring and Summer Term that have a closed examination are usually assessed from Week 7 onwards of Summer Term.

Saturdays may be used for examinations where necessary. Examinations are normally scheduled between 9.00 am and 5.30 pm. However, they may be scheduled up to 7.00 pm where necessary.

Examinations for modules that carry 10 credits will normally last between 90 and 120 minutes. Examinations for modules that carry 20 credits will normally last 180 minutes.
Award of credit: A student earns credit for the module only on attendance of the timetabled parts of the module (unless prevented by illness) and completion of the assessment. An individual undergraduate student’s workload in any one year must not be less than 100 credits or more than 140 credits, except in special circumstances and with the approval of the Special Cases Committee.

Stage: A year of academic study at undergraduate level is called a stage. A single academic stage of study on an undergraduate programme normally comprises modules with a total value of 120 credits. A stage of a programme spent away from York, on an approved scheme such as an exchange or placement, likewise counts as 120 credits. A three-year programme comprises modules with a total value of 360 credits. A four-year programme comprises modules with a total value of 480 credits. These totals cannot be reduced or increased, except in special circumstances and with the approval of the Special Cases Committee.

Special Needs

Students with special needs may be allowed extra time, and/or special seating/location. Recommendations for any variation of this kind must be approved by the university’s Standing Committee on Assessment (SCA), on receipt of appropriate supporting evidence (e.g. from a doctor, counsellor, the University’s Disability Advisor or some other appropriately qualified person) submitted via the Management School’s Board of Studies. Students who are formally diagnosed as having dyslexia or similar learning disability issues, who request extra time in examinations and who have the support of the University’s Disability Advisor and the Board of Studies, will normally be permitted extra time according to University guidelines by SCA.

Group assessments

Group assessments, where included in the course design, may include a percentage of marks to be allocated by the students to each other, on the basis of perceived contribution to the assignment. If a particular student gets a lower mark than other members of the group, that student has a right to contact the module organiser if they wish to appeal. The module organiser should then hold a meeting of all members of the group and arbitrate.

If it is established, e.g. through the process described above that a student has done no genuine work towards the group assessment, that student will receive a mark of zero for that part of the assessment and it will be counted as a non-submission. This means the student will not be eligible for reassessment in that percentage of the module marks if the module is failed. This may lead to failure of the programme.

If a group hands in its assessment late, all members of that group will receive the appropriate penalty. However, if individual students believe that they are not to blame for the late hand-in, they may appeal in writing to the module organiser.

Advice given by tutors

It is not the policy of the School to provide comments on draft versions of open assessments in writing. Tutors may provide general guidance and answer questions about specific issues for students but where they do so their comments are not intended, nor should they be interpreted as, an indication of the mark the completed assessment will receive.
Notification of results

Student results are listed by student number on the School’s notice boards as soon as practicable after the relevant Board of Examiners meeting. The School releases written feedback on open assessments to students in a sealed envelope.

Students who leave campus before results are released

Students wishing to leave the university before the end of the academic year must have the permission of their supervisor (or the Head of School when the supervisor is not available). Permission must be sought in advance. Details of an address and an email address at which they can be contacted during summer vacation must be provided to the School’s administration offices before departure.

Additionally, students must confirm, by their signature on the ‘Application for Early Departure Form’, that:

- They have met with the programme administrator who will have advised them that exam results and any notification of resit requirements will be sent to the address they have provided and as an attachment to the email address provided by the student.
- They understand that they may be required to resit closed examinations during August at the University of York.
- Failure to comply with any resit requirements may affect their progression to the following year of their programme of study (where applicable).
- They understand that responsibility for fulfilling the above requirements and remaining in contact with the School rests with the student and not the School.

Procedures for markers where students have not followed the published closed examination rubric

It is sometimes the case that closed examination rubrics are misunderstood by students. The School’s policy in instances where it becomes clear when marking a script that a student has not conformed to the examination design and has answered too many questions e.g. the student has answered 5 short answer questions when the rubric asks them to answer any 3 out of 5, is to mark all 5 answers and to count the best 3 in the overall mark. The School does not make allowances where the student claims to have misunderstood the rubric and has answered too few questions because of the impossibility of distinguishing between cases of misunderstanding the exam requirements and not attempting the question because of insufficient knowledge. The Board of Studies does not accept misreading or misinterpreting the exam rubric as mitigating circumstances for closed examinations.

