Section 11: Consequences of Failure 2017-18

For students in the Late Summer Assessment Period 2017-18.

11 CONSEQUENCES OF FAILURE .......................................................... 2
11.1 Overarching Principles ................................................................ 2
11.2 Failure at the First Attempt ......................................................... 2
11.3 Failure at the Second Attempt ..................................................... 2
11.4 Resitting a Module ..................................................................... 3
11.5 Repeating a Module .................................................................... 4
11 Consequences of Failure

The Consequences of Failure regulations cover the provisions for students who do not meet the Progression and Award Requirements, where there are no Extenuating Circumstances material to that failure. Students who are ill or have other valid Extenuating Circumstances should refer to Section 6: Extenuating Circumstances for details of the support available.

11.1 Overarching Principles

Principle 34: A student who does not meet the Progression and Award Requirements at the first attempt should be reassessed in the failed module(s).

Principle 35: A student who does not meet the Progression and Award Requirements at the second attempt must not be reassessed.

11.2 Failure at the First Attempt

1. A student who does not pass all modules at the first attempt should be reassessed in the failed module(s) unless they:
   a) Are eligible for the award of a qualification, OR
   b) Are eligible for Graduate or Taught Postgraduate Condonement (Sections 9.4 and 9.5), OR
   c) Have failed an Extra-Mural Study Abroad Year or Placement Year (see paragraph 5 below), OR
   d) Have been awarded a qualification, OR
   e) Have been excluded from UCL on the grounds of academic insufficiency, OR
   f) Have been excluded from UCL as a result of academic or personal misconduct.

2. Where a student fails up to and including 60 taught credits in any one academic session reassessment must take the form of a Resit.

3. Where a student fails more than 60 taught credits in any one academic session, reassessment should take the form of a Repeat. Where a Repeat is considered to be impossible, the Board of Examiners may offer the student the opportunity to take the failed assessments as Resits.

4. Where a student fails a Dissertation/ Research Project, reassessment should take the form of a Resit unless the Programme Board of Examiners agrees that, in its academic judgement, the extent of failure is such that additional supervision is needed to retrieve that failure. Such students may be required to Repeat the Dissertation/ Research Project with attendance and fees.

5. A student who fails an Extra-Mural Study Abroad Year or Placement Year (excluding Year Abroad Project modules) must transfer to an equivalent programme without a Study Abroad or Placement requirement.

6. A student must not be reassessed in a Passed or Condoned module.

7. A student must not be permitted to make corrections to a piece of work after the submission deadline or examination date. If work is to be submitted for publication, a student must only be permitted to make corrections once the Programme Board of Examiners has made a decision about Progression and Award.

8. The assessment for a module must be completed within two years of initial enrolment on the module or, where a module is substituted, within two years of initial enrolment on the module which has been substituted.

9. This period of two years may be extended at the discretion of UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs). Applications must be made via the Faculty Tutor.

11.3 Failure at the Second Attempt

1. A student who does not meet the Progression and Award Requirements at the second attempt must leave the programme.

2. A student may be eligible for one of the following, depending on their programme of study:
   a) The award of a qualification with a different field of study, OR
b) Transfer to an alternative programme, OR

c) An Interim Qualification (Section 12).

11.4 Resitting a Module

1. A Resit is a second attempt at an assessment in the Late Summer Assessment Period (or equivalent), without any additional tuition and with marks capped at the Pass Mark.

Timing of Resits

2. Taught module Resits must take place within or before the Late Summer Assessment Period.

3. For Masters Dissertations/ Research Projects:
   a) On September-start programmes, Resits must take place by 31 January of the following academic session.
   b) On January-start programmes, Resits must take place by 30 April of the following academic session.

4. Progressing students must not enrol on the next year of study until the Resit has been completed.

5. Separate regulations apply to students undertaking a Deferral (Section 6.10 Deferred Assessment).

Resit Marks

6. Resitting students must be reassessed in the failed module component(s).

7. Where a student passes a Resit, the module mark(s) must be capped at the Pass Mark (Section 3.8).

8. Where a student fails a Resit, the higher mark from the two attempts will be recorded for the affected Component(s).

Requirements and Entitlements

9. Resitting students should not attend any additional lectures, seminars or other teaching activities. They may be offered, but are not automatically entitled to, additional tutorials or supervision.

