

Student Assessment Rules and Regulations 2023-24

September 2023

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To view the full [Quality Assurance Framework \(QAF\) and Academic Standards and Quality Manual \(ASQM\)](#) via the Virtual Learning Environment (VLE) please click on this link and login with your VLE username and password.

This document will provide information on the assessment rules and regulations for your programme. It is **important** that you read this carefully. If you have any questions, please contact College Services.

1. Attendance

Attendance is crucial to the successful completion of your programme and to support progression to university. **All students are expected to attend 100% of their classes, whether digitally or face-to-face.** Both the End-of-Cycle Panel and Assessment Board¹ will consider attendance when making recommendations and decisions on your achievement and progression.

2. Programme structure

Your programme² is made up of different types of modules and enrichment activities. Depending on your programme, these will usually include some, or all, of the following:

Type of module or enrichment activity	Focus on:
Extended English and Skills (EES)	Developing your English Language and Academic Study Skills to be successful on your programme, and in UK Higher Education.
Core Modules	The development of your individual Academic English language skills. Project work tailored to your university progression route.
Elective Modules	Modules that are relevant to your university progression route and/or study choice.
Enrichment - evidenced via the KapPACK e-Portfolio	Developing your skills, attitude, and behaviour (Graduate Attributes) tailored to your progression route, your future aspirations, needs and interests (e.g., teamwork, leadership, etc).
Internship programmes	An opportunity to be part of a virtual internship where you will undertake coaching and project with a selected company relevant to your progression route.

3. Assessments

During your programme you will be assessed in many ways to demonstrate your level of knowledge and understanding. Assessments will vary and are likely to include examples like submitting written coursework, a portfolio, presenting - as a group or individual, sitting exams, practical assessments.

You are expected to pass each assessment to be able to achieve the overall module pass mark. To pass an assessment you need to achieve a mark of 40%.

Details of the assessments for each individual module can be found in module specifications. These will be available at your first class and on the [Virtual Learning Environment \(VLE\)](#).

¹ A group of Kaplan staff from the college who meet to discuss the performance of students.

² Please note; This is in reference to credit-bearing Kaplan programmes only.

For written assessments you will be informed if there is a word limit. You may be penalised if the number of words on the assignment exceeds this limit.

Assessed work will normally be marked and returned to you within ten working days of submission. Where there is a delay, the college will inform you as soon as possible and provide the reason for this.

Completed final examinations would not usually be returned, but the college will consider how feedback may be given, when considered useful for your development.

[Ref. [ASQM Chapter 3, Section 6](#)]

You must submit your work on or before the stated deadline. It is your responsibility to ensure the college has received the work. An electronic receipt will normally be issued to confirm the date and time the work was successfully submitted. **It is recommended that you screenshot and where appropriate save the Turnitin confirmation page as proof of submission.**

4. Late submissions

All assessments submitted after the deadline will be considered late and penalised as follows:

Number of days late (not including Bank Holidays ³)	Penalty Applied
1 day (up to 24 hours)	15% reduction of the mark
2 days (24 - 48 hours)	20% reduction of the mark
3 days (48 - 72 hours)	25% reduction of the mark
More than 3 (more than 72 hours)	Zero mark awarded

There are three possible late penalties for open book exams:

- **No penalty** – submitted within an hour of the deadline,
- **A 10% reduction of the mark** – submitted over an hour late and within 24 hours of the deadline.
- **Zero mark awarded** – submitted more than 24 hours late.

5. Exceptional Extenuating Circumstances

If you do not think you will be able to submit your assessment on time, you should talk to your teacher, Learning Advisor or College Services. You may be able to apply for Exceptional Extenuating Circumstances (EEC) if there is something making it difficult for you to complete your assessment.

You are responsible for telling the college if something outside of your control is affecting your studies. The late penalty will stand unless you submit evidence that has been accepted by the college. This evidence should show that you were unable to submit your work on or before the deadline. A panel will decide if your EEC application is accepted.

Before you apply for an EEC talk your teacher, Learning Advisor or College Services and read the guidance found here: [C4.05 - Student Guide to Exceptional Extenuating Circumstances and Form](#).

Applying for an EEC does not automatically give you right to submit work after the published deadline. The college will notify you of the outcome of the EEC panel.

[Ref. [ASQM Chapter 4, Section 3](#)]

³ Bank Holidays are a national public holiday

6. Reassessment

You will usually have **multiple opportunities** to pass each summative assessment (*a summative assessment is one that counts towards your overall module mark*).

The four opportunities are:

1. **first attempt:** your original attempt of the assessment;
2. **standard reassessment:** the opportunity to reattempt an assessment when the result was below 40% on the first attempt (normally a resubmission or resit);
3. **opportunity to repeat the module:** if at the end of your module your overall module mark is below 40% you can repeat the entire module;
4. **standard/ final reassessment:** a final chance to attempt an assessment where the result is below 40% during the repeat of the module.

