

CHAPTER 4: ASSESSMENT FOR TAUGHT PROGRAMMES

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CHAPTER 4: ASSESSMENT FOR TAUGHT PROGRAMMES

This section outlines the assessment rules for taught programmes or taught components of research awards at King's and should be read in conjunction with programme and module specifications. This section includes the rules on assessment scheduling; the responsibilities of markers and internal examiners; the rules governing marking and the corresponding pass marks for different level modules; alternative assessment; and the rules governing late submission of coursework. These regulations apply to all forms of summative assessment.

This section also outlines the rules governing reassessment, including the responsibilities of Assessment Boards and Sub-Boards for ensuring that examination and assessment procedures are carried out in accordance with academic regulations and academic policies in a fair and impartial manner. Module specifications will stipulate how students are to be reassessed and any conditions that apply to determine whether the learning outcomes of the module have been achieved, taking into consideration that the final module mark will be capped at the relevant pass mark.

Assessment and Feedback for Postgraduate Research Awards can be found in **Chapter 6: Framework for Postgraduate Research Awards**.

General

- 4.1. All students must abide by the regulations and policies governing [assessments and examinations](#). Failure to do so is an offence and may be dealt with in accordance with the [Academic Misconduct Policy & Procedure](#).
- 4.2. Assessment Sub-Boards are responsible for setting assessments and drawing up marking schemes.
- 4.3. Students registered for assessments are expected to be present or submit on the dates specified to them unless a mitigation has been granted.
- 4.4. Individual programme specifications may prescribe conditions for assessment where prior disclosure of questions is applicable. In such cases, the question papers must be made available to all students at the same time.

Scheduling

- 4.5. For on-campus programmes, the timetables of examinations scheduled during the three main examination periods are published by the Assessment and Examinations Office and are available on Student Services Online.
 - 4.6. The Assessment and Examinations Office may make alternative arrangements for students who are timetabled for two in-person examinations which overlap or coincide. For remote examinations that overlap or coincide with other remote or in-person examinations, academic departments will make arrangements in such cases. No arrangements will be made, by either the Assessment and Examinations Office or academic departments, where an examination overlaps or coincides with one or more 24hr assessments.
 - 4.7. All other assessments (excluding examinations scheduled during the main examination periods) will have deadlines determined by the department.
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Conduct

- 4.8. Students must comply with the rules set out in the [Examination Information for Candidates](#) as well as the [Academic Misconduct Policy & Procedure](#) and any instructions provided by the student's faculty or department. Any breaches of these rules will be considered misconduct.
- 4.9. Students must write clearly in English, or the language specified for the assessment.
- 4.10. Examiners shall not be required to mark illegible answers to handwritten assessments. If any part of a script is deemed illegible, students may be required, at the discretion of the examiners, either to undertake an oral examination or to have the assessment transcribed under secure conditions, line for line, page for page and at the student's expense. Examiners may order any other appropriate measure at their discretion. No concessions may be granted for illegibility in respect of specified awards where a registering body imposes such conditions.

Examiners

- 4.11. Examiners should maintain the secrecy of unseen examination papers until taken by students.
- 4.12. Disclosure of questions in advance of an unseen examination is an offence and may lead to action being taken under the University's disciplinary procedures.
- 4.13. Examiners are required to maintain the secrecy of any individual questions that are intended to be used, or reused, for summative assessment.
- 4.14. Examiners should ensure that information relating to assessment is held securely in accordance with relevant University policies and procedures in relation to the processing of personal data.
- 4.15. Examiners should use the full range of marks.
- 4.16. Exam scripts and lists of marks are confidential. Examiners must make and retain a secure copy of mark lists or other assessment details before passing on scripts to another marker or to the Chair of the Assessment Sub-Board.
- 4.17. The identity of students will be withheld from all Examiners so far as is practicable until the marking process is complete.

