

Provider's name: Croydon College of
Further Education
Academic Regulations – Pearson
Programmes only
Academic Year 2023/2024

1 Introduction

2. Croydon College is not the Awarding Body and the qualifications that we offer are awarded by Pearson Education ("Pearson"), or City and Guilds. Croydon College and its awarding bodies have a formal relationship which enables the College to deliver and assess their programmes.

3. These regulations will be referenced to the Programme Specification of each validated Programme of study, together with any specific requirements from professional, statutory, or regulatory bodies, as agreed in the validation process for the course.

4. In addition to these regulations each Programme of study will have a Course/Module/Unit Handbook containing procedures and requirements that are specific to that Programme and awarding body.

1.1 Scope

5. The policy applies to Pearson validated programmes at the College; it seeks to create an overall guidance to assessment practice with direct reference to awarding body guidance. It does not seek to replace or change the academic regulations of any awarding body.

1.2 External Reference points

6. Sector Recognised Awards

7. Standards

1.2.1 Academic credit

8. Higher National Diploma and Certificate awards use a UK credit-based system for its validated awards, these are defined by the Sector Recognised Standards. This framework defines these awards primarily in terms of the qualification level and volume of credit required for each.

9. The main determinant for the volume of UK credit is notional learning time. This is defined as the reasonable measure of time it would take a student to achieve the learning outcomes of the activities. Total notional student learning time includes all activities required to achieve the learning outcomes of a course, including formal study, assessment, and independent learning.

10. Notional learning time for a 'standard' full-time academic year is 1200 hours at undergraduate qualification level. These are intended as benchmarks only, and the actual time students take to achieve the required outcomes may be shorter or longer depending on the knowledge and skills of students at entry and on their rate of progression through the course, and the impact of any reasonable adjustments made for students with specific needs.

11. Each unit/module of a Programme is assigned a single designated credit level e.g. 15 or 30 for a double unit/module. The volume and level of credit assigned to any one unit/module is determined and approved by the awarding body at the point where the Programme is validated. The assignment of credit to learning should be understood in the following terms:

- a. credit is allocated to a learning activity on the basis of its stated learning outcomes;
- b. a student will only be assigned credit after demonstration through assessment of the achievement of the stated learning outcomes;

- c. credit cannot be assigned if no assessment has taken place or if the assessment has not been appropriately conducted;
- d. the number of credit points assigned is independent of the mark received given that it is above the minimum level of performance. Students achieving higher standards will not be allocated more credit points. Higher marks are reflected in the grade and classification of the pass;
- e. students must meet all requirements set out in the Programme Specification approved by Croydon College and its awarding bodies before a qualification is awarded.

1.3 Titles and characteristics of programmes

12. The title will be given to an approved Programme by the awarding body; these cannot be changed. The title will accord with the normal expectations of the Sector Recognised Standards, higher education bodies, relevant professional bodies, students, and employers about the level of knowledge and skills to be expected from a person holding such a qualification.

2 Admissions

13. Students registering at Croydon College for programmes leading to level 4 and above awards must have satisfied the published admissions criteria approved by Croydon College.

14. The Admissions Policy is available on the College Website. Appeals and complaints regarding the admissions process will be available within the same section of the website.

3 Matters Relating to Registration

3.1 General

15. Croydon College will submit student name and contact details to the awarding body solely for the purposes of recording student details and progression information. By registering for a Programme leading to validated award the student agrees to the sharing of their information with the awarding body for this purpose. Croydon College will not make any contact with students unless there is a specific need in relation to their studies towards their award. It is the student's responsibility to keep their personal information up to date with their institution and to notify them of any changes or errors.

3.2 Period of registration for Pearson Awards

16. The period of registration will commence on the date the student registers on a course. The minimum and maximum periods within which a student will be expected to complete the Programme of study and associated assessment, including the time period for any resit assessments is stated in the Programme Specification.

The period of registration may be extended if:

- a. the student has had to resist or retake parts of their Programme
- b. the student has been unable to study or complete a year of study due to mitigating circumstances;
- c. the student has been given permission to take a study break.

