Resitting Failed or Deferred Modules

Here is all the information you need to apply for re-examination or, if appropriate, to take deferred assessment, for academic year 2011/12. It is important that you read this guide carefully. This guide is available online at www.yorksj.ac.uk/resittingmodules.

Please note

Information setting out re-examination requirements from the Faculty responsible for the modules will be provided by your Faculty Office.

Please read carefully the extract 'Progress through the Degree Programme' as this sets out clearly the implications of deciding whether or not to re-sit a module. You should note that any module with a mark less than 20 must be re-taken.

If you have any queries about your results and what you must do to progress to the next year, please contact Registry staff immediately for advice.

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Rules for Progression at Levels 1 & 2

This section explains what is required to progress from one level of your programme to the next, and explains the significance of non-serious attempts and qualified fails.

Credit

Full-time undergraduate students must **attempt** 120 credits, i.e. six full modules or the equivalent, at any level. This includes deferred modules.

It is compulsory to pass certain modules. This is particularly important for Occupational Therapy, Physiotherapy and QTS students. Students should check with their Head of Programme or Faculty Office if they are unsure whether modules are compulsory to pass.

Progression to the next level with 100 credits is permitted provided the failed module is a non-compulsory module, the mean average mark including the failed module is 40 or more **and only if the fail mark is 20 or more**.

Non-submission

A student is not entitled to a re-assessment opportunity unless a first assessment attempt has been made. You should not assume that you will be entitled to a re-assessment attempt if you fail to submit work without explanation. In this case a re-assessment opportunity is at the discretion of the University Board of Examiners for Progress and Award. Normally, a student will be required to repeat a module in full, paying the full module fee. This may or may not affect your ability to progress within your programme of study.

If you cannot complete a piece of work on time or attend an assessment, you must ensure that you contact the relevant member of staff or your Faculty Office to negotiate an extension. Provided that an extension has been formally agreed, the assessment will be recorded on your transcript of results as '0 DF' (deferred, eligible for full marks).

Non-serious Attempts and Qualified Fails

Failures with a mark lower than 20 constitute a 'non-serious attempt'. This **must** be re-taken to achieve a mark of 20 or more. The penalty for not attempting a re-sit in such a module, or of not raising the mark to 20 or more following re-sit, may be termination of programme or a bar on progressing to the next level of your programme of study.

The maximum mark available on re-examination is 40 for undergraduate level modules and 50 for postgraduate level modules, with the exception of qualified fails where the original mark is awarded on successful completion of the deficient work. A **qualified fail** is where a student has failed one required element of a module but gained a pass overall. This is recorded as a QF on your record. The student may attempt to clear the outstanding element at re-sit. If the student fails, or if the attempt is not made, the mark will then be recorded as a straight fail of 39. Occupational Therapy and Physiotherapy students must attempt to re-sit the QF module.

Deferred Assessments

Any student with deferred assessments **must similarly attempt the assessment** to gain a mark of at least 20. If a student fails a deferred module with a mark less than 20, the Board of Examiners for Progress and Award will give careful consideration to the position of the student in respect of

progress. It will not be satisfactory for a student with a deferred assessment to decline to attempt the module because 100 credits have already been achieved.

Responsibilities

Faculties have been asked to notify students with failures of the requirements for re-assessment immediately following their Subject-area Assessment Panels. If you have any queries about your re-assessment requirements please contact your Faculty directly. Please **remember it is your responsibility** to ensure that you meet the requirements for progressing in your programme of study. We have asked Faculties to make arrangements to let their students know where and when support for re-assessments can be accessed. Faculties are also providing an e-mail address for re-assessment queries. This will be regularly monitored.

Rules for Level 3 Re-sits

Please note that the arrangements at Level 3 are different from Levels 1 and 2, and Registry will write individually to students to explain their options.

Final level students should note that it is possible to graduate with one 20 credit failed module in their results profile. Retaking the module for a maximum of 40 marks may be necessary if the module is compulsory for award. It may not be possible to change a degree classification by resitting a module, however, so final level students are advised to consult about re-sits.