Alternative Assessment

- 4.18. Under exceptional circumstances, students may be offered an alternative assessment which is in a different format from the original assessment. It must assess the same learning outcomes and should be of an equivalent level and standard to the original assessment. Students undertaking an alternative format of assessment will be assessed on equal terms with other students.
 - 4.19. The Chair of the Assessment Sub-Board shall obtain the agreement of an External Examiner to the proposed alternative assessment and report the matter to the Chair of the Assessment Board.
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- 4.20. Students may apply for mitigating circumstances if an unforeseen event prevents them from completing an assessment.

Personalised Assessment Arrangements (PAA)

- 4.21. Students may apply for [Personalised Assessment Arrangements](#). Provision may be considered for a student to undertake an assessment in an alternative format if the Personalised Assessment Arrangements Applications Panel, in consultation with the Assessment Sub-Board, considers that:
- the original format of the assessment to be impracticable for that student, or
 - if additional arrangements result in extending the duration of the examination by 100% (an extra 60 minutes per hour of exam pro rata) of the original duration, or
 - the student's medical evidence supports their case.

Where an alternative format of assessment is offered it must be appropriate for the student's condition. Alternative arrangements for oral assessments (oral exams, presentations, etc) do not usually require a PAA application but should follow the advice given here: [King's guidance for staff on how to support student with presentations](#).

- 4.22. Straight forward PAA cases are dealt with by colleagues in the Assessment and Examinations Office. More complex cases are considered by a panel which should have academic input at every meeting. Assessment Sub-Board chairs and their deputies should be invited in the first place but other colleagues familiar with a range of assessments can be asked as well.

Study Abroad

- 4.23. The Assessment Sub-Board must make provision for students to take an alternative assessment if their study abroad activity prevents them from sitting an examination at the same time as the rest of their cohort.

Mitigating Circumstances

- 4.24. The University defines mitigating circumstances as significant and unavoidable events which are beyond a student's control, and which may affect a student's performance in a summative assessment. The [Mitigating Circumstances Policy](#) applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

Late Submission of Coursework

- 4.25. A student who either fails to submit coursework for assessment or submits after the deadline will have an automatic penalty applied unless:
- a. they have been granted an extension; or
 - b. they have submitted a successful mitigating circumstances request giving valid reasons for submitting late work.
- 4.26. For coursework where the submission deadline is 10 working days or more after the coursework is set, work submitted within 24-hours of the deadline will be marked but 10 raw marks will be deducted where the assessment is marked out of 100. Where the assessment is not marked out of 100, the penalty should be adjusted accordingly and

approved by the relevant Assessment Board. If the deduction takes a student below the pass mark, the coursework mark will be capped at the pass mark.

- 4.27. Where a student submits an assessment late but within 24 hours and subsequently fails the assessment, the late submission penalty of deducting 10 raw marks will not be applied.
- 4.28. For coursework where the submission deadline is 9 or fewer working days after the coursework is set, work submitted within 24-hours of the deadline will be marked but students who pass the coursework will have the coursework mark capped at the pass mark.
- 4.29. For assessments with a deadline within 24 hours of the assessment being set, the deadline will not be extended.
- 4.30. Work submitted after 24-hour of the deadline will receive a mark of zero and the reassessment rules will apply.
- 4.31. For remote examinations, students must take and submit the examination within the permitted timeframe. Examinations not submitted within the permitted timeframe will receive a mark of zero. In such instances a student may, at the discretion of the relevant Assessment Sub-Board, be permitted to attempt the examination again if the regulations for the programme permit such reassessment.
- 4.32. Students should refer to their programme specification for any PSRB requirements that might apply to their programme.