A student's registration may be terminated if the student has:

- a. committed a serious disciplinary offence or be deemed as unfit to study;
- b. exhausted all opportunities to remedy academic failure or has made insufficient progress through their Programme of study at the required stage;
- c. formally notified the institution that they wish to discontinue their studies and so discontinue their course;
- d. failed to comply with their financial commitment to the College.

17. The date of termination recognised by Croydon College will be taken as the date on which an Assessment Board confirms the student's Programme termination, or the date at which a student completes a Programme withdrawal form, available here whichever is the sooner. Where students are registered with the Student Loan Company (SLC) the College will withdraw them at the earliest possible time.

3.2.1 Interruption of studies

18. A student may apply, or be required, to take a study break for a maximum period of twelve consecutive months under the agreed procedure for reasons of ill health or other mitigating circumstances. Only in very exceptional circumstances may this be extended as agreed by Croydon College. The interruption of studies form is available from the registry office.

3.2.2 Attendance and engagement requirement

19. Students need to attend and engage in order to progress in their field of study, and a range of services are available to support students in this. The College will identify poor attendance and engagement early, and intervene early, we see this as key to helping students progress and succeed. Students need to be aware that the opportunities to draw down student finance are limited, and it is consequently of the utmost importance that they make optimal use their entitlement and be in a good position to attend College and make the best of their studies. The Attendance and Engagement Policy is available on the College website.

4 Assessment, progression and the award of academic credit

20. The purpose of assessment is to measure students' learning, skills, and understanding as are laid out in the Learning Outcomes of the Programme Specification. Assessment enables students to demonstrate that they have fulfilled the objectives of their Programme and achieved the required standard. Assessment also helps students to reflect on their learning, and to recognise and enhance their achievements. All assessments are submitted in English.

21. Credit is given on the basis of unit/module assessment. The College awards credit to quantify learning achieved at a given level to learners who have attained the specified learning outcomes of the unit/module. The assessment method, criteria and the marking scheme are based on the unit/module's learning outcomes and reflect the appropriate credit level.

22. The forms of assessment and its weighting and timing, and the ways in which the learning outcomes are to be demonstrated through assessment, are set out in the unit/module and Programme handbooks approved by Croydon College at the point of internal validation. Notwithstanding the accommodation for specific needs students must complete the specified assessment task or method in order to be considered for the award of credit.

23. Students are awarded credit for unit/modules passed at Levels 4 & 5. No student will be required or permitted to retake a unit/module for which they have already received credit,

unless an Academic Misconduct Panel has required that unit/modules be reassessed as part of the penalty for cheating or plagiarism.

4.1 Module Assessments

24. A student who passes a unit/module shall be awarded the credit for that unit/module. The amount of credit for each unit/module shall be set out in the Programme Specification and published in the Programme handbook.

25. The College will establish transparent procedures to ensure that no individual student or group of students are disadvantaged by the nature of the assessment task, or the marking system used.

26. At levels 4 and 5, where the College is responsible for the setting of assignments they will be subject to internal verification and ratified as part of the College internal validation process. The marking of assessments must be standardised and moderated by internal verifiers. A system of internal verification of assessments, at all academic levels is implemented at all points of student' assessment.

27. A student's achievement in each unit/module must be assessed so they are awarded an overall mark for each unit/module. If an assessment covers more than one unit/module, the assessment must be structured so that a separate overall mark can be awarded for each unit/module.

28. Only in exceptional circumstances will assessment take place outside the semester in which the unit/module is offered. At or near the start of each unit/module the unit/module leader must ensure that students are informed of the requirements and criteria for assessment and of the weight carried by each component of assessment.

4.1.1 Unit/Module prerequisites and co-requisites

29. The paths through which students are required to progress through the Programme in order to obtain an award, and the elements identified as compulsory or optional, are set out in the Programme Specification, these are communicated to students through the Programme Handbook and unit/module handbooks.

30. Progression through any programmes may require students to complete prerequisite or co-requisite unit/modules which are set out in the Programme Specification and approved during the validation process.

4.1.2 Minimum requirements for pass

31. To obtain an award students are required to **complete all parts and tasks** of the course's approved assessment and comply with all regulations, relating to their Programme of study.