This flow chart details all of your reassessment opportunities; [C1.02 Assessment and Reassessment Opportunities for Credit-Bearing modules](#)

[Ref. [ASQM Chapter 1, section 2.3.2](#)]

IMPORTANT: The highest mark for assessments will usually be carried forward towards your overall module and programme mark. **Failure to resubmit work or attend an exam will still be counted as an attempt, and you will be awarded a mark of zero for that assessment. Dependant on the circumstances the End-of-Cycle Panel and/or Assessment Board may not offer another attempt.**

You may only repeat a module once, and all repeats are at the discretion of, and required to be approved by, the Assessment Board. This means that you may not be provided with all the opportunities listed above.

Elective Reassessment for the Purposes of Progression

During your modules, the End-of-Cycle Panel will monitor your progress and achievement in assessments. Where you have passed assessments, but you require a higher mark to support the progression requirements into university, you may be offered elective reassessments.

If you have passed a module and/or achieved the requirements of the Kaplan Pathways Award but require a higher mark for your programme overall, or in a specific module, in order to progress to the university, you may be offered an elective reassessment of the module by the Assessment Board.

In both the above cases either the End-of-Cycle Panel and/or the Assessment Board can take this decision if you have demonstrated strong academic ability but have failed to reach the grades required for progression by just a narrow margin. There is no automatic right to be offered an elective reassessment or repeat of the appropriate module(s), however, the college will consider the best options to support your studies.

[Ref. [ASQM Chapter 1, section 2.3.4](#)]

7. Successful Completion of Programme, Modules and Enrichment

During your programme, colleges will hold End-of-Cycle Panels to check on the academic progress of students, to consider any cases where student performance gives cause for concern and identify where further support may be offered.

At the end of your programme the marks you achieve in your modules will be considered by an Assessment Board. This is a group of staff from the college who meet to discuss the performance of students. They will make decisions on your completion of modules, and whether you have successfully completed your programme.

In order to successfully complete any credit-bearing programme, you need to obtain the full number of credits of your programme:

- if you are studying a Foundation Certificate or Pre-Master's programme, this is **80 credits** (except for students studying at Glasgow International College who will study 120 credits at Foundation Certificate level) ;
- if you are studying an International Year One programme, this is **120 credits**.

8. Achieving your Kaplan Pathways Award

To complete the programme and achieve the requirements of the Kaplan Pathways Award, you need to:

1. **pass** (including pass at reassessment in) all credit-bearing modules of the programme;
2. achieve an **overall grade band of 60, with a minimum of 55 in each English language skill** (i.e. Listening, Reading, Writing, and Speaking) in the English for Academic Purposes module (or achieve an overall equivalent band and minimum band in each skill within a verified Secure English Language Test (SELT) accepted by UKVI, or an English Language Test (ELT) certificate that is accepted by the host/partner university and/or sponsor, as appropriate);
3. **submit your KapPACK e-Portfolio**.

Please note: **You may require higher marks in one or more module(s) or require a higher overall programme average to progress to your chosen university degree.**

The overall programme mark will be the mean weighted average of all credit-bearing modules on your programme, expressed as a percentage. Depending on the level of your achievement, you will be awarded:

	Overall programme average (mean)
Pass with Distinction	70% or above
Pass with Merit	60% - 69%
Pass	40% - 59%
Fail	Less than 40%
Conditional Pass*	≥ 40%

*A conditional pass is for students who achieve a mean average of 40% or above on their credit-bearing programme, but do not achieve the required 60 with 55 in each language skill of the English for Academic Purposes module.

A conditional pass provides a student with a reassessment/repeat opportunity in the English for Academic Purposes module to be completed within 12 months. Alternatively, it provides the opportunity to achieve a verifiable SELT accepted by UKVI, or an ELT certificate that is accepted by the host/partner university and/or sponsor, as appropriate.

[Ref. [ASQM Chapter 1, section 3](#)]

9. Module Outcomes

Some of your modules are 'credit-bearing' - they count towards you achieving your full number of credits. Some modules are 'non-credit-bearing' - they are also important and will help you to successfully complete your programme and to succeed at university. Enrichment is compulsory element and evidenced, along with your academic achievements, through the submission of a KapPACK e-Portfolio.