Marking and Pass Marks

- 4.33. All assessments are marked out of 100 in accordance with the College marking criteria; discipline specific criteria where issued; and the stepped marking scheme where applicable. [The College Marking Framework is here.](#)
 - 4.34. Discipline-specific marking schemes may be adapted from the College Marking Criteria and schemes must be approved by the respective faculty on an annual basis.
 - 4.35. All summative assessment must be subject to a form of second marking, details of which can be found in the College Marking Framework.
 - 4.36. Modules at Level 3-6:
 - The overall module pass mark is 40,
 - The pass mark for each module component is 40, unless a qualifying mark has been set,
 - Programme specifications and/or module specifications will outline conditions relating to qualifying marks (regulation 4.68).
 - 4.37. Modules at Level 7:
 - The overall module pass mark is 50,
 - The pass mark for each module component is 50, unless a qualifying mark has been set,
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- Programme specifications and/or module specifications will outline conditions relating to qualifying marks (regulation 4.68).
- 4.38. Programmes that lead to professional registration and the Executive LLM apply a pass/fail marking criteria.
- 4.39. Scaling of module marks or final overall scores to a predetermined distribution shall not be employed by the examiners.
- 4.40. All overall module marks shall be rounded up (≥ 0.5) or rounded down (< 0.5) to the nearest integer.
- 4.41. Where a module is assessed by more than one component of assessment and the module or programme specification do not specify a qualifying mark or core competency for any individual component of assessment, then a student will have achieved the learning outcomes of the module if they gain the relevant pass mark in the aggregate mark for the module.
- 4.42. Confirmed marks of 69, 59, 49, and 39 indicate agreement that the assessment is not deserving of the class above.
- 4.43. A minimum level of attainment (a qualifying mark) may be required for a specific component within a module. In such instances, achieving the qualifying mark is a prerequisite of passing the module.

Provisional Marks

- 4.44. Provisional marks are marks post-marking but prior to the meeting of the Assessment Sub-Board. Provisional marks relating to individual elements of assessment may be released to students provided the work in question has been marked in accordance with the College Marking Framework and marks are clearly labelled as “provisional and may be subject to change”.

Ratified Marks

- 4.45. Results of assessments are confidential until the Assessment Sub-Board has met to ratify them.
- 4.46. The only occasion when a decision relating to ratified results can be modified, is under the provisions of the academic appeals process. Where a department identifies or acknowledges an administrative error, it can be corrected by the department without the need for students to submit an academic appeal.
- 4.47. The assessment marks of individual students, other than grades for final examinations for the unclassified degrees in the Faculty of Life Sciences & Medicine and the Faculty of Dentistry, Oral & Craniofacial Sciences, may be released on request to government agencies and research councils for the purpose of assessing applications for studentships for postgraduate degrees; and to institutions of higher education within the United Kingdom and overseas for the purposes of credit transfer.
- 4.48. Assessment results are communicated to all students within a cohort at the same time and in the same manner once ratified by the relevant Assessment Sub-Board.
Exception: MB BS students intercalating in their fourth year.

Feedback

Provision of Feedback

- 4.49. Feedback (on assessment performance) and feedforward (on how students can improve for subsequent assessments) are an integral part of the assessment process. Feedback should relate to the assessment criteria, which in turn should relate to the relevant Learning Outcomes.
- 4.50. Regular opportunities for formative feedback should form part of a programme's structure. This is so students can receive indicative information about their performance and/or how they can build on skills and knowledge required for summative assessment. Formative feedback can be provided in a variety of formats and further information on feedback delivery methods is detailed in the [Feedback Policy](#).
- 4.51. Students must receive some form of feedback on ALL summative assessments. This can be provided in a variety of formats and further information on feedback delivery methods is detailed in the [Feedback Policy](#). Students should have a clear understanding of how this feedback will be provided.

Timeliness of Feedback

- 4.52. Faculties and Departments must ensure that students have a clear understanding of when they will receive their feedback for both formative and summative assessment. For summative coursework this should normally be within four weeks of the submission deadline and any changes to this should be under exceptional circumstances only and communicated to students in advance of the four-week date.