A student who is not eligible for the award of an honours degree because they fail to reach 100 credits in their final year may be permitted, on one occasion only, to re-sit the module they have failed. In any re-examination the mark may not exceed the minimum pass mark as designated by the University, i.e. 40 for undergraduate modules and 50 for postgraduate modules.

Students in certain professional programmes where modules are compulsory for professional registration may be required to be re-examined in order to graduate.

Level 3 re-examinations are normally undertaken in the next academic year.

Fees and Appeals

This section describes how to pay any re-examination fees and how to find out more about deferred assessment requirements and appeals.

Failed Assessments and Fees

The re-examination fee is **£50** per failed module, irrespective of whether you have failed one or more elements of the assessment, e.g. written paper, assignment, test, oral etc. Re-sit fees are non-returnable. Cheques should be made payable to 'York St John University'.

Students re-sitting assessments will not normally have an entitlement to academic advice and guidance on their re-assessments unless they have collected or made formal arrangements to receive written tutor feedback on their original assignments. Faculties will contact students about re-sit arrangements, but the extent of the academic advice for modules re-taken externally is limited.

Students who have failed to submit assessed work and are not eligible for re-examination will be required to repeat the module and pay the full module fee, **£230**.

Deferred Assessments and Fees

If any module assessment has been deferred as a response to mitigating circumstances or illness, there is **no re-examination fee**. It is expected that all Semester 1 deferred assessments will be completed by the April re-examination period and all Semester 2 deferred assessments by August re-examination period.

Information setting out requirements for your deferred assessments from the Faculty responsible for the modules will be provided by your Faculty Office.

You should note that deferred assessments **must** be attempted in order to satisfy the minimum requirements for progression.

Appeals

You should note that there are strict **time limits on making appeals**. You should let us know of your intention to appeal by no later than 15 days after the publication of results and send us all paperwork by no later than 25 days after the publication of results. Details of the Appeals Procedure can be found on this webpage or can be obtained from Registry.

The Students Union can also offer advice and support. Information is available on their website.

The Regulations

An extract from the Regulatory Framework for Assessment policy document.

Progress Through the Degree Programme

1 A student may only proceed to the next level of a programme of study provided that he or she has satisfactorily completed the preceding level.

2 Satisfactory completion of a level of a programme of study is defined as successfully accumulating 120 credits.

3 A student may be permitted to proceed to the next level of the programme with failed modules to a maximum of 20 credits provided that:

a a minimum of 100 credits has been achieved and that all modules designated as compulsory for progression have been passed;

and

b a second, re-sit attempt has been made for any failed module(s) with a mark lower than 20 on the first attempt*;

and

c a minimum mark of 20 has been obtained for a failed module on either the first attempt or re-sit attempt.

** A resit opportunity is only available to a student who has presented for assessment at the first attempt*

4 If a student with a mark of less than 20 in a profile does not submit for re-examination, he or she will not be allowed to progress. An X annotator may be imposed on the failed mark, forbidding further re-examination unless properly documented mitigating circumstances are associated with the non-submission. The imposition of a mark with an X annotator will result in termination of a programme.

5 A module which has been designated as compulsory for award must be passed for graduation. A failure in a module which is compulsory for award at level 1 or 2 may be carried but must be retrieved in order to be eligible to graduate.

6 In the case of a late result module (where the result of a first attempt is not known until September) a student may be permitted to progress to the next level provided that

a he or she has attained 100 credits from the other modules taken

or

b has obtained 80 credits, satisfied all requirements in respect of modules which are compulsory for progression, and obtained a mark of 20 in the 20 credits failed, having taken up the re-examination opportunities for that module.

If a student is permitted to proceed with 80 credits he or she will be required to retrieve the failure in at least 20 of the 40 failed credits alongside the next level of study so to meet the minimum requirements for eligibility for the award.

The Board of Examiners may at its discretion extend the provision for progression with 80 credits to students with failure in modules other than the 'late result' modules.

