

## Undergraduate and Postgraduate Assessment Procedures, 2024

### Key Points to Highlight

This document highlights for the Boards of Examiners anything that is new or significantly different since the previous distribution (2023). Please discard all previous sets of guidelines and use only those documents relevant to academic session 2023/2024 (accessible from the [web](#)).

#### 1. New Decision Codes

Two new decision codes have been introduced.

##### a. 4B - Defer. Reassessment required in the January Semester

- This decision should be used for PGT students who have not met the requisite criteria for progression to the dissertation/project stage or who have not obtained the requisite course grades and the January/February Progression Board has permitted a reassessment opportunity.
- The student should be reassessed during the January Semester diet (i.e. the April/May exam diet).
- A new progression decision (or exit award) should be agreed at the next PGT Progression Board in May/June 2024.
- Does not create a new active student record for 2024/25

##### b. 4E - Continue to dissertation with reassessment(s)

- This code should be used for a PGT student who has been granted permission to progress to the dissertation/project phase but have not yet passed all courses at the requisite grade and are required to undertake reassessment.
- The reassessment must be taken in the same semester as completion of the dissertation/project.
- Does not create a new active student record for 2024/25

#### 2. Graduating Students (summer) – Deadline Date

**\*\*IMPORTANT\*\*** The Friday 31 May 2024 deadline for submitting approved paperwork for graduating students (summer) must be met to ensure students are eligible to graduate in June 2024.

#### 3. Continuing Students (summer) – Deadline Date

**\*\*IMPORTANT\*\*** The Friday 21 June 2024 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.

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

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, to clarify that:

- Students who enrolled as direct entrants to Yr2 or above in 2019/20 are covered by the same award regulations as students who enrolled in Yr 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.<sup>1</sup>

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

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 is being amended, but only 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*

#### 6. Supporting the Process of Assessing and Examining Students

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 Website with all documents and guidance: [Policy and guidance - Heriot-Watt University \(hw.ac.uk\)](https://www.hw.ac.uk/academic-integrity)
- Policy documents:
  - [Student Academic Misconduct Policy \(September 2023\)](#)
- 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](#)

<sup>1</sup> Exact wording for the Regulations has yet to be approved

- [Recording of lectures by students with specific learning needs. Guidance for staff and students](#)
- Canvas resources for course leaders
  - [Academic Integrity module in Canvas commons](#)

#### **Key Assessment Policy Information**

- [Summary of Key Assessment Policy Information 2023/24](#)
- [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](#)
- [Arrangements for Off-Campus Assessment 2023/24](#)
- [Assessment Policy, Practice and Support: Briefing Session, September 2023](#)