

Failure & Retrieval

As a student at SEC you are expected to pass all units of study to achieve your award.

Your programme handbook gives details of the assessments in each unit and you will receive an assessment brief at the start of each unit or project so that you know what you have to hand in, and the deadline for submission.

If you fail a unit, or fail to submit work by the agreed deadline, the Exam Board will normally give you an opportunity to 'retrieve' that failure. If you successfully retrieve failure, your grade for that unit will be capped at pass level/ D-.

In very exceptional circumstances, the Board may, at its discretion and for reasonable cause which could include extreme failure, decide that you may not be reassessed.

Assessment Deadlines

You are required to hand in all assignments by the published deadline or, if you have agreed accommodated assessment arrangements in place, by your agreed adjusted deadline.

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason and to avoid students building up a backlog of work, and last but not least, to be fair to all students, no extensions beyond the notified submission deadline are allowed.

If you do not hand in your work by the agreed deadline, you will be failed for that unit, unless you have valid extenuating circumstances.

Failure due to Extenuating Circumstances

The **Extenuating Circumstances Claim Form** and additional guidance on EC categories and evidence can be found on the higher education webpage:

<http://www.southessex.ac.uk/higher-education/higher-education-policies>

If extenuating circumstances have prevented you from handing in your work, you will need to complete an extenuating circumstances form and email it to HEextcircs@southessex.ac.uk by the assessment deadline or as soon as you are able to return to college. If your extenuating circumstances claim is validated, the Exam Board may agree to let you take the assessment again, as if for the first time and without penalty (i.e. your grade will not be capped). This is known as 'deferral of assessment'.

Retrieving Failure

Resubmission

If you fail a unit, or fail to submit work by the agreed deadline, the Exam Board will normally give you an opportunity to resubmit.

You will not receive any additional tuition but you will normally be able to access resources such as the library. You will be given a new deadline by which you must submit the work.

If you successfully complete a unit on resubmission, your grade for that unit will be capped at a pass (D-). You will only be offered the opportunity to resubmit once.

Extensive Failure

If you have failed a large number of units, the Exam Board may decide that it is not possible for you to retrieve the failure through resubmission and ask you to move straight to retaking either the entire stage or specified units, without a resubmission opportunity.

If you are asked to retake a unit, you will be asked to pay fees 'pro rata' for that unit. The marks for all retaken units, whether retaken individually or retaken as a complete stage, will be capped at a pass (D-).

You will only be offered the opportunity to retake a unit or stage once.

Retrieval Assignments

The arrangements for reassessment will be given to you in writing. They should include:

- Details of the assignment(s) to be resubmitted
- Where/ how to hand in the work
- Arrangements for access to any specialist facility or workshop (where appropriate)
- The resubmission date

Retake Unit or Year

If you fail the resubmission, you may be given the opportunity to retake (or 'repeat') either the entire stage or specified units. If you are asked to retake a unit, you will be asked to pay fees 'pro rata' for that unit. The marks for all retaken units, whether retaken individually or retaken as a complete stage, will not be capped. You will only be offered the opportunity to retake a unit or stage once.

Failure of Retake

If you fail the retake unit you will fail the programme. You may be entitled to an interim award if you have successfully completed earlier stages of the programme.

Compensation

Elements of Assessment

Every programme is divided into units. You are expected to achieve a minimum of D- in all your programme units in order to pass the programme.

Some units are broken down even further into 'elements' e.g. you might be asked to submit an essay and do a presentation for a single unit. Where this is the case, your assessment brief will clearly explain how those elements are weighted – for example, the essay might be worth 80% of your mark, while the presentation is worth 20%.

Unit Compensation

You are expected to achieve a minimum of D- in all your programme units. If you fail a unit (i.e. receive an E, F or F- Grade, or fail to submit any work) you will normally be asked to resubmit the assignment.

However if, at the end of the year, you are only carrying a small amount of marginal failure (an E grade), you may be eligible for compensated credit. This means that, as long as you meet all the criteria, you may be allowed to progress to the next stage of your programme without having to retrieve that failure.

Element Criteria

Where your unit is divided into elements, you must meet the following criteria:

- A minimum of D- for the unit overall AND
- A minimum of an E grade in every element

Unit Compensation Criteria

To be eligible for unit compensation, you must:

- Be in the 1st or 2nd year of a BA/ BSc Programme
- Have a marginal fail (Grade E) in **no more than 30 credits**

This decision can only be taken at the end of the academic year. **If the exam board asks you to resubmit a piece of work part way through the year, you must pass the resubmission.**

Further Information

You can find the full University Regulations and Guidance the Programme Regulations website:

<http://www.arts.ac.uk/study-at-ual/academic-regulations/programme-regulations/>

If you have any questions about the regulations or what you need to resubmit, your tutor or programme leader should be able to help.

Help & Support

You can find the full Extenuating Circumstances Regulations and Guidance on the website <http://www.southessex.ac.uk/higher-education/higher-education-policies>

The College offers advice and support in completing your application:

HE Student Services

HE Support Office

01702 220475/220696

hesupport@southessex.ac.uk

3rd Floor, The Forum,

Southend Campus

Higher Education Student Services Team can help if you have any questions regarding your request for Extenuating Circumstances. HE Student Services can provide advice, guidance and support in completing the form and planning your time out. A counselling service is also available for you to discuss and reflect on concerns that are affecting you.