

Code of Practice for Assessment

29 July 2026 Student & Academic Administration

Updates for 2026-27

Academic Board has approved the following additional changes for the Code of Practice for Assessment and Academic-Related Matters and University Regulations for 2026-27. To access the Code, please visit our [Assessment page](#). To access the latest University Regulations and Academic Framework, please visit our [Regulations page](#).

Regulations

Regulations 1 and 4 have been updated to include the Doctor of Business Administration (DBA).

Regulations 1 and 3 have been updated to confirm the Doctorate of Counselling Psychology is a taught postgraduate degree.

Regulation 2 has been updated to reflect the introduction of a single classification algorithm for undergraduate awards for students commencing Level 4 from 1 August 2026.

Regulation 7 has been updated to cover the criteria for the award of visiting titles (Visiting Fellows and Visiting Professors) and the award of the title Emeritus Professor.

Regulation 9 has been updated to provide greater clarification for visa and compliance processes and procedures.

Regulation 10 has been updated to reflect the change from School Assessment Panels to Module Mark Review meeting process.

The Credit Framework table has been simplified to reflect the credits required for award and to align it with the values in the Code of Practice for Assessment.

Code of Practice for Assessment

Introduction (Section 1)

Updated to confirm the Fitness to Study Policy and Retention of Student Work Policy apply to research degrees.

Change of programme (Section 3)

Updated to confirm student visa holders would not normally be permitted to change programme, and if sought would need approval from the Visa and Compliance team.

Updated to confirm student visa holders are not permitted to remove their work placement year from their programme at any time after their CAS has been processed.

Assessment formats (Section 7)

Updated to confirm how presentations with submissions of supporting materials should be managed.

Updated with revised wording for a portfolio, providing clarity on what a portfolio is and how they should be managed.

Submission methods (Section 8.7)

Updated to confirm all relevant assessment documentation, including submission portals, must normally be published on Moodle sites by the end of week 1 of the semester the module commences.

Updated to confirm that a submission of a file that cannot be accessed by the marker after the deadline will not be marked. For example, if the submission is in the student's SharePoint but permissions are not set up to share with the markers.

Examinations (Section 9)

Updated to clarify that alternative reassessment arrangements must be put in place for resit examinations for incoming exchange students who have returned home following their studies.

Updated to confirm smart glasses are not permitted to be brought to examinations.

Code of Practice for Assessment

29 July 2026 Student & Academic Administration

Reasonable adjustments (Section 10)

The section for reasonable adjustments for placements has been updated to confirm that where a joint decision is needed regarding an adjustment this is now made between the Course/Programme Lead and the Head of DSIT.

Exceptional circumstances (Section 13)

Clarification added to confirm evidence is not required where a claim is being made on bereavement grounds.

Updated to confirm a file submission that cannot be accessed by the marker after the submission deadline will not be marked and will not be accepted as an exceptional circumstance. For example, a submission stored on a student's SharePoint without permissions set up to share with the markers.

Updated to confirm once an exceptional circumstances claim has been formally approved it cannot be withdrawn. Students may elect to submit early if they choose.

A new section has been added to define when the revised deferral period is timed for, where a policy states assessments or examinations are deferred to the 'next assessment period'.

Programme extensions (Section 14)

Updated to confirm the University facilities available to students during programme extensions.

Support to Study (Section 19)

Updated to confirm student must be provided in advance with any relevant evidence to be presented at a Stage 3 or Stage 4 meeting.

Visa compliance reviews (Section 20)

Definitions added for clarity.

Updated to include reference to immigration law.

Updated to confirm how a Visa Compliance Review meeting is managed if a student is unable to attend. An alternative fast-track process has been added for use where a student has been deported or has been provided with a notice for forthcoming deportation.

Fitness to Study (Section 21)

Updated to confirm fitness to study may be questioned if there is credible evidence of significant risk to health, safety or wellbeing of the student or others.

Updated to confirm the University must normally provide at least 3 working days' notice of formal FtS meeting and will provide the student with relevant documentation in advance.

