



## Assessment Regulations

**A copy of the University of Liverpool's Code of Practice on Assessment, along with all the relevant appendices, can be found on the [Teaching Quality and Standards Division website](#). Specific regulations for your module can be found below.**

1. All assessment is to have clear assessment criteria and an objective marking scheme.
2. Essay question/cases will be submitted via "Turnitin" to check for plagiarism for each module.
3. All modules to have a panel of examiners comprising academics.
  - a. Minimum of 20% of the marking will be completed by academics other than the Module Coordinator.
  - b. All marking is via objective criteria; however any candidate who achieves a final borderline score of 45-55% and/or, for clinical modules with two or more case reports, a borderline cumulative case report score of 45-55% will be moderated by the Module Coordinator or designated module moderator (as per University of Liverpool Regulations).
4. Any moderated cases where there is variation of >10% will be flagged and discussed by both examiners. Where agreement is not easily reached these will be passed on to the External Examiner to mediate the final grade.
5. A Module Review Board will be held three times a year following each module semester. Primary remit is to approve completed module marks giving the External Examiner the opportunity to comment.
  - a. Participants should be aware that all assessment grades are provisional pending ratification at the Module Review Board.
6. The minimum pass mark is 50%. For clinical modules with two or more case reports, students must also achieve at least 50% in the cumulative case report component of module assessment, as well as a final module score of at least 50%, in order to pass the module overall.



7. A student cannot be assessed more than once on the same piece of work (i.e. case reports, essays etc. cannot be resubmitted even if it is a different module or a different topic).
8. All assessment pieces are required to have been satisfactorily attempted for a pass in a module.
9. Late Submission of Assessment (Within Module Period):
  - a. If a student has a valid reason for late submission there will be no penalty for assessment submitted late, but still within the module period, provided prior notification and approval by email to the Assessment Administrator has been made. A request can only be made within the 5 working days prior to the due date for the relevant assessment.
  - b. Assessment which requires, in part, group interaction within a certain time frame may have marks deducted if the late submission falls outside of the interaction period.
10. Late Submission of Assessment (Outside Module Period):
  - a. Any assessment submitted late outside of the module period (without approval) will be subject to a penalty of 5% per working day (capped at 50% i.e. a student who would have otherwise passed, cannot fail solely on late submission as per University of Liverpool guidelines).
  - b. A penalty free extension to the due date, outside the module period and at least 2 weeks prior to the Module Review Board, may be granted by the Assessment Administrator (in agreement with the Module Coordinator) providing the student completes a Request for Minor Extension form (accessed via the module in VITAL). A request can only be made within the 5 working days prior to the end of the module.
  - c. An extension beyond the period of 2 weeks prior to Module Review Board will only be granted by the Assessment Administrator (in agreement with the Module Coordinator) to students who have approved Extenuating Circumstances on medical or other exceptional grounds. The student must complete a Request for Extension with Extenuating Circumstances form (accessed via the module in VITAL) submitted at least 10 working days prior



to Module Review Board for approval by the Extenuating Circumstances Committee.

11. A student with incomplete assessment(s) at Module Review Board will be considered a fail for the module (except where the student has approved Extenuating Circumstances), irrespective of their final cumulative grade.
12. Failing Assessments: A student who fails the required cumulative assessment for a module or fails to submit or complete all assessment items satisfactorily may be allowed to resubmit one or more items of assessment within 3 months of the module completion date.
  - a. The Module Review Board will determine whether you are permitted the opportunity to re-sit failed assessments. The marks gained will be capped at 50% for each component except where the re-sit is a consequence of approved Extenuating Circumstances – often referred to as a 'first-sit'. The results of any resubmission attempts will be ratified at the next Module Review Board. If resubmission is unsuccessful, or the student fails to resubmit in the invited period, the student will fail the module and be required to retake the module next time it runs. Module fees will apply.
  - b. Failure of the same module more than once or several modules in succession will result in discussion at Module Review Board and may result in termination of studies.
13. Extenuating Circumstances: If students are experiencing ANY difficulties which they feel are impacting on their studies they are strongly advised to speak to their Module Coordinator or the Assessment Administrator, who will advise whether to submit a written statement (with supporting written evidence) of Extenuating Circumstances (form available to download from the modules in VITAL). Sometimes students do not want to reveal their circumstances, thinking they are not serious enough, or too embarrassing. However, students are advised that these are held in the strictest confidence, and it is preferable to allow an experienced neutral party (the Committee members) to decide on their significance in relation to your studies.
  - a. A statement can be submitted any time during your study, but ONLY up to three days after the date of an examination or a submissions date, unless stated otherwise.



- b. The Extenuating Circumstances Committee meets before each Module Review Board. Extenuating Circumstances can ONLY be taken into account if the Committee accepts them.
- c. Deadline dates for submission of Extenuating Circumstances will be posted on the module in VITAL and also sent out via email for synoptic exam candidates.
- d. Where a student is aware of a pre-existing Extenuating Circumstance that may adversely affect their performance in a clinical assessment e.g. synoptic examinations, the professional requirement is that they should not practise until well enough to do so. You should therefore not undertake the clinical assessment and you should present your evidence of extenuating circumstances as outlined above. Attending a clinical assessment is a declaration that you are fit to sit that assessment and therefore a retrospective application for consideration of extenuating circumstances maybe considered under fitness to practise procedures.