9a. Credit-Bearing Modules

Pass the module (40% or above)	To pass the module you need to achieve an overall average mark of 40%. The overall average is a weighted average. This means each assessment is worth a percentage of the overall average. This is clearly indicated on the module specification. You are expected to pass each assessment. If you do not pass every assessment, you may still be able to pass the module overall. <table><tr><th>Assessment 1 worth 40%</th><th>Assessment 2 worth 60%</th><th>Overall module score</th></tr><tr><td>28%</td><td>51%</td><td>42% PASS</td></tr><tr><td>$28 \times 0.4 = 11.2$</td><td>$51 \times 0.6 = 30.6$</td><td>$11.2 + 30.6 = 41.8$</td></tr></table>	Assessment 1 worth 40%	Assessment 2 worth 60%	Overall module score	28%	51%	42% PASS	$28 \times 0.4 = 11.2$	$51 \times 0.6 = 30.6$	$11.2 + 30.6 = 41.8$
Assessment 1 worth 40%	Assessment 2 worth 60%	Overall module score								
28%	51%	42% PASS								
$28 \times 0.4 = 11.2$	$51 \times 0.6 = 30.6$	$11.2 + 30.6 = 41.8$								
Fail the module (Below 40%)	If you do not achieve the minimum module mark of 40% – and you have not been granted a borderline decision by the Assessment Board – you will have failed the module.									
Borderline decision (35-39%)	The Assessment Board may decide to award you a borderline pass if you narrowly miss the pass mark for a module (i.e., achieved between 35-39%). This will be available, if you have demonstrated good performance across other modules, demonstrated a commitment to your studies (e.g., high attendance) and have shown improvement. The Assessment Board can only apply for borderline decision for up to 40 credits per programme. If you are awarded a borderline pass, a mark of 40% will appear on your final Transcript of Academic Record as the mark for that module. [Ref. ASQM Chapter 1, section 2.3.6]									
Reassessment (often referred to as an opportunity to ‘resit’ an exam or to ‘resubmit’ an assessment)	You may be given opportunities to re-sit an assessment where you have achieved below 40% during your module or may be given the opportunity to wait until the end of the module to review your overall performance. If a higher mark is required at the end of your module further opportunities may be available. If the overall module mark achieved at reassessment is between 35-39%, the Assessment Board can decide to award a borderline pass mark (ref. Borderline decision above) [Ref. ASQM Chapter 1, section 2.3.3]									
Module Repeat	If you do not achieve the pass mark for the module or require a higher mark for progression following reassessment opportunities, a repeat of the module may be offered by the Assessment Board. This provides an opportunity to go through all the learning and assessments again. You will be expected to attend all classes and complete all assessments as if you were studying the module for the first time, and you will be charged a fee. If you do not achieve a module pass mark following the reassessment opportunities offered after a module repeat, you will have failed the module, however, there may be the possibility to sit alternative modules to achieve the Kaplan Pathways Award and requirements for progression. [Ref. ASQM Chapter 1, section 2.3.4 and 2.3.5]									

9b. English for Academic Purposes (EAP)

If you do not achieve the minimum **grade band of 60** in your English for Academic Purposes module, and a minimum of 55 in each of the four language skills (i.e., Listening, Reading, Writing, and Speaking), you may be given the opportunity to be reassessed, in a number of, or all, of the skills.

If you require a higher English language mark for progression to university, you may be given multiple opportunities to resit any of the four skills, or if necessary, repeat the entire module.

9c. Non-Credit-Bearing Elements (Core, Electives Modules and Enrichment)

For non-credit-bearing modules, except for the English for Academic Purposes, there is no minimum pass mark as these are developmental. No re-sit or repeat opportunities would be offered for these modules.

[Ref. [ASQM Chapter 1, section 2.2.1](#)]

10. Academic Integrity

Guidance and ongoing training will be offered to help you understand Academic Integrity and demonstrate it in your work. For assessments, this means submitting work that is your own and not copied from another source or person that could lead to an unfair advantage. Breaches of academic integrity are serious.

A relatively new area is the development of Generative Artificial Intelligence (such as Chat GPT) which continues to evolve rapidly. It is recognised that it is a useful tool that if used properly can support student learning. For more information, see: [C7.05 Student Guidance – use of Generative Artificial Intelligence](#).

Your college has different methods of detecting breaches, and where it is identified, students will be penalised. You should make sure that you understand how breaches in academic integrity and misconduct are defined as this will help you to avoid breaking the rules.

A breach of academic integrity may be any of the following⁴:

1. Examination offences can include:

- communicating with another candidate or anyone other than the authorised invigilator, or copying from another candidate or an unauthorised source during an examination or in an assessment that is not permitted by the rules;
- using any written, printed or electronic materials in the examination unless permitted to do so under the rules of the examination.
- gaining access to unauthorised material relating to an examination before or during the examination.

2. Plagiarism is stealing ideas or work of another person (whether from experts, fellow/former students etc) without being appropriately acknowledged or referenced. It is considered dishonest and unprofessional, whether it is intentional or unintentional. This could include:

- cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites, artificial intelligence or any other source and submitting them for assessment. In addition, may include submission of a piece of work that has been previously submitted in another course, programme or module (i.e. self-plagiarism).