Updated to confirm that any decision to enforce withdrawal will include written reasons explaining why lesser measures were not considered sufficient.

Emerging concerns updated to include where a member of staff notices instances of an individual student's behaviour causing concern whilst on university premises.

Updated to confirm for Stage 3 meetings, students must receive written notice of the concerns, the evidence to be considered, and the possible outcomes in advance of the meeting.

The membership for the Stage 3 formal case review meeting has been updated to confirm that membership will reflect appropriate separation from earlier stages to ensure impartiality.

Updated to confirm the Stage 3 Panel must be satisfied, on the balance of probabilities, that any identified risk is significant and cannot be adequately mitigated before recommending suspension or enforced withdrawal.

Fitness to Practise (Section 22)

Updated with clarification regarding freedom of speech and students studying on programmes with professional standards.

Updated to confirm the Chair of a Level 2 FtP meeting must not have conducted the preliminary review, and the external professional member must be independent of the University and appropriately qualified.

Code of Practice for Assessment

29 July 2026 Student & Academic Administration

Withdrawals (Section 23)

Updated to confirm students who are withdrawn due to programme failure, debt or presumed withdrawal will exit with the credits that have been through the ratification processes at the time the withdrawal was processed.

Marking and moderation (Section 24)

Updated to confirm individual marks for group assessments must be awarded to each student, which reflects their individual achievement. The Academic Framework document also confirms a group mark is expected to be used in exceptional circumstances only, any proposals must be agreed by the Academic Quality team and approved by validation panels and/or the Programme Amendment Scrutiny Panel.

Agreed sanctions (Section 26)

Updated to confirm the application of sanctions for overlength work may mean that the final mark awarded for the assessment does not fall within the University's fixed marking scale.

The word limit for written assessments now excludes the abstract and contents if these are not directly assessed. Greater clarification on what can be excluded from the word count for the appendices has been added.

Academic misconduct (Section 27)

The Policy and processes have been substantially updated.

- It has been updated to include the principles academic misconduct cases are handled in accordance with.
- Wording has been updated to include misuse of generative AI.
- A section on poor scholarship has been added.
- New detail on roles and responsibilities has been added, including the responsibilities of the new role of Academic Integrity Lead (AIL).
- The academic misconduct process has been broken down into 'stages'.

- The School Inquiry stage now allows Schools to apply sanctions in some circumstances, rather than referring all cases to ACC.
- Updated to confirm students who are withdrawn due to a penalty for academic misconduct will exit with the credits that have been through the ratification processes at the time of the first communication to the student about the academic misconduct concern.

Undergraduate progression (Section 31)

Updated to confirm that a student cannot be offered a programme restart if they have been found to have committed a second academic misconduct offence during their first year of study.

Reassessment (Section 33)

Updated to confirm that alternative reassessment arrangements must be put in place for incoming exchange students who have returned home before the reassessment date for in-person resits.

Undergraduate awards (Section 35)

Updated to reflect the introduction of a single classification algorithm for undergraduate awards for students commencing Levels 3 and 4 from 1 August 2026. The Policy confirms how the following are treated:

- Level 3 students who commenced prior to 2026-27.
- Level 3 and Level 4 students who restart their programme.
- Part time students who commenced studies prior to 2026-27
- Students who suspend studies.

External examiners (Section 39)

Clarity added to manage samples for external examiner review where the minimum sample size cannot be met due to approved extensions.

Scaling of marks (Section 43)

Updated to confirm this now applies to programmes delivered by validated partners.

Code of Practice for Assessment

29 July 2026 Student & Academic Administration

Appeals (Section 48)

Updated to reflect OIA good practice.

Retention of student work (Section 49)

The Policy has been substantially revised. This includes confirmation of the records to be retained for different types of assessment and the period they must be retained for.

Appendices (Section 52)

The record of previous updates to the Code has been simplified to only include the past 3 years. Details of earlier changes are stored on the [intranet](#).

If you have questions arising from this guidance, please contact assessment@yorks.ac.uk