

CITY OF BRISTOL COLLEGE
ACADEMIC REGULATIONS and PROCEDURES
FOR
Pearson BTEC Higher National and Professional Awards
Bath Spa University Validated Awards

Regulations applicable to all Awards

If any of these regulations come into conflict with the HEI academic regulations, the HEI academic regulations will take precedence over these regulations.

Academic Offences

Definitions of Academic offences are as in the College's Assessment Policy as well as the Student Disciplinary Policy, available on the college website.

Where the case of academic dishonesty is a student's first offence, the penalty will usually be for the assessment in question to receive a zero mark, but normally for no further penalty to be applied by the Award and Assessment Board.

However, if it is proven that a student has attempted to commit academic dishonesty more than once then the Award and Assessment Board should refer to the Course Handbook and consider whether it is appropriate to 'fail part or all of the stage assessment of which the assessment in

Mitigating circumstances affecting submission of work

Mitigating circumstances are circumstances which:

- < are exceptional;
- < are outside the student's control;
- < can be corroborated by independent evidence;
- < occurred during or shortly before the assessment in question; or
- < caused the student to miss the assessment deadline.

If you sit an exam or submit an assignment, you are declaring yourself fit to do so. Being 'fit' generally means that you are feeling well and functioning effectively. Therefore, if you are feeling unwell because of medical or personal difficulties, you should not sit an exam or submit an assignment.

It is difficult to lay down hard and fast rules about mitigating circumstances which may be deemed valid or not, but examples of specific circumstances are given in on page 6, and can be used for guidance by students and staff.

Application for mitigating circumstances may result in you being granted an extension of 5 or 10 working days in order to complete your work. If you need to apply for an extension then you must use the mitigating circumstances form for your course. If you are unable to complete a referred piece of work over the summer by the deadline, you may apply for an extension of up to 10 days, using the form for your course.

Submission of information

Students who wish their mitigating circumstance/s to be considered should provide a written statement along with independent evidence via the process of submitting a claim for mitigating circumstances.

The student should keep a copy of their submission and supporting evidence.

Claims for mitigating circumstances should be submitted as soon as possible and no later than 5 working days after the submission deadlines unless the circumstance prevents this.

Corroborating evidence

All claims of mitigating circumstances must be accompanied by independent corroborating evidence. That evidence must be specific about the nature, timing and severity of the problem and if appropriate provide an independent assessment of the effect the problem may have had on the student's performance.

Corroborating evidence may in1 0 2.92 re()-4(T)24(h)4T 841.4T869 0st s 006c*nBT/F5 11.04 Tf1 0 0 1 56.664

- < A letter from a solicitor, social worker or other official agency
- < An insurance claim document supported by a letter from the insurance company
- < Corroboration from support staff with whom the student has previously been in

Consideration of Mitigating Circumstances: Award and Assessment Board

Where the circumstances are deemed valid, details will be forwarded to the Award and Assessment Board for consideration. The Award and Assessment Board may consider mitigating circumstances in mitigation of:

- ◁ A typical or uncharacteristic performance
- ◁ Failure to attend (an) examination(s), end-of-unit test(s) or in-class test(s)
- ◁ Failure to submit work by the appointed time

If a student has failed all or part of an assessment due to valid mitigating circumstances, the student has a right to sit/ submit the assessment as if for the first time in a form and a date to be determined by the Award and Assessment Board.

Appeals

A student who has not submitted a claim of mitigating circumstances under this Regulation will not normally be able to use mitigating circumstances as the basis for a subsequent appeal.

Long term issues

Where a student is aware that particular circumstances, be they work-related, family or financial problems, or any other issues, are likely to interfere with their ability successfully to complete their academic work in any term, semester or academic session, it is open to the student to suspend studies for a period and to return to complete the programme of study when the problems are not so great. There is no limit to a student's ability to do this provided that they remain within the maximum period of registration established for their programme of study.

It may also be possible for a student undertaking a full-time programme to transfer to part-time study so as better to balance academic and other commitments, or vice-5 gsETQq0. Tm0 g0 6(r)7()-4(t)-4(o3

In times of national emergency such as epidemic, pandemic or other such event, mitigating circumstances may be granted to allow keyworkers to support the national effort or to take account of government guidance to individuals and households that may be in place at a specific time. In this eventuality, you will be informed of any additional mitigating circumstances that may apply.

The College will not accept claims relating to computer failure, corruption of data by virus or software application, inability to print work or network failure, since students are expected to keep back-up copies and to plan their work so that they have time to manage computer/printer failure.

Full-time students may not claim pressure of work as a mitigating circumstance, since the commitment to full-time study implies a commitment to make available the time necessary. Part-time students in full-time employment may claim pressure of work, corroborated by independent documentary evidence that the pressures are exceptional, unpredictable and outside the student's control.