3. Submitting bought or commissioned work (for example from internet sites, essay “banks” or “mills”, or using translation software on large pieces of written work) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole assignment or part of it and implies a clear intention to

⁴ Please note that ‘examination’ refers to any assessment carried out under examination conditions – including, for example, a class test.

deceive the examiners. The college also takes an extremely serious view of any student who sells, offers to sell, or passes on their own assignments to other students.

4. **Collusion** is where a student submits as their own work or a piece of work which has (entirely or partly) been done in collaboration with, another person or persons. This includes passing on work in any format to another student – if a student passes on their work and another student then submits it (or part of it) as their own, then both students are guilty of collusion. If you are **asked** by your teacher to work together with a group of students to produce a single piece of work as part of the assessment process, this is not collusion. If you are unsure as to whether you can work together with classmates on a particular assessment, ask your teacher.

Proof reading by another person who makes or suggests corrections, where this results in large sections of your original work being re-written by someone else, will also be considered as collusion.

5. **Falsifying data and information (fabrication)** is submitting work (for example, practical or laboratory work) where any part is untrue, made up, falsified, or fabricated in any way. This is regarded as fraudulent and dishonest. This also includes the presentation of data as if obtained by one person where it was actually gained by two or more people.
6. **Personation (also known as impersonation)** is where one person assumes the identity of another with the intention of deception to gain an unfair advantage in an assessment or examination.
7. **Any other form of dishonest practice not identified above.**

[Ref. [ASQM Chapter 7, section 3](#)]

As a student you are solely responsible for ensuring your work is academically defensible. If you are suspected of breaches in academic integrity or academic misconduct, you will be asked to attend a meeting to discuss the relevant piece of work.

During this meeting, academic staff have the right to ask further questions on the assessment, request evidence from you and/or may require you to provide your sources.

Where you are required to submit an electronic copy of your work, the college will ordinarily use online academic misconduct detection programmes (e.g., Turnitin). Further information on academic integrity is available from the college.

11. Academic Appeals

An Academic Appeal is when you submit a formal request for the decision of an Assessment Board to be reviewed, because you believe that an injustice has occurred in relation to your assessment.

If an Academic Appeal is successful, the Assessment Board will review its decision in the light of the new information you have provided, but this does not necessarily mean that the original decision of the Assessment Board will be changed. If you have your studies terminated and wish to appeal against the decision, you must first establish whether you have grounds to do so under the Academic Appeals Procedure.

[Ref. [ASQM Chapter 8](#)]

12. Complaints

A complaint is different from an Academic Appeal. You may submit a complaint when you feel dissatisfied with the delivery and quality of services you have received from the college, or about the delivery and quality of teaching, support or any other matters relating to your programme of study at a college. Further information on raising an informal or formal complaint is available from the college.

[Ref. [ASQM Chapter 9](#)]

13. Policy on the Retention of Student Work

Your assessed work may be retained by the college for at least five years after the completion of your programme.

Work may be kept for six years following the conclusion of an Academic Appeal. The college will ask for your permission before using assessments for any secondary purpose.

All assessed work that is retained will be kept in a secure location.

At the end of the retention period, all retained work will either be disposed of as either as confidential waste or via an electronic shredding mechanism.

[Ref. [ASQM Chapter 4, section 4](#)]

14. Assessment Policy for Students with Additional Needs or Disabilities

Reasonable adjustments to assessments will be made by the college to ensure that students that have additional needs or disabilities are not substantially disadvantaged.

If you have an additional need or disability, you will be asked to disclose this information when you apply to a Kaplan Pathways college. If you have a disability which you believe will affect your performance in assessment, you should discuss this with the Academic Leader as soon as possible after enrolling. An additional need or disability which is declared after an assessment cannot be considered unless you can prove why you were not able to declare it before this time.

The college will decide where reasonable alternative arrangements for assessment can be put in place for you. This would usually be based on the recommendations contained in a specialist report. The Academic Leader (or their nominee) will ensure that these are implemented. In the case of a formal examination, you should confirm with Manager of College Services (or equivalent) that the agreed arrangements have been made.

[Ref. [ASQM Chapter 4, section 6](#)]

15. Termination of Studies

The Assessment Board is authorised to terminate your studies for the following reasons:

- a) you have exhausted the total number of attempts to successfully complete a module on your programme;
- b) you have an overall poor record of commitment to the programme, or it is judged by the Assessment Board that you will not be able to succeed, regardless of taking any further modules;
- c) you have had a serious and proven breach of academic integrity/ academic misconduct upheld by the Academic Integrity Panel.

[Ref. [ASQM Chapter 5, section 3](#)]