Availability of exam scripts after marking is completed

The School of Management is permitted to allow students to view their closed examination scripts for a short period after marking is completed. Students are reminded that exam scripts remain the property of the university and, to prevent corrections and other alterations to scripts, students will
only be allowed to view exam scripts under supervision. Students should consult the School’s VLE site for more details of when and where they are permitted to view examination scripts.

**The Release of Provisional Marks**

Students will receive written feedback giving a provisional result after each assessment has been examined. This feedback states that provisional results are still subject to ratification by the BoS. Marks are not released orally to students at any stage in the process.

"**Viva Voce" Examinations**

The Board of Examiners reserves the right to use *viva voce* examinations as part of its range of tools to decide on an appropriate final mark for a student.

**Returning Work to Students**

It is a University rule that examination material must be retained for at least one year following its consideration by the final full Board of Examiners.

One copy of open assessments will be returned to students at the end of the academic year. Students are required to retain all copies of open assessed work for at least one year after the completion of their degree programme.

In the absence of provision to the contrary, the University is considered to own all material, including software, submitted for examination, for both undergraduate and higher degrees.
2. Assessment rules that apply to students

The rules in this section are all about things you must do, as a student, when sitting closed exams or attempting open assessments. They are important – failure to comply with these rules can have serious consequences.

**Submitting all your open assessments**

Students on taught programmes in the Management School must submit all open assessments, relating to their programmes of study at the required location, date and time unless they have been granted an extension for mitigating circumstances. Students who do not submit such open assessments at the required location, date and time and have no acceptable mitigating circumstances will not be given a reassessment opportunity.

**Submitting open assessments after the published deadline**

All work submitted after the submission deadline, without valid mitigating circumstances, will have ten percent of the available marks (e.g. 2 marks if marked out of 20, 5 marks if the work is marked out of 50, 10 marks if the work is marked out of 100 etc) deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays. After five days, the work is marked at zero. After seven days the work is classed as a non-submission and the student will not be offered a reassessment opportunity.

**Assessments handed in to the school in person**

Some modules will require you to submit their associated open assessments in person to either the Undergraduate or Postgraduate Office in the School. You must print off the submission form available on the VLE, state the wordcount accurately and confirm that your work does not contain elements of academic misconduct. Penalties apply where work is found to be over-length or contain academic misconduct. An electronic copy of all assessments submitted in person must be kept in case an examiner requests it.

**Assessments submitted electronically**

Some modules will require you to submit their associated open assessments electronically via Yorkshare. You will be informed if the module requires electronic submission when your module assessment brief is issued. Detailed instructions and module-specific rules will appear on the module Yorkshare site but, in addition, these general rules apply to all electronic submissions:

- It is the responsibility of the student to submit his or her own work. The Yorkshare system uses log-in data to allocate the correct student exam number to the piece(s) of work submitted. If students do not submit their own work using their unique log-in information then their work will not be identifiable or be incorrectly allocated the exam number of the student that submits it on their behalf.
• Work that cannot be traced to an individual student(s) because of irregularities in the submission process (such as, but not confined to, those described above) will be liable for late penalties until such time as it can be identified.

• It is the responsibility of the student to submit the correct and final version of their work. Work submitted via the electronic submission system will be assumed to be the version that the student wishes to put forward for assessment.

• Students are required to submit work in the following formats only: .pdf, .doc or .docx and .rtf

• It is the responsibility of the student to print out and keep a copy of the webpage notification of the time and date their work has been submitted.

• Computer failures will NOT normally count as mitigating circumstances.

• Work submitted electronically will be scanned by plagiarism detection software before being marked by staff. Students are encouraged to make use of the plagiarism tutorial site to check their understanding of academic misconduct and the facility to scan drafts of their work for inadvertent plagiarism before submission.

**Passing the online Academic Integrity tutorial**

The University of York has developed an online Academic Integrity tutorial. The tutorial explains what is meant by plagiarism and provides information on the key issues affecting every student. At the end of the tutorial there is a two-part test.