32. If the assessment of a unit/module consists of more than one component (for example formal examination and coursework) the overall unit/module mark is calculated as a weighted average of the marks for all the components. This is based on the weightings approved through the internal Programme validation process. If no weighting is stipulated, each element will carry equal weighting. This will be described in both the Programme Specification and the Programme Handbook.

33. A component may be further divided into sub-components, each with its own weighting in the calculation of the mark for the component. This will be clearly described in the unit/module and Programme handbook.

34. Some components (typically assessment to demonstrate competency) may be pass/fail only, in which case the unit/module mark will be calculated from the weighted average of the marks for components which are quantitatively assessed.

35. Because the College works with more than one awarding body the minimum aggregate pass marks for awards are described individually in the Programme Specifications. These minima form part of the Programme validation processes and as such cannot be changed outside the *Programme Development, Modification Review and Closure Process*.

36. Module/unit marks are provisional until formally ratified by an Assessment Board. The relevant department which offers a unit/module will ensure that the dates for examinations and submission of coursework accurately described before a unit/module begins in the Programme calendar, which forms part of the programme and unit/module handbook. The unit/module leader, with ratification from the Programme Leader, will inform the students registered on the unit/module of any change in the deadline date for coursework submission at the earliest opportunity, and the revised date will be sent by email to all students registered on the unit/module by registry.

37. Students must:

- a. make themselves aware of these dates that are published via the College VLE, and
- b. attend examinations and submit work for assessment on the dates required.

4.1.3 Attempts at assessment

38. A student will be deemed to have made a first attempt at each component or subcomponent of assessment (coursework and examination) at the due date, whether or not the attempt has been made. A student who fails to submit a component or sub-component of assessment as required will be awarded a mark of 0% for that component or sub-component of assessment.

39. Where a student has not successfully completed the assessment for the unit/module a single resit opportunity is allowed. For a resit, the form of the re-assessment must be equivalent to the original assessment and must be approved by the internal verifier. The form the reassessment will take must be made explicit to the student. If we have accepted a claim for mitigating circumstances the first resit opportunity will be uncapped. Students are expected to attempt the assessment at the next available opportunity. If the student does not attend the examination or submit the coursework at that time, unless they have further mitigating circumstances accepted, they will be deemed to have made an attempt at the assessment and be awarded a mark of 0% or fail.

40. Where a student has failed a unit/module twice they will have the opportunity to retake the unit/module with teaching. Students are not allowed to register more than twice on any unit/module including deferral and referral opportunities.

41. A valid mitigating circumstances claim means the Assessment Board will record the mitigation but will comply with the outcome of the mitigating circumstances panel.

4.1.4 Submission of coursework

42. Work submitted for a summative assessment component cannot be amended after submission or re-submitted. Students must submit assessments electronically unless the type of assessment makes it impossible to do so. The relevant unit/module handbook will inform students of the format(s) that they are expected to use. It is a student's responsibility to ensure that they have back-up copies of any work submitted. Failure of IT equipment will not

be accepted by the Assessment Board as a reason for non-submission, incomplete submission of an assessment or (normally) as a mitigating circumstance

43. The physical or electronic receipt is the only acceptable proof of submission.

4.1.5 Late submission of coursework

44. Student requests for extensions to assessment deadlines will not be approved unless made in accordance with published guidelines. Where coursework is submitted late and there are no accepted mitigating circumstances it will be penalised in line with the following tariff:

- a. 1 day 5% mark reduction
- b. 2 days 7% mark reduction
- c. 3 days 10% mark reduction
- d. Work submitted more than three working days after the published deadline date will receive a mark of 0% (zero).

45. For students on a professionally accredited course, where the professional body does not permit late submission, these regulations may not apply. The Programme Specification and Programme Handbook will clearly advise if this is the case.

46. Resubmission of coursework and forms of assessment such as group work, presentations are not covered by this regulation and must be completed on time, notwithstanding applications for mitigating circumstances.