10. There must be no fee for Resitting an assessment.

11. Resitting students should have access to UCL’s facilities such as the library and other learning resources, although there may be limited availability of some resources during UCL vacation periods.

12. Resitting students must be entitled to the Reasonable Adjustments provisions for students with disabilities and other long-term medical or mental health conditions.

13. Students should undertake a Resit before they commence a Study Abroad Year or Placement Year.

Format of the Resit

14. Resitting students must be reassessed under the syllabus and UCL Academic Manual which were in place at the first attempt.

15. Resitting students should be reassessed by the same method used at the first attempt (e.g. essay, exam, practical etc.). Where a Resit by the same method of assessment is difficult or impossible, a Programme Board of Examiners may, with the approval of Education Committee, set a different method of reassessment. The alternative method must:
   a) Allow students to demonstrate achievement of the learning outcomes to the same extent as the original assessment, AND
   b) Be approved by the External Examiner, preferably at the point of Programme and/ or Module Approval.

16. The Programme Board of Examiners must determine whether Resitting students will be reassessed in the same task (e.g. an essay or dissertation topic) or whether a new task will be set (e.g. an examination paper). Any new assessment task must:
   a) Allow students to demonstrate achievement of the learning outcomes to the same extent as the original task, AND
   b) Be approved by the External Examiner, preferably at the same time as the original task/ paper.
17. Resitting students cannot substitute a failed module with an alternative module because the Resit includes no teaching.

11.5 Repeating a Module

1. A Repeat is a second attempt at an assessment in the following academic session with tuition and fees and with marks capped at the Pass Mark.

Timing of a Repeat

2. A student who is required to Repeat must re-enrol on the failed modules in the following academic session.
3. Progressing students must not enrol on the next year of study until the Repeat has been completed.

Repeat Marks

4. Repeating students should be reassessed in all the components of the failed module(s).
5. Where a student Passes a Repeat, the module mark(s) must be capped at the Pass Mark (Section 3.8).
6. Where a student fails a Repeat, the marks from the Repeat attempt will be recorded.

Requirements and Entitlements

7. Repeating students must re-enrol on the affected module(s), attend all teaching activities and be entitled to the standard tuition and supervision provisions on the module(s).
8. The fees for Repeating students must be charged pro-rata to the credit value of the module(s) concerned.
9. Repeating students must have full access to UCL's facilities such as the library and other learning resources.
10. Repeating students must be entitled to the Reasonable Adjustments provisions for students with disabilities and other long-term medical or mental health conditions.
11. Repeating students must meet UCL’s minimum attendance requirements to be eligible for their Repeat attempt.
12. Students should undertake a Repeat before they commence any Study Abroad Year or Placement Year.

Format of the Repeat

13. The components and/ or syllabus of the affected module(s) may be different if the programme or module has changed between years of study. Repeating students must be reassessed in the components and syllabus of the new year.
14. The UCL Academic Manual may be different from one year of study to the next. Repeating students must be reassessed under the new Academic Manual.

Substitution of Modules

15. Subject to approval by the Departmental Tutor, a Repeating student may apply to substitute up to 30 credits of modules with one or more alternative modules in any one academic session, up to a maximum of 60 credits across the whole programme.
16. If a programme has changed between years of study, or a module will not be running, the Departmental Tutor may permit a student to substitute more than 30 credits per year, or more than 60 credits across the programme, with one or more alternative modules.
17. The substitute module(s) must satisfy the programme requirements in terms of credit-weighting and academic level. Students must not take modules from a subsequent year of study in advance.
18. The substitute module(s) must be treated as a second attempt and marks must be capped at the Pass Mark (Section 3.8).
19. All approved applications for substitutions must be submitted to UCL Student Records who will confirm that the substitutions are possible and amend the student’s record.

Deferred Assessments

20. Where a student holds both deferred assessments and failed assessments, the format of the deferred assessment should be honoured in accordance with the decision of the Extenuating
Circumstances Panel. The volume of credits for a deferred assessment *should not* be taken into consideration in calculating whether a student is required to Resit or Repeat.