All first year undergraduate students and all postgraduate students must successfully complete the online Academic Integrity tutorial. In the Management School you will be required to undertake the tutorial and its tests in Autumn Term. Once you have successfully completed the tutorial you must print off the certificate that records this fact. You are required to hand in a copy of this certificate to the School before you submit your first open assessment. Proof of passing the online Academic Integrity tutorial is a condition of progression to the second year of study or for the award of a postgraduate degree. Students must not and should not rely on the School notifying them of their failure to submit proof of this module’s completion.

**Submitting your open assessments within the stated word length**

Open assessments of excessive length will be penalized by the deduction of marks after the paper has been marked out of 100.

All text appearing before the bibliography will be included in the word count i.e. the word count includes all elements such as titles, subtitles, acknowledgements, abstracts, executive summaries, formulae, tables, captions and footnotes.
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The Board of Studies retains discretion whether to apply penalties for over-length assessments but will normally apply these penalties.

**Attending all your closed examinations**

Students on taught programmes in the Management School must attend all closed examinations, relating to their programmes of study at the required location, date and time. Students who do not attend closed examinations at the required location, date and have no acceptable mitigating circumstances for not attending the exam **will not** be given a reassessment opportunity. Misreading of the examination timetable will not be regarded as mitigation.

**Confirming your identity in an examination**

The only acceptable form of photographic identification in an examination is a student’s University Card. Students who do not provide a legible University Card in an examination will be required to provide 2 forms of photo ID, one of which must be their University Card to the Exams Office, within one working day of the examination or they will receive zero for the examination.

**Writing legibly in an exam**

Students should make every attempt to write legibly in an examination. If two internal examiners cannot read the examination script, it will be transcribed at the student’s expense. The student will be charged at the published paid rate for assistant invigilators and the transcribed script will not be marked until payment has been received. For further details refer to Section 9.5.8 of the University’s Guide to Assessment.

**Using a dictionary in an exam**

Students are not permitted to use individual dictionaries in examinations. Examinations Office will provide standard English language dictionaries at each exam location for any student to consult upon request.
**Using a calculator in an exam**

Only those calculators provided by the central examinations office, and available in the examination room are permitted in closed exams. Students may not use their own calculators. Details of the functions available on the standard calculator can be found at http://www.york.ac.uk/admin/eto/exams/calculator/. Students are also advised that it is a University regulation that candidates are not permitted to bring mobile telephones, electronic diaries, data-bank watches or other data storage units into closed assessments.

**Availability of student work for scrutiny**

Students are informed that they are required to keep copies of their submitted work and all notes and preparation material for open assessments, in addition to assessed material, where marks count towards the final degree. They are advised to keep this in a well-ordered portfolio, since it can be asked for at any point during their studies for a number of reasons e.g. for help in their academic training, as evidence in an Academic Misconduct hearing and by the External Examiners in their consideration of the programme. This requirement covers the entire period of study e.g. notes and preparation material for open assessments in Stage 2 may be requested at the end of Stage 3.
3. Procedures for assessments affected by illness or other mitigating circumstances

We understand that problems in life don’t always wait for your assessments to be submitted. The procedures outlined in this section outlines what to do if your assessments are affected by illness or other problems. Please read them carefully and in addition to the full policy and procedures on Mitigating Circumstances, which are contained in a separate document on the VLE. The information about deadlines for submission of claims for mitigating circumstances is really very important as failure to submit your claim in time or failure to provide supporting documentation can mean you are not offered a chance to redeem module failure.

Arrangements for extensions to open assessment hand-in dates

Students may request an extension before the submission date of their open assessment affected by mitigating circumstances (e.g. illness, trauma, court appearances) using the Mitigating Circumstances claim form. Copies of this form are available from the School or can be downloaded via the VLE. Extensions will not be granted if the mitigating circumstances are not accompanied by documentary support for the claim.

Full instructions are included on the form. The policy and procedures for claiming mitigating circumstances, which includes a list of what the university normally considers to be mitigating circumstances, are published separately from this document. It can be found in the same section of the VLE that contains the document you are reading now.

Assessment missed or affected by illness or other mitigating circumstances

Students may request consideration of mitigating circumstances that have affected their performance in an assessment (e.g. illness, trauma, court appearances) using the Mitigating Circumstances claim form. Copies of this form are available from the School or can be downloaded via the VLE. Claims must be submitted within 7 days of the date of the examination or the hand in date of the open assessment you are claiming has been affected.

