

6. RETRIEVAL OF FAILURE

NB - for details of fees relating to each of these retrieval processes, please refer to the University website.

6.1 Retrieval of Failure - Undergraduate Condonement

1. At each stage of assessment, Progression and Award Boards for undergraduate programmes will award credit for failed modules up to a maximum of 20 credits if **all** of the following conditions are met:
 - the module is not listed in the Programme Specification as a module that cannot be condoned;
 - the full range of marks is available to the Board (which specifically means that condonement cannot be granted if the student has no mark for a particular module(s) perhaps because of extenuating circumstances);
 - the average mark per credit for that stage (including the failing mark) is 40% or more;
 - the module has not been the subject of a confirmed instance of academic misconduct; and
 - the student has attempted the assessment of the module(s) and has achieved a mark of between 30% and 39% (or 40% and 49% for an Integrated Masters Programme where Level 7 modules are studied, in addition to Level 6, at stage 3).

The actual marks achieved for a condoned module will be recorded for classification purposes so that the student bears the consequences of their achievement in the module.

2. If more than 20 credits fall in the condonable range, the Progression and Award Board will not condone any of the modules.

3. The principle of condonement applies to marks attained in resits, retakes and deferred assessments, provided the conditions in Section 6.1.1 of this Framework for the relevant stage are met.
4. Condonement applied at one stage does not preclude condonement being applied in any or all subsequent stages.
5. Any transcript will show the actual mark achieved and will indicate that the credits have been gained by condonement.
6. If the module will not count towards the classification of a final award, the Progression and Award Board may condone the module without offering a resit opportunity.

6.2 Retrieval of Failure – Postgraduate Condonement

1. The Progression and Award Board for a taught postgraduate programme will condone marks for a module in the 40% - 49% range for the purposes of awarding credit, in accordance with 6.2.2 below.
2. Condonement decisions can only be made, once a student has been given the opportunity to resit for a 50% mark in the first instance, on the basis of a credit-weighted mean mark of at least 50% obtained across the requisite number of credits for the qualification being considered for award.
3. Modules for which condonement will not be allowed must be listed in the programme specification and made known to students at the start of each programme.
4. The credit-weighted mean mark calculated for classification purposes must use marks in their original form.
5. The limits of condonement are as follows:
 - For the award of a Master's degree, 30 credits;

- For the award of a Postgraduate Diploma, 30 credits;
 - For the award of Postgraduate Certificate, 30 credits.
6. Condonement will not be permitted where the module has been the subject of a confirmed instance of academic misconduct.

6.3 Retrieval of Failure – Resit and Deferral

1. The University defines a resit as a further attempt, following initial failure, at the assessment of a module, for a maximum module mark of the module pass mark (normally 40% for undergraduate modules and 50% for postgraduate modules), without the requirement to repeat any attendance.
2. The University defines a deferral as an attempt at the assessment of a module, following failure which is the subject of a valid claim of extenuating circumstances, for an uncapped mark, without the requirement to repeat any attendance. For accredited programmes where there is a requirement for students to pass all elements of the assessment, the resit mark for the module will be capped at the mark gained at the first attempt if the resit mark is greater than the module pass mark.
3. The Progression and Award Board will determine the period during which resit and deferral assessments must be attempted.
4. When the period determined by the Progression and Award Board has expired, the right to retrieve failure by resit or deferral assessment also expires, unless the Progression and Award Board determines that, because of valid extenuating circumstances, the period should be extended.
5. Immediately following the publication of results determined by Progression and Award Boards, the University Secretary and Registrar will ensure that candidates who have failed to satisfy the requirements for progression or an award are informed through a secure webpage (www.marjon.ac.uk/students/resultsonline).

6. Directors of School will ensure that resit and deferral requirements are published on LearningSpace in advance of the publication of results as stated in the Assessment Calendar.
7. Although resit and deferral assessments must assess the learning outcomes of the module in a similar manner to the original assessment, they do not have to be in exactly the same format. The Module Assessment Board may for example determine that resit and deferral will be by a single assessment regardless of the number or type of assessments that were failed or deferred. They must, however, ensure that deferred students are assessed on similar terms to those students who completed the assessment at the first attempt, and that the relevant module learning outcomes can still be addressed.
8. Resit and deferral coursework and examinations must not replicate the original assessment, except in the following cases:
 - initial failure in a dissertation or honours project on a taught programme will normally require the resubmission of a resit or deferral dissertation with the same title as the original work;
 - initial failure in an Independent Study Module will normally require the submission of work on the same agreed topic as the original work;
 - the same examination paper may be used with a different rubric, e.g. where there is a choice of questions, resit or deferral candidates are told when the resit or deferral examination starts which questions they must answer;
 - questions from an examination paper may be used to set the resit or deferral as coursework.
9. In setting resit and deferral assessments, Module Assessment Boards should take into account that, **on resit or deferral, students must pass every element of assessment the Board has set for their retrieval of failure.** Specifically, resit marks cannot be combined with existing marks from passed elements, nor with each other, so that a module pass mark results.