4.2 Examination Procedures

4.2.1 Preparation of examination papers

47. The role of unit/module leader is to write the examination paper (or arrange for it to be written) to respond to the comments of the internal moderator and as appropriate the external examiner and to check and certify the accuracy of the final paper. The unit/module coordinator will determine what aids are permitted in the examination.

48. Examination papers are prepared within the timetable set out in the assessment calendar approved by the Programme Board.

49. Examination papers that contribute directly to an academic award are internally written and internally moderated before distribution to students. Draft papers for both first sit and resit examinations are prepared and sent for comment to the internal moderator at the same time. The academic member of staff responsible for the examination paper is responsible for checking and certifying the accuracy of the final version of the paper.

4.3 Resit provision

50. Where a student fails a unit/module, the following may apply in the first instance:

- a. resit – a second attempt of an assessment component within a unit/module, following failure at first attempt;
- b. compensation – awarding body rules will apply, please see relevant Programme specification;
- c. retake/repeat – a second attempt of all assessment components within a unit/module following failure at the first or resit attempt. Retake of the failed component will require the student to participate in classes to prepare them for the second attempt. This will be confirmed at the Assessment Award and Progression Board;

- d. the Assessment Board may, at its discretion, make such special arrangements as it deems appropriate in cases where it is not practicable for students to be reassessed in the same elements and by the same methods as at the first attempt. However, where a Programme is discontinued, provision has to be made to ensure fair assessment opportunities for all students who have been enrolled.

51. Resit provision is subject to all the following conditions:

- a. a student **may resit the failed assessment components of a unit/module only once**. Where there are mitigating circumstances, the Assessment Board has discretion to decide whether a further assessment opportunity shall be permitted, unless explicitly prohibited in the rules for the course, as approved in the validation process and Programme Specification;
- b. a student who does not complete the resit by the date specified shall not progress the course, except in cases where the process for allowing mitigating circumstances has been followed;
- c. resits can only take place after the meeting of the Assessment Board;
- d. a student who successfully completes any required resits within a unit/module shall be awarded the credit for the unit/module and the result for the individual assessment component capped at the minimum pass mark for the unit/module;
- e. a student shall not be permitted to be reassessed by resit in any unit/module that has received a pass mark, or in a component that has received a mark of pass or above at UG level;
- f. the resit will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt with the exception of examinations where a new examination will be provided.

4.3.1 Compensation for marginal failure

52. PSRB requirements may exempt certain unit/modules from compensation – this will be articulated in the Programme Specifications. A student who receives a compensated pass in a unit/module shall be awarded the credit for the unit/module. For Pearson programmes this will be denoted as ungraded 'U'.

4.3.2 Options for the retake of study

53. If, having exhausted all permitted compensation, resit, and retake opportunities, and a student is still unable to pass, the Assessment Award and Progression Board will recommend a student for an exit award as where they have accumulated sufficient credit.

4.4 Stage requirements

54. Each of the stages of an undergraduate Programme is expected to consist of a total of 120 credits. In order to complete and pass a stage of a course, a student must normally acquire the total number of credits set out in the Programme Specification at the approved qualification level for the award.

55. The credit value of each unit/module contributing to a stage determines its weighting in the aggregation of credit for a stage.

56. With the approval of the Assessment Award and Progression Board students may be eligible to progress to a higher stage of a Programme without having completed the requisite 120 points of the lower stage.

They may only be allowed to do so if any of the following conditions are met:

- a. a minimum of 100 credit points at the lower level have been successfully completed including passes in all designated core unit/modules;
- b. all requirements for academic prerequisites for the higher-level unit/modules are met;
- c. the Assessment Board have approved progression following a successful application for mitigating circumstances, and results are still pending in the student's profile.

4.5 Grading and Classification Awards

58. These are communicated to students through the relevant Pearson Programme Specification.

4.5.1 Provision for exit awards

59. A student who has withdrawn from a Programme or has exhausted all assessment attempts will automatically be considered for an exit award where sufficient credit has been accrued.

5 Recognition of prior learning

60. Please see RPL Policy for complete details.

6 Academic Misconduct

61. Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment. Any penalties arising from academic misconduct will be levied in line with the Pearson regulations. The Academic Misconduct Policy is available on MYPT.

