



**Examination and  
Assessment Regulations**  
September 2017

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Examination and Assessment Regulations September 2017		
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George Allison, Assistant Registrar, Assessment and Regulations, Quality Management Division, Academic Registry	Steve Wiggins, Academic Registrar, Academic Registry	
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<p>External queries relating to the document to be referred in the first instance to the University Secretary: telephone +44(0)23 9284 3195 or email <a href="mailto:university.secretary@port.ac.uk">university.secretary@port.ac.uk</a></p> <p>If you need this document in an alternative format, please contact +44 (0)23 9284 5776.</p>		

# Examination and Assessment Regulations

## Summary

### What is this Policy about?

The examination and assessment regulations are detailed academic rules that explain what a student must do to obtain the award for which they are registered. It is comprised of several links which will take you to the relevant section. As not all sections are updated each year, the document that the link takes you to may have a different date to the front cover of the regulations. This just indicates the last date that the particular section you are in was amended. Each of the sections has further links to useful information contained within them

### Who is this Policy for?

This document will be of most interest to new and existing students, academic staff and external examiners.

It will be of interest to the UK Quality Assurance Agency (QAA) and it may also be of interest to the wider public.

### How does the University check this Policy is followed?

The Quality Management Division within Academic Registry is responsible for reviews and audits to ensure that the policy is followed. Additionally, there is an external examiner for every unit and every course in the University who ensures that this policy is followed.

### Who can you contact if you have any queries about this Policy?

If you are external to the University and you have any questions about this Policy please contact the University's Quality Management Division (QMD) at [QMD@port.ac.uk](mailto:QMD@port.ac.uk).

If you are internal to the University please contact your Faculty Associate Dean (Academic).

**The relevant sections of the Examination and Assessment Regulations can be found by clicking on the link below**

1. [Introduction](#) (including general information and responsibilities of both the University and students)
2. [Before Assessment](#) (including information that will be provided to all students)
3. [Adjustments for Disabled Students](#) (including the process, exceptions to the process and dealing with timed assessments)
4. [Nature of Assessment](#) (including types and amount of assessments)
5. [Coursework](#) (including submission, late submission and the use of antiplagiarism software)
6. [Examinations](#) (including entering and leaving an exam, starting and ending an exam, stationery and materials, behaviour during exams, the actions of an invigilator on discovering an assessment offence and illness)
7. [Marking and Feedback](#) (including anonymous marking, marking schemes, mark verification, feedback and the return of assessed work.)
8. [Extenuating Circumstances](#) (including extenuating circumstances forms, extenuation circumstances officers, intervention on a student's behalf, serious and confidential extenuating circumstances and valid extenuating circumstances)
9. [Unit Assessment Boards](#) (including membership, process and powers, moderation, extenuating circumstances, decisions, external examiners, assessment penalties, course management issues, the disclosure of marks and grades, delegation of authority and minutes)
10. [Boards of Examiners](#) (including membership, process and powers, compensation, decisions, classification of awards, aegrotat awards, posthumous awards, exclusion, authority to depart from regulations course management issues, delegation of authority and minutes)
11. [Exemptions](#) (including details of how to apply for exemptions from the regulations)
12. [Academic Appeals](#) (including the process, action following the meeting of an appeals panel, annulment of decisions, the process for requesting a review of a mark and the relationship between complaints and appeals)
13. [Assessment Offences](#) (including definition and disciplinary processes)

Should you have any queries, please contact the Assistant Registrar (Assessments and Student Regulations) on (023) 9284 3468