Reassessment

General

- 4.53. Students will normally be offered one reassessment opportunity in each failed module. This includes where they:
- a. fail to obtain a qualifying mark in a module or module component, or
 - b. fail any module with a mark outside of the condonable range, or
 - c. fail to achieve a pass mark in a core module.
- 4.54. Where students do not achieve the aggregate pass mark in a module at the first attempt, the module specification will outline how they are to be reassessed, if reassessment may be in a different format to the original assessment, and any additional conditions attached to the reassessment.
- 4.55. Where students do not achieve the aggregate pass mark of a module due to failing one or more components of the module, they should only be reassessed in the failed components. Programmes with PSRB accreditation may require reassessment of all components and where this is required, this will be stipulated in the module specification. Any other exception to this must be approved via an exemption.
- 4.56. Following reassessment of any component of the module, the final overall module mark will be capped at the relevant pass mark, unless covered by the core competency clause below.

- 4.57. For reassessment of module components, individual assessment marks will be recorded uncapped on a student's record. If they do not achieve a pass mark at reassessment, the highest mark of any attempt will be recorded on the student's record and transcript.
- 4.58. Where students do not achieve a mark within the condonable range in a non-core module, an Assessment Sub-Board may permit students to register for a substitute module, if allowed in the programme specification. See regulations on Substitute modules: 5.21 – 5.24.
- 4.59. All reassessment opportunities must be scheduled as per regulations 4.72-4.77. All outstanding reassessment attempts must be completed by the end of the following academic year for the student to progress to further years of study.

Pre-undergraduate

- 4.60. Students will have one reassessment opportunity in each failed core module.
- 4.61. Students will be offered one reassessment opportunity in each failed non-core module. However, students will not be required to undertake the reassessment if the condonement regulations can be applied and the student has met the requirements for their registered award.

Undergraduate

- 4.62. Students will have one reassessment opportunity in each failed core module.
- 4.63. Students in the first year of their studies will be offered one reassessment opportunity in each failed non-core module. However, compensation may be applied after the first attempt where a student meets the requirements of regulation 5.7 on compensation.
- 4.64. Students in year two and above will be offered one reassessment opportunity in each failed non-core module but will not be required to undertake reassessment if:
- a. they have achieved a mark in the condonable range, and they have not reached the overall condonable credit volume permitted. Faculties will advise students whether condonement can be applied after the first attempt. A non-core module that meets the requirements of the condonement regulations (regulations 5.8-5.16) will be automatically condoned after the first attempt where a student chooses not to undertake a reassessment opportunity, or
 - b. they have achieved a mark in the condonable range and have met the requirements for their registered award.

Once a module has been condoned a student cannot be reassessed in it at a later stage.

Postgraduate Taught

- 4.65. Students will have one reassessment opportunity in each failed core module.
- 4.66. Students will be offered one reassessment opportunity in each failed non-core module. However, students will not be required to undertake the reassessment if the condonement regulations can be applied and the student has met the requirements for their registered award.

- 4.67. When being considered for award by an Assessment Sub-Board, students who do not meet the requirements of an award, but have been offered a reassessment opportunity, will normally be reassessed, and an Assessment Sub-Board convened to reconsider their award, within four calendar months and no longer than six calendar months, from the date that students were invited to resit or resubmit.

Qualifying Marks

- 4.68. Where a module is assessed by more than one component of assessment which have specified qualifying mark(s) then the module specifications will outline which one of the following will apply when students fail that specified component:
- a. Students who do not achieve the qualifying mark will be reassessed in that component of assessment. The final module mark will be capped at the relevant pass mark,
 - b. Students who do not achieve the qualifying mark will be reassessed in all components of assessment of the module. The final module mark will be capped at the relevant pass mark.

Students cannot condone or compensate a module if they fail to meet the qualifying mark for the module or component of the module. A substitute module cannot be taken in its place.