7 Mitigating Circumstances

62. Croydon College recognises that students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment, or the results they obtain for an assessment. In such cases the mitigating circumstances procedures will be applied.

63. A student who is prevented from attending or completing a formal assessment component or who feels that their performance would be (or has been) seriously impaired by mitigating circumstances, may submit a mitigating circumstances request. Further information on the College website.

64. If a student fails, without good cause, to provide the responsible body with information about mitigating circumstances within the timescales specified, the responsible body has authority to reject the request on those grounds.

8 Academic Appeals

8.1 Grounds for appeal

65. Full details and supporting documentation on how to appeal a decision of the deliberative committee or boards is available on the HE Page of the College website.

9 Transcripts of Results, Certification and Diploma Supplements

9.1 Transcript of Results

66. The Transcript of Results is produced by the Awarding Body responsible for the award. It provides a comprehensible verifiable record of a student's learning. If a student has completed only a part of a programme of study, without fulfilling the full requirements for an award, a transcript is issued.

9.2 Certificates

67. The Awarding Body issues a certificate for each conferred award. Students awarded any qualification, will be issued with a certificate in respect of that qualification in the name held in formal records at the point when the qualification is conferred. A certificate will not be amended or reissued in a different name if a change of name is notified after the date the qualification is conferred, except in the case of an error by Croydon College in recording personal details, or if a valid request is made under the Gender Recognition Act 2004. A duplicate certificate will be issued in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

10 Glossary

Continuation - The continuation by a student at the same stage of a course. Such continuation is the subject of regulations of the College and must be confirmed at a meeting of the Assessment Board.

Exit award - A College award than one for which the student is registered. Such an award may be conferred if a student completes part of, but not all, of the requirements of the Programme for which he or she is registered.

Learning outcome - What a learner is expected to know, understand and be able to demonstrate after completing a defined element of study. Learning outcomes features within the Programme Specification must align with **unit/module descriptors**.

Unit/Module - A self-contained, formally structured, credit-bearing unit of study with explicit learning outcomes. (Some institutions use the word 'course' to refer to individual unit/modules.)

Module Handbook - A document that defines key characteristics of a unit/module, and includes learning outcomes, models of teaching and learning, and assessment schemes.

Pre-requisite unit/module - A pre-requisite unit/module is one that must be successfully completed before progressing to another designated unit/module or stage within a Programme of study.

Programme - A schedule of academic study and assessment which leads to a validated higher education award.

Programme Specification/Definitive Record - A document that defines key characteristics of an award, including learning outcomes, models of teaching and learning, assessment schemes, and how individual unit/modules relate to qualification levels and contribute to the classification of awards.

Progression - The advancement (or progress) by a student from one stage of a Programme to an adjacent higher stage. Such progression is the subject of regulations of the University and must be confirmed at a meeting of the Assessment Board.

Qualification level - One of a series of defined points in the Higher Education Qualification Framework. They are numbered in ascending order. Qualifications at the same qualification level share characteristics and require similar achievement.

Programme termination – the termination of a student's study due to withdrawal or failure to make adequate progress throughout the course.

Quality Assurance Agency (QAA) - The UK government-appointed agency that safeguards the quality and standard of the higher education awards offered by UK universities. Croydon College complies with the Quality Code defined by the QAA and is subject to its scrutiny.

Recognition of Prior Learning (RPL) - Assessment of prior learning that has occurred in any of a range of contexts including school, college, and university, and/or through life and work experiences. Once recognised through this process, prior learning can be used to gain credit or exemption for qualifications and/or personal and career development. RPL includes Accreditation of Prior Certificated Learning (APCL), Accreditation of Prior Experiential Learning (APEL) and Accreditation of Prior Learning (APL).

Stage - A stage of an undergraduate Programme is a collection of study consisting of a total of 120 credits. In full-time programmes of study, a stage is equivalent to one year of study. Stages are usually commensurate with a credit level.

Validation - The formal process whereby a new Programme of study is critically appraised by the Awarding Body, in order to establish that it meets the requirements for approval.