Full instructions are included on the form. The policy and procedures for claiming mitigating circumstances, which includes a list of what the university normally considers to be mitigating circumstances, are published separately from this document. It can be found in the same section of the VLE that contains the document you are reading now.

Illness on the day of a closed examination

If a student feels ill on the day of an exam they should attend the Health Centre without delay for a medical consultation and written confirmation of illness signed by a medical practitioner. The Mitigating Circumstances Committee will need written proof of illness if they are to consider any student request for extenuating circumstances for illness preventing a student from attending an
exam. Students who attend examinations whilst feeling ill should take note of the following section regarding illness in closed examinations.

**Illness, or other difficulties, in closed examinations**

If a student feels ill during an exam, they must raise their hand to attract the attention of an invigilator. In most cases it is not in the interest of the student to continue an exam whilst feeling ill or otherwise distressed, but if the student does wish to complete the examination, they should let an invigilator or a member of the Exams Office staff know on arrival at the examination venue. The invigilators can then try to keep a closer eye on them during the examination in case they need to leave. If the student wishes to claim mitigation for their performance they must obtain medical evidence for their illness or distress as soon as possible after the examination.

If a student does leave an exam due to illness they must first obtain an Illness Form from the Senior Invigilator. They will be asked to go directly to the Health Centre. It is vital that students get written confirmation of their illness signed by a medical practitioner. The Mitigating Circumstances Committee will need written proof of illness if they are to consider any student request for mitigating circumstances for illness during an exam.

If a student experiences difficulties other than illness during an exam then they must bring this to the attention of an invigilator who will note it on the examination report form. The School will request confirmation that the student brought the matter to the attention of an invigilator from Exams Office as part of any consideration of a mitigating circumstances claim relating to a closed examination.

**Aegrotat Awards**

Where a candidate has not submitted or failed an element or elements of assessment, amounting to a small proportion (a maximum of one-ninth) of the weighted contribution to the overall degree assessment, and there are compelling medical or compassionate reasons, the Board of Examiners has the discretion to waive this element and award a degree based on the work submitted.

Where the missing elements amount to greater than one-ninth the Board of Studies can consider an Aegrotat award.

In both of these circumstances the Board of Examiners will follow the procedures and principles outlined in Section 10.1 of the University Guide to Assessment.
4. Failure and reassessment

As a general rule of thumb, students who fail modules at the first attempt are offered one opportunity to redeem the failure and gain a pass mark for that module. Students who fail the module and have accepted mitigating circumstances are offered a chance to be reassessed ‘as if for the first time’ (i.e. marks attained are not capped at the pass mark). There are, however, some exceptions in respect to reassessment – notably in the final year of the undergraduate degree and when work has not been submitted – and these are detailed in the specific rules that follow.

Module reassessment

A student who has failed a module without accepted mitigating circumstances may be granted, an opportunity to redeem that module’s failure by re-assessment on one subsequent occasion not more than one year later. However, there is a maximum number of credits that can be offered for reassessment depending on the level of programme being taken. These limits are set out below. The maximum mark a re-assessment candidate can achieve for that module is the pass mark.

Students will not be permitted to be in residence nor be taught by University teachers before re-assessment unless the reassessment opportunity takes place in the normal reassessment period. The normal reassessment period is the August of the academic year in which the module is failed at the first attempt.

Maximum number of credits that can be reassessed

Undergraduate students will be offered a maximum of 90 credits of reassessment opportunities in Stages 1 and 2. Postgraduate students will be offered a maximum of 40 credits of reassessment in the taught portion of their degree.

Modules failed where work has not been submitted or closed examinations attended.

It is a requirement of the School that students submit all summative work and attend all closed examinations. Students who fail a module as a result of non-attendance at exams or non-submission of work will not be offered a re-assessment opportunity for any element where work has not been submitted. For example:

The non-submitted assessment represents 100% of the module marks. The student will be awarded a mark of zero and will fail the Stage because they have a non-redeemable fail mark under 30. A recommendation to terminate their studies will be made at the next scheduled Board of Examiners.

The non-submitted assessment represents 30% of the module marks. The student fails the module as a result of the mark of 0 but is sent to resit because 70% of the module marks are still available

1 From 2010/11 a limit of 40 credits will apply for reassessment in Stage 3 also.
to them. Any mark achieved at resit will therefore be subject to a multiplier of 0.70 to produce the
resit mark.