Core Competency Components

- 4.69. If a module component is defined in the module specification as a core competency, students are required to achieve a minimum acceptable standard in that activity as part of their professional portfolio.
- 4.70. If the acceptable standard has been achieved at the first attempt, a numerical mark will be awarded in accordance with the published marking scheme.
- 4.71. Students who fail a core competency module component will be allowed a prescribed number of further attempts. The numerical mark awarded for the reassessed component will be capped at the pass mark; however, the overall module mark will not be capped.

Scheduling and requirements for reassessment

- 4.72. Programme specifications will clarify the responsibility for offering reassessment to students on joint honours programmes, including any conditions attached to the reassessment.
- 4.73. Where students have been offered a reassessment opportunity, the Assessment Sub-Board will determine whether they are required to sit the assessment with or without further attendance.
- 4.74. With the exception of cases where students are required to resit the assessment with attendance, all reassessment attempts will normally be held prior to the start of the next academic year.
- 4.75. Students who fail examinations held during Assessment Period 1 or 2 will be reassessed in Assessment Period 3 of the same academic year. Faculties have the discretion to offer the reassessment earlier than Assessment Period 3 where practicable. This should be

offered to the entire cohort of students. For specific rules for PGT reassessment please refer to regulation 4.68 which takes precedence.

- 4.76. Reassessment for King's Digital Category A and B programmes will normally take place in the next teaching period unless a student submits a mitigating circumstances request or takes a formal interruption of study. An informal interruption of study will not exempt a student from reassessment.
- 4.77. Reassessment for credit-bearing Massive Open Online Courses (MOOCs) will take place during the next run of MOOCs. A formal calendar of dates will be published in advance.

Missing/Lost Scripts

- 4.78. If an examination script has been declared lost, a module leader, in consultation with the Assessment Board Chair, will apply the following measures:
- Providing the missing assessment is no more than 60% of the module, the module mark scheme will be adjusted, and the examination component will be removed from the module. The mark for the module will be based on the other remaining components of assessment.
 - A student should only be offered a replacement assessment where there is a PSRB requirement.
- 4.79. Where the missing component of assessment totals 60% or more of the module, the following options should be considered in conjunction with the Director of Academic Quality:
- Formative work may be considered.
 - An alternative assessment may be offered.
- 4.80. In all cases, the relevant External Examiners must be consulted, and any action taken to mitigate the missing/lost script must be recorded in the Assessment Sub-Board Minutes.
- 4.81. Students retain the right to appeal under regulations 7.5 -7.39.

Termination

- 4.82. Where a student has failed one or more modules and has exhausted all reassessment and compensation/condonement opportunities, the student's registration will be terminated as per regulation 5.16. The student may qualify for an exit award under the exit award regulations 5.79- 5.84.

Intellectual Property and Access to Examination Scripts

- 4.83. Original scripts for written examinations are the property of the University and will not be returned to students. Provisions shall be made for students to view scripts. Other assessed material may be returned to students, unless prevented by the academic regulations.
- 4.84. If a faculty wishes to make a completed assessment available for consultation or borrowing this must be done in accordance with the [College Code of Practice on Intellectual Property, Commercial Exploitation and Financial Benefit](#).

Policies and Procedures

[Marking, College Framework](#)

[Feedback Policy](#)

[Mitigating Circumstances Policy](#)

[Armed Forces, Support for Students](#)

[Student Athlete Support Policy](#)

[Academic Misconduct Policy & Procedure](#)

[Interruption of Study Policy and Procedure](#)

[Guidance for staff on providing examination scripts to students](#)

[Digital Education, Online Examinations Using KEATS](#)

[External Examiners Guidance](#)

Useful Links

[Academic Misconduct, Student Conduct and Appeals Office](#)

[Personalised Assessment Arrangements](#)

[Student Services Online](#)

[Assessment Boards, Assessment Sub-Boards and External Examiners](#)

[Glossary](#)