Examples of circumstances which might be considered valid

- < Hospitalisation, including operations
- < Long-standing health problems
- < Personal or psychological problems for which the student is undergoing counselling or has been referred to a counsellor or other qualified practitioner
- < Chronic illness
- < Childbirth (including a partner in labour)
- < Bereavement involving a partner, parent, grandparent, child or sibling

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3 . Responsibilities

The responsibilities of the Chair and Senior HE Registrar are:

- a) To ensure the business of the Award and Assessment Board is conducted according to the Academic Regulations.
- b) To ensure decisions are arrived at fairly and justice is done to the individual student.
- c) To ensure external examiner is present or a written report is available.
- d) To ensure all submissions for mitigating circumstances are correctly notified to the Board.
- e) To sign the appropriate declaration form at the end of the meeting of the Board confirming that the award and progression decisions have been properly reached.

4. Mitigating Circumstances

It is the responsibility of the Award and Assessment Board to take into account any documented mitigating circumstances evidence relating to the student.

All mitigating circumstances will have been considered by the Mitigating Circumstances Panel or its nominee prior to the Award and Assessment Board.

Decisions will be entered onto the Board papers by the HE Administrator.

Where mitigating circumstances have been deemed valid for the submission of late coursework, the actual mark achieved will have been entered on the official record.

Where a Board has agreed that a student is to be offered the option of taking assessments as a first attempt, the Board must formally decide on which module/unit must be retaken and the form of assessment. This must be clearly recorded on the Results List.

5. Academic Offences

Where a suspected case of academic dishonesty has been identified it is important that the procedures outlined in the Assessment Policy have been followed.

6. Before the Board

Spreadsheets of marks should be available for the Chair of the Award and Assessment Board and the Programme Lead to peruse before the Board meeting in order that:

- ◁ The completeness and validity of the marks can be confirmed and where marks are missing for a student that this is the correct position.

- ◁ Overall student performance can be reviewed in the light of the mitigating circumstances which have been identified as 'valid' see above.

7. The Meeting

Award and Assessment Board

The following documents must be available at the meeting for reference purposes:

- ◁ The College assessment regulations for the programme(s) of study, contained in the Academic Regulations
- ◁ Operational instructions for Award and Assessment Boards, contained in the Academic Regulations
- ◁ Unit/module specifications and Approved Programme Structure/Definitive Programme .Document
- ◁ External Examiner's report/s
- ◁ Details of decisions of the Mitigating Circumstances Panel to be noted by the Board. Mitigating. Minutes from Boards held in the previous academic year

Standard Agenda

1. Membership

- a. Note the membership of the Board and to welcome members
- b. Apologies
- c. Declarations of interest

2. Confidentiality

Note the confidentiality of all the proceedings of the Board

3. Minutes of the Board meetings held in the previous academic year

- a. Receive the minutes of the Summer Award and Assessment Board
- b. Receive the minutes of the resit and/or mid-year Award and Assessment Board(s)
- c. Consider any matters arising from the minutes and note students with decisions outstanding

4. Award and Assessment Board Regulations

- a. Receive a statement of the purpose of the Board which is to:

- ◁ Confirm or modify module/unit grades.
- ◁ Review the standard of assessment in each unit and ensure the maintenance of appropriate academic standards.
- ◁ Discuss assessment arrangements or reasonable adjustments made to assessments for disabled students.
- ◁ Make decisions on progression and awards for all students registered for the named award(s) for which the Board is responsible
- ◁ Make decisions on referral or repeating of units and the nature of the referral assessment.
- ◁ Ensure that decisions are arrived at fairly and democratically and in accordance with the appropriate assessment regulations and that justice is done to the individual student and the standard of the award is maintained.
- ◁ To ensure that in making decisions all corroborated mitigating circumstances relating to individual students have been fully taken into account before a decision is reached
- ◁ To consider and discuss any cases of academic dishonesty and the appropriate action

- b. Receive an outline of the Assessment Regulations for Awards considered noting any units which are essential for an award or progression.

5. Standard of Assessment in the Units

- a. Receive module/unit marks and review the standard of assessment in each unit with reference to the External Examiner's report.
- b. Report and discuss any problems relating to all students in a unit
- c. Report and discuss any adjustments made for disabled students and confirm assessment criteria were met.
- d. Receive reports on any examination or assessment offences
- e. Confirm the module/unit marks.

6. Results

- a. Receive the assessment broadsheet and consider individual student's performance
- b. Report and discuss any cases Mitigating circumstances
- c. Report and discuss any cases of proven academic dishonesty
- d. Agree decisions on individual student's progression and award ensuring those identified from the previous academic year (see item 3) are included.

(Decisions relating to students with corroborated mitigating circumstances and discussion of cases of proven academic dishonesty must be carefully minuted).

7. Referral

To agree:

- a. The form of referral
- b. nBT/F1 11.04 11.04 q56.664 771.82 49.224 40.344 reW9y4MCID 22>BDCETQq0.000008869 0 58>BDC