7 A student who has been permitted to defer assessment for a module because of properly documented mitigating circumstances must attempt the module, irrespective of whether 100 credits have already been achieved. If a student failed a deferred module with a mark of less than 20, the Board of Examiners for Progress and Award will give careful consideration to the position of the student in respect of progress.

8 An opportunity for re-examination in a failed module required for progression will normally be offered. The re-examination will normally be at Easter for modules failed in Semester 1 or in late August for modules failed in Semester 2. Students who fail modules are expected to attend resit opportunities as organised. Failure to do so without prior permission may mean that a student is not eligible for a final resit opportunity (see below). The Board of Examiners for Progress and Award may **exceptionally** permit a second re-sit, normally as an external student, if a further re-examination is not explicitly excluded by the programme of study. The normal threshold for consideration for an exceptional third attempt to satisfy the examiners will be that a student has achieved 80 credits overall in a level and has taken up previous resit opportunities. Where the extent of the failure is considerable and where it is agreed to be in the interests of the student because of special circumstances and there is capacity in the programme area, a re-examination may take place after a period of repeat study.

9 Where a failure is in a compulsory school experience or professional placement module, a repeated experience or placement may not be possible before the commencement of the next year or level and re-examination may have to be taken as an external student.

10 Specific requirements relating to re-examination and progress relate to the following programmes:

a **BA Primary Teaching (QTS)**

Specified modules must be passed before QTS can be recommended and profile must be provided demonstrating that all teaching standards have been met. There are restrictions on the possibilities for re-taking placement modules. In addition, students will be required to pass DfES skills tests before they can be recommended for QTS.

b **BHSc Occupational Therapy**

All modules prescribed for the programme at each level must be passed. Limited re-sit opportunities apply in this programme. Students are normally allowed a maximum of one re-sit per failed module and a maximum of two failed modules/re-examination opportunities per level. Failure in two professional practice modules across the programme will lead to termination.

c **BHSc Physiotherapy**

All modules prescribed for the programme at each level must be passed. Limited re-sit opportunities apply in this programme. Students are normally allowed a maximum of one re-sit per failed module and a maximum of two failed modules/re-examination opportunities per level. Failure in two professional practice modules across the programme will lead to termination for the BHSc Physiotherapy programme.

Faculty and Subject Contact Details

This section lists who to contact for specific submission instructions.

Faculty of Arts arts.assessment@yorksj.ac.uk	Contemporary Art Practice Design Practice / Product Design English Literature Film & Television Production Fine Art History Media Music Production Music / Theatre / Dance MA programmes	01904 876506 or 01904 876405
Business School mccresit@yorksj.ac.uk	Business Management Communication English Language & Linguistics Information Technology International Programmes Modern Foreign Languages MA programmes	01904 876915
Faculty of Education & Theology Education: k.robson@yorksj.ac.uk	Teacher Education PGCE Primary Education Studies Children, Young People & Families CPD	01904 876572 01904 876687 01904 876437 01904 876437 01904 876946
Theology: k.horsfield@yorksj.ac.uk	Theology & Religious Studies Theology & Ministry MA Theology & Religious Studies	01904 876566 01904 876429 01904 876462
Faculty of Health & Life Sciences hls.contact@yorksj.ac.uk	Occupational Therapy Physiotherapy	01904 876332
	BSc Healthcare Practice FD in Visual Impairment CPD & MSc Modules	01904 876431
	Counselling Programmes	01904 876675
	Psychology	01904 876475
	Sports Programmes	01904 876819

Examination and Assessment Dates

It is the responsibility of each individual student to check their timetable, and in cases of difficulty, contact Registry as soon as possible by telephone on 01904 876933 or e-mail registry@yorksj.ac.uk.

Semester 1

16 January 2012 to 20 January 2012

Semester 1 resits

11 April 2012 to 13 April 2012

Semester 2

8 May 2012 to 18 May 2012

Semester 2 resits

21 August 2012 to 23 August 2012