The non-submitted assessment represents 75% of the module mark. The student is awarded a mark
of zero and fails the module as a result. The student is NOT sent to resit because it is
mathematically impossible for them to achieve a module mark greater than 30 for this module. The
student will fail the stage. A recommendation to terminate their studies will be made at the next
scheduled Board of Examiners.

Module failure in the final year of an undergraduate degree

Undergraduate students who fail modules in the final year with a mark of less than 30 fail the
degree in its entirety and are not given the opportunity to redeem the failure by reassessment in
order to gain a classified degree. Instead, students are offered the opportunity to be reassessed in
that module(s) for the award of an ordinary degree and will not be permitted to be in residence nor
be taught by University teachers before re-assessment.

Module failure so that the Stage or Programme is failed

Students who fail the degree are not offered the opportunity to repeat the programme of study or
any part of it.
5. Assessment Rules for Staff

The responsibilities of academic staff in relation to assessment, including the roles and responsibilities of the Board of Examiners is detailed in the University’s Guide to Assessment. The rules that follow in this section outline the additional specific responsibilities and procedures in place in the York Management School and should be read in conjunction with the University Guide to Assessment.

**Invigilation of examinations**

The York Management School and its staff are responsible collectively for examinations held in the School: for providing adequate invigilation of the examination at the allotted time, distributing the papers and collecting the scripts (with practical and organisational support from administration staff).

University Examinations Office determines the level of invigilation for examinations and academic staff of the School are expected to make themselves available, when requested and where practical, to fulfil the School’s responsibility for invigilation.

The module organiser, or the alternative staff member they have arranged, is required to be present at the beginning of all examinations to resolve any problems or contactable by telephone.

**Preparation of papers**

The Module Co-ordinator is responsible for writing and producing closed examination papers and open assessments. All assessments must be checked within the relevant teaching group so as to minimise ambiguity, potentially unclear instructions and errors before they are sent to the external examiners for comment. All papers should be marked out of 100.

Staff will be notified of the deadline for the submission of their examination papers and open assessments. Closed examination questions and model answers are sent to external examiners for comment.

The module organiser is responsible for informing the students, normally in the module synopsis, of the form of the assessment. Module assessments, in exceptional circumstances, can be changed from that stipulated in the student handbook or online module synopsis with the permission of the students taking the module.

**Time management**

It is a School requirement that members of staff must organise their priorities during assessment periods so as to meet the required deadlines for assessment marking.

**Sampling of work**
Where student work is sampled on a module e.g. where it is a requirement that students submit eight seminar papers and that a sample of two will be assigned marks, the following procedure will be followed:

- The module convener and another member of staff will draw numbers randomly from a receptacle containing numbers corresponding to the number of weeks or separate submissions of work.
- These numbers (e.g. Week 4 and 7) will apply to the whole cohort i.e. all students will have their submissions for Week 4 and 7 marked.
- Where a student has missed an assessment submission because of illness or some other extenuating circumstance they will have the next and most recent piece of work marked – e.g. if in the above example where Week 4 and 7 are marked the student has missed Week 7 because of illness and a decision has been made to waive the assessment requirement for that week then their Week 8 submission would be marked.
- If it is not possible to have a more recent piece of work marked in place of the missing element then an older one is selected e.g. if Week 9 and 10 are randomly selected and week 10 is missed through illness or other extenuating circumstance and the assessment requirement is waived. In this case their Week 8 submission would be marked.

**Ensuring module median marks fall within the range set by the Board of Studies**

As part of its quality assurance measures the School has established a reporting mechanism that ensures it scrutinises modules where the median falls outwith the 50-60 range, providing the module has more than 20 students. If the median falls outside that range it might indicate a mismatch between student performance and examiners’ expectation. In these instances it is School policy to discuss the reasons why the median is outwith the range and whether it is a result of, for example, general student achievement issues, teaching disruption or an issue with the assessment.