10. Resit and deferral coursework is normally submitted by the same method as the main assessment of the module.
11. Module Leaders must nominate an alternative contact, to be communicated to resit or deferral candidates, if they are to be absent from the University at any point during the first two weeks after results are published.
12. Directors of School must ensure that resit and deferral coursework is marked promptly after the date set for receipt.
13. The deadline stated is final, and resit coursework cannot be submitted late for a capped pass mark as it is already capped at the module pass mark. Resit coursework submitted after the deadline, therefore, will be treated as a non-submission in accordance with Section 12.4 of this Framework.
14. Resit and deferral assessments are conducted in accordance with the procedures set out in Section 3 of this Framework. However, the marks for resit assessment are not combined with any other marks. In order to pass the module by resit or deferral, a student must pass all the elements of assessment required by the Module Assessment Board to make good the failure.
15. Directors of School shall ensure that signed and completed mark sheets are uploaded into the system by the agreed deadline.
16. Students should be able to complete any resit or deferral work required of them. Resit and deferral examinations and the submission date for resit and deferral coursework for undergraduate programmes are set out in the University's Assessments Calendar; absence on holiday or work is not a valid extenuating circumstance in the case of non-submission. Failure to complete successfully each year's modules may prevent or delay progression to the next year of the programme of study or result in a student failing to gain an Honours degree.

6.4 Retrieval of Failure - Retake

1. The University defines a retake as a further attempt, following an initial or, exceptionally, a second failure, for a maximum mark of the module pass mark, at the assessment of a module. In some instances, individual candidates will be permitted a retake with or without attendance; in others attendance or non-attendance may be specified. The Progression and Award Board will determine whether the retake should be with or without attendance. Students who have failed more than 50% of the credits required for successful completion of a stage will also be considered by a Progression and Award Board for a retake of any stage of an undergraduate programme.
2. The Module Assessment Board and Progression and Award Board will deal with the outcome of retake assessments at the meeting scheduled to consider the next delivery of the module. A student who fails a module having retaken the stage can retrieve their failure by resit subject to the normal conditions, but will not normally be allowed to retake a module or the stage again. However, a student may apply to start a different programme and may apply for specific credits already achieved to be taken into consideration towards the new programme of study.
3. Unless the Progression and Award Board specifically states otherwise the student must complete all the assessments required in the next delivery of the module and gain sufficient marks to pass the module. The actual marks attained by the student in each element of assessment contribute in the normal way to the overall module mark which is capped at the module pass mark. The overall module mark will not be capped where a student is retaking modules as a first attempt.
4. The Progression and Award Board will only permit a student to retake a module that the Director of School has declared will run in the next session. Otherwise, the Progression and Award Board will require the student to take another specified module in order to make up the credit shortfall. Nevertheless, the module mark will be capped at the pass mark and the

number of overall attempts will continue to build up unless the module or modules are being taken as a first attempt.

5. Students must undertake sufficient learning activities to demonstrate the outcomes of the module as it is delivered in the next session. This remains the case if a student is allowed to progress trailing failure and timetable constraints prevent him or her from attending the retake module. If two or more examinations are held at the same time, the student should attend one examination and claim extenuating circumstances for the other.
6. Otherwise, students enrolled upon retake modules have the same rights to tuition and support as any other student enrolled upon the module.

6.5 Retrieval of Failure - Failure on Undergraduate Programmes

1. In the case of modules failed for the first time where condonement does not apply or has already been applied to another module, the Progression and Award Board will allow resit assessment in up to 50% of the credits required for successful completion of the stage. The nature of the resit assessment will be determined by the Module Assessment Board and shown upon the marksheet.
2. Some programme regulations require students to pass all or particular elements of assessment within modules in order to accumulate credit towards that particular programme. If that is the case, the Progression and Award Board may allow students to attempt resit or deferral assessments in more than 50% of the credits required for successful completion of the stage if they have achieved the overall module pass mark for those modules. In such cases the Progression and Award Board will determine the maximum number of assessments that may be attempted and record that decision in the minutes of its meetings.
3. The Progression and Award Board can exclude a student who fails more than 50% of the credits in a stage from a programme. If so, it may or may not

permit them to apply to re-take the entire year subject to the University's regulations and the agreement of the Programme Leader. Students re-taking the year must pay the full tuition fee, attend all lectures and seminars and take all of the assessments again as if for the first time; no marks can be carried over.

4. In the case of modules failed after a resit or deferral opportunity, the Progression and Award Board may allow the student to progress in accordance with Section 5.2.4 of this Framework (trailing fail).

6.6 Retrieval of Failure - Failure on Taught Postgraduate Programmes

1. In the case of modules failed for the first time where condonement does not apply or has already been applied to another module, the Progression and Award Board will allow resit assessment in up to 50% of the credits required for successful completion of the stage. The nature of the resit assessment will be as determined by the Module Assessment Board and shown upon the marksheet. Condonement cannot be applied if more than one module has been failed at a specific stage.
2. If a student fails modules following a resit opportunity, the Progression and Award Board will exclude the student and recommend the award of a Postgraduate Certificate or Postgraduate Diploma as determined by the credits that the student has accumulated on the programme.

6.7 Acceptance of Awards

If a student accepts an award which is conferred by a decision of the relevant Progression and Award Board, by choosing not to exercise his or her right of appeal, all further resit or retake opportunities available to the student lapse with immediate effect.

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