



## Assessment Regulations – CertAVP / PgCert VPS

**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. Written submissions 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 student who achieves a final borderline mark of 45-55% will be moderated by the Module Coordinator or designated module moderator (as per University of Liverpool Regulations). For clinical modules with two or more case reports, candidates with a borderline cumulative case report score of less than 50%, but a final module score of 55% or over will also be moderated. This means marks may be adjusted to ensure they are consistent and fair. 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.
4. 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.
5. The minimum pass mark is 50%. For clinical modules with two or more case reports/protocols, students must also achieve at least 50% in the cumulative case report/protocol component of module assessment, as well as a final module score of at least 50%, in order to pass the module overall.



6. 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).
7. All assessment pieces are required to have been satisfactorily attempted for a pass in a module.
8. Late Submission of Assessment (Within Module Period):
  - a. If a student has a valid reason for late submission there will usually 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, even if still within the module period.
9. Late Submission of Assessment (Outside Module Period):
  - a. Any assessment submitted late outside of the module period (without an approved extension) will be subject to a penalty of 5% per working day for a maximum of 10 working days (capped at 50%). Submissions made 10 working days beyond the end of the module will receive a mark of zero.
  - b. A penalty free extension to the due date, up to 10 working days beyond the module period, 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 online module). 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 10 working days following completion of the module will only be granted by the Assessment Administrator (in agreement with the Director of Studies) to students who have approved Extenuating Circumstances on medical or other exceptional grounds in line with the examples of acceptance evidence ([Section 3.4 CoPA Appendix M](#)), up to a maximum of 12 months. The student must complete a Request for Extension with Extenuating Circumstances form (accessed via the online module) submitted at least 10 working days prior to Module Review Board for



approval by the Extenuating Circumstances Committee. A student who fails to submit or complete all assessment items within a maximum of 12 months will be considered a fail for the module at the subsequent Module Review Board. The student's right to resubmission will not be affected.

10. 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.
11. Failing Assessments: The minimum module 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. 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.
  - a. Where a module is failed, including due to incomplete assessments, students may be allowed one re-assessment opportunity for one or more assessment items, usually within 3 months of the module completion date, in which they can attempt to increase their grade to above the pass mark. Where the case report component is failed, only those case reports that have failed need to be re-attempted.
  - b. The Module Review Board will determine whether you are permitted a re-assessment opportunity for any failed assessments, and any students failing the module will be contacted about re-assessment opportunities following the grades being ratified at the Module Review Board meeting. The marks gained for any individual module through reassessment will be capped at 50% for the purposes of calculating the overall average mark and determining classification for an award, except where the re-assessment is a consequence of approved Extenuating Circumstances, in which case the re-assessment will be considered as a first attempt.
  - c. The actual mark achieved through re-assessment will be the mark recorded on the transcript. The results of any resubmission attempts will be ratified at the next Module Review Board. If, at the re-assessment opportunity, the student does not achieve the module pass mark, or if they fail to submit any



re-assessment attempt, they will fail the module. If, following a reassessment opportunity, a student fails the programme's required modules (the core A and B modules), they cannot progress or be awarded a University of Liverpool degree. If an optional module is failed, another module can be used in order for a student to achieve the award, if there is time within the maximum registration period.

12. Extenuating Circumstances: We recognise that sometimes students can perform poorly in assessments due to circumstances beyond their control. These circumstances are described as extenuating circumstances. Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances.

- a. You must submit your claim within five working days after the events under consideration occur and no later than 3 days after the date of an examination or submission date, unless otherwise stated.
- b. Once you have submitted your extenuating circumstances claim form (accessed via the online module) and supporting evidence, your case will be considered by the department or school's Extenuating Circumstances Committee before the main Board of Examiners' meeting.
- c. If a Board of Examiners accepts that there have been extenuating circumstances surrounding your performance, it will usually not regard the poorer than expected performance at its face value in making decisions about your progress in studies or final degree classification.
- d. You will be informed of the outcome of your claim after the meeting of the Board of Examiners.