If the median for a module assessment mark falls outside the normal range, then the module organiser must put forward a written explanation that will be tabled at the Board of Examiners for discussion. With the prior agreement of the Chair of the Board of Examiners the module tutor may make a verbal report but this must be followed up with a written report within 48 hours of the Board of Examiners. The module organiser should include in their report a statement as to whether they believe the marks should remain as they are or, in exceptional circumstances, be scaled to bring them within the 50-60 range. If the marks are scaled the module organiser should comment specifically on this aspect of the assessment in the annual module review and indicate how the problems identified are to be addressed in future years.

The Chair of Board of Examiners is responsible for drawing to the attention of the External Examiners those modules where a report has been made to the Examinations Committee because the marks have fallen outside the required median range.

**Specific responsibilities of the module co-ordinator**

- Monitoring their own marking in relation to the median range set by the School
- Writing a report for tabling at the BoE if the marks falls outside the range 50-60
- Writing each student's mark for each section or element of work and the overall mark on the master marks sheet;
• ensuring moderation is completed by the set deadline;
• preparing a commentary on the assessment that will posted on the VLE

**Responsibilities of assessment administrators**

• collating marks where the script has been marked by two tutors and passing to the module co-ordinator the scripts where the marks need to be moderated i.e. where the disagreement in marks between first and second marker is greater than 6 marks. Marks that fall within 6 marks of each other are automatically moderated.

• entering the marks onto the SITS system and/or examination spreadsheet, checking the accuracy of entries and producing a printed list of results showing examination numbers for use at the Board of Examiners meeting.

• distributing the module commentaries to students by posting them on the VLE

• retaining a sample of scripts for checking by External Examiners and for QA purposes. The sample should include those scripts achieving the highest marks, the mean marks, and the lowest passing marks.

• Posting student results on the student notice board by student number, the return of feedback on open assessments and the return of student scripts.
5. Procedure in the Case of Academic Misconduct

Regulations on academic misconduct can be found in section 5.4 of the University’s ‘Ordinances and Regulations’. A copy of the Academic Misconduct Policies, Guidelines and Procedures booklet is also available at http://www.york.ac.uk/admin/eto/exams/Misconduct/AcadMisBooklet2007.htm

Academic Misconduct Investigation Sub-Committee

In the event an Academic Misconduct Investigation is undertaken, a sub-committee will be convened with specific responsibility for the following:

- Ensuring that any other work by the candidate, which contributes towards the assessment of the degree concerned is checked for evidence of academic misconduct.
- Interviewing the candidate(s) concerned to enquire into the reasons for any similarities in scripts or the presence of unattributed material.
- Determining a grading or mark for the assignment, dissertation or other piece of work as submitted, taking into account any similarity to work presented by other candidates and/or the amount of unattributed material present.
- Reporting its findings to the full Board of Examiners. It is the responsibility of the Chair of BoE to present a full report, including details of the academic mark awarded to the candidate(s) concerned and any penalties that are to be applied to the BoS for their approval.

Penalties for Academic Misconduct

The penalties for academic misconduct include:

- Suspension or exclusion from the University.
- The application of penalty points to the final degree mark
- A lowering of the level of the degree to be awarded
- Withholding the award of the degree, diploma or certificate.
- Withholding any entitlement to repeat the examination concerned or to resubmit revised material.

In the event of penalties being recommended, the candidate(s) will be informed of their rights of appeal.
6. Appeals Procedure

The appeals procedure for both graduate and undergraduate students is detailed in the University’s ‘Ordinances and Regulations’. In brief, students may not appeal against the academic judgement of their examiners. This means that decisions made as to the quality of an assessment may not be appealed against. However, students may appeal against the decision of the Board of Studies and the Senate on whether or not, and on what conditions, those who have failed an assessment should be permitted to re-sit or re-submit it. Students may appeal directly to the Academic Registrar in writing, but it would be more usual for students to inform the Chair of Board of Studies initially for a resolution of any problems before this step is taken.

Students who wish to appeal their final degree classification are advised that the process requires them to submit their case to the Secretary of the Special Cases Committee (not to the Chair of Board of Studies) within 4 weeks of notification of their degree result. Students wishing to cite mitigating circumstances as the basis of their appeal are reminded such appeals are usually only heard where there are compelling reasons why the mitigating circumstances had not been submitted to the Mitigating Circumstances Committee in the course of their degree. It should be noted that it is not usually possible to consider such cases before Graduation and students will graduate with the degree classification awarded by the Board. If an appeal is successful the award will be amended retrospectively.