

EXAMINATION & ASSESSMENT REGULATIONS

September 2019

For the full changes to the Examination and Assessment Regulations in response to COVID-19, please visit [Changes to Examinations and Assessments in response to COVID-19](#) on the MyPort knowledgebase.

Contents

| | |
|--|---|
| Summary | 4 |
| What is this document about? | 4 |
| Who is this for? | 4 |
| How does the University check this is followed?..... | 4 |
| Who can you contact if you have any queries about this document? | 4 |
| Substantive changes since last edition | 4 |

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| Document title | | |
| Examination and Assessment Regulations | | |
| Document author and department | | |
| Academic Standards, Quality and Partnerships, Department of Student and Academic Administration | | |
| Approving body | | |
| Academic Council | | |
| Date of approval | | |
| 23 rd March 2019 | | |
| Review date | | |
| Every three years | | |
| Edition no. | | |
| Annual | | |
| ID Code | | |
| 107 | | |
| Date of effect | | |
| | | |
| EITHER For public access online (internet)? <i>Tick as appropriate</i> | | YES |
| For public access on request copy to be mailed <i>Tick as appropriate</i> | | YES |
| | | |
| OR For staff access only (intranet)? <i>Tick as appropriate</i> | | |
| Password protected <i>Tick as appropriate</i> | NO | |
| External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk | | |
| If you need this document in an alternative format, please email corporate.communications@port.ac.uk | | |

The latest version of this document is always to be found at:

<http://policies.docstore.port.ac.uk/policy-107.pdf>

Summary

What is this document 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 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 is followed?

The Academic Standards, Quality and Partnerships team within Department of Student and Academic Administration 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 document?

If you have questions about this document please contact Academic Standards, Quality and Partnerships, Department of Student and Academic Administration (DSAA) asqp@port.ac.uk

Substantive changes since last edition

1. To remove the 'Nature of Assessment' section from the Examination and Assessment Regulations.
2. To permit threshold marks and variations to module pass marks if required through the accreditation process of a Professional Statutory and Regulatory Body (PSRB).
3. To Verify rather than Double Blind Mark all modules except project modules.
4. To harmonise the Extenuating Circumstance Form submission dates for all assessment types and add additional hand in dates to reflect the various assessment periods.
5. To change the terminology for modules not passed back to Refer and Defer.
6. To remove the Academic Registrar's signature from UP6 and UP7 (and similar) forms.
7. To allow Higher National Diplomas (HND) to be awarded with Merit/Distinction.
8. To allow compensation of one module up to 40 credits in the first year only.
9. To increase the referral limit to 60 credits.
10. To reduce the late hand in period from 20 working days to 10 working days

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. [Coursework](#) (including submission, late submission and the use of antiplagiarism software)
5. [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)
6. [Marking and Feedback](#) (including anonymous marking, marking schemes, mark verification, feedback and the return of assessed work.)
7. [Extenuating Circumstances](#) (including extenuating circumstances forms, extenuation circumstances officers, intervention on a student's behalf, serious and confidential extenuating circumstances and valid extenuating circumstances)
8. [Module 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)
9. [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)
10. [Exemptions](#) (including details of how to apply for exemptions from the regulations)
11. [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)
12. [Assessment Offences](#) (including definition and disciplinary processes)

This document is pending revision subject to the outcome of the University Academic Regulations review scheduled for 2021/22.

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