Updates for 2024-25

Academic Board has approved the changes for the Code of Practice for Assessment and Academic-Related Matters and University Regulations for 2024-25. To access the Code, please visit our [Assessment page](#). To access the latest University Regulations and Academic Framework, please visit our [Regulations page](#).

There are several changes to the Code for 2024-25, centring on providing clarifications on practice and refining wording. The main changes to note are summarised below.

General

This version of the Code replaces all other versions. Students sign up to this version of the Code in their enrolment, and the Code includes a clear statement that this Code is the version in use for the academic year 2024-25.

Some sections have been removed, restructured, or merged which has resulted in new section numbering across the entire Code.

Sections relating to condonement have been removed. For the small number of remaining condonement students refer to 2023-24 for relevant rules.

Some wording that appeared in each section has been updated to avoid duplication, cross referencing to a single point for the wording. Some procedural wording has been removed from policies.

Terminology

Across the Code and Regulations, the following changes in terminology have been made:

- 'Enforced withdrawal' now replaces 'termination'. Communications to students have also been updated to reflect this change in terminology.

- 'Sanction' now replaces 'penalty'.

- 'Engagement' now replaces most references to 'attendance'.

Regulations

The Regulations have been updated to avoid duplication of information that was also in the Code of Practice for Assessment. Links to appropriate Code sections have been added to the Regulations and duplicate wording removed.

Some regulations have been reformatted to merge sections without changing the content.

Regulations updated to refer to the 'Admissions Policy' for 'Recognition of Prior Learning' information.

Postgraduate Taught Regulation: Updated to confirm that the expected time commitment required for students on full-time multi-year programmes that incorporate a year in industry, is a minimum of 40 weeks in the first year of study and 45 weeks thereafter.

Professional Doctorate Regulation: Amendment to the standard period of study for professional doctorate awards to reflect where there is no full-time option available.

Research Regulation: Criteria for the eligibility for the research award of Master of Research added.

Attendance Regulation: Has been renamed 'Engagement Regulation'.

Immigration Regulation: Updated to include the procedures in place to ensure compliance with UK immigration rules.

Credit Framework for Awards: Updated to include Master of Research (research) and MLaw.

Registry
Code of Practice for Assessment
26 August 2024 Student & Academic Administration

YORK
ST JOHN
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Academic Framework

The framework has been updated to provide further information on module optionality, the use of zero credit modules, delivery modes and expected contact time.

The update now includes guidance on the number of optional modules that would normally be expected (no more than double the number of modules available for the choices to be made). No optionality can be as valid as appropriate optionality.

Information on the expected use of compulsory and non-compulsory zero credit modules has been added.

A new section on delivery approach has been added. The default delivery mode for validated contact time at YSJ is face to face. Clarity provided on the process for considering alternative delivery modes.

A new section on contact time has been added to include information on timetabled contact time and expected baseline levels.

Introduction (Section 1)

The Scope sub-sections have been removed from policies and the detail has been incorporated into the introduction.

Governing principles (Section 2)

The criteria defining who can act as a supporter at student meetings has been moved to this section. This section has been referenced in all other section of the Code and duplicate wording removed.

The 'Key dates' section has been merged into section 2.

Recognition of prior learning (Section 3)

The RPL policy has been removed and policy information has been relocated to the Admission policy, where all admission related RPL information can now be found. The section in the Code has been rename 'Implications of RPL and award'. This section details how RPL credits may be used for intended and exit awards.

Suspension of study (Section 6)

Information previously in the 'Fees and finance' section has been added to the Financial Implication Factsheets maintained by the Specialist Support and Funding Advice team.

Apprenticeships: Gateway and EPA (Section 8)

Updated to tighten up and provide clarity on the process for Gateway approval, end-point assessment and eligibility for graduation.

A Support to Study Stage 4 meeting should be held for apprentices who have not gone through Gateway approval one year after their planned practical end date.

For integrated apprenticeships, modules that constitute the EPA are still subject to the University's standard marking and moderation criteria as well as being assessed against the apprenticeship assessment plan.

Apprentices must complete all the requirements set out in the apprenticeship standard, including on-the-job learning and end-point assessment to be eligible for their University award and therefore attendance at graduation.

Assessment format (Section 9)

The descriptions for 'External/Practice education' and 'Viva voce' has been expanded to provide greater detail.

EPA assessment type added.

Non-examination assessment practice (Section 10)

Updated to clarify that it is expected that assessment tasks are updated annually, unless those tasks are, by their nature, individualised (e.g., where students choose their own essay title based on the assessment task.

Submission deadlines (Section 10.5)

Updated to clarify that for non-standard programmes and collaborative partners (franchise and validated) reassessments should be timed in relation to the SAB that the module results are agreed at. The reassessment date should be no earlier than 3 weeks, and no later than 6 months, after the SAB.

Updated to confirm setting assessment dates on holy days and festivals should be avoided, and a link to a calendar of events is provided.

Updated to confirm the deadline for Assessment Schedules for the forthcoming year has changed to 31 July for the Schedule for the entire year.

Examinations (Section 11)

Updated to confirm correction fluid, e.g. Tippex, is not permitted for use in examinations.

Updated to confirm that students who do not cease writing when instructed to do so by an invigilator will be considered to have breached the assessment regulations and will be dealt with under the Academic Misconduct policy.

A protocol for how to deal with missing or lost examination scripts has been added.

Reasonable adjustment (Section 14)

The 'Learning Support Plan' (LSP) has been renamed 'Learner Adjustment Plan' (LAP) throughout the Code.

A link to the Disability and Inclusion Team webpage has been added to the Code which includes more information on LAPs, including the LAP process.

Responsibilities for provision of scribes and readers for centrally organised and departmentally organised exams had been added.

Clarification has been added to confirm that unless DSIT revise an LAP any further request for an extension to an LAP deadline must be made through the exceptional circumstances process. LAP extension deadlines cannot be extended or adjusted through the LAP process if there is no change to the LAP.

Alternative assessment (Section 15)

Updated to confirm alternative assessments can be used to make an assessment arrangement for a student re-joining the University after a period of missed teaching following a successful appeal. In these circumstances the alternative assessment would be discussed in a Support to Study meeting following the appeal decision. The alternative assessment would require SQP approval.

Updated to confirm alternative arrangements can be used to accommodate outgoing study abroad students who returned home prior to completing their study at the host institution, and who on return to YSJ are late to join a module, thereby missing some teaching and/or where they are unable to complete the approved assessment task.

Exceptional circumstances policy (Section 17)

Updated to confirm that applications where the circumstances are not genuine, or where the evidence provided is not genuine, may be considered under the Student Disciplinary Policy and Procedure.

Updated to confirm that late claims for reassessments are treated in the same way as late claims for first attempts.

Updated to confirm the timeframe for submitting claims should be reflective of the circumstances and directly impact on the assessment i.e. short-term illnesses would normally have impacted the 24 hours leading up to the assessment deadline.

Updates to confirm that once a self-certification claim has been approved it cannot be rescinded unless the student wishes to convert it to a 3-week extension with evidence.

Clarification provided for extension requests relating to group assessments will be reviewed on an individual basis and the outcomes will depend on the specific practices and practical feasibilities available to that School. Guidance on how deadlines for individual and group members is provided.

Students who are pregnant can submit a MATB1 form (or for non-UK residents an equivalent medical professional evidence) to the PASS team in place of an EC form. The PASS team then liaises with the ECP Panel in Registry on the student's behalf to organise for an ECP to be put in place.

Outgoing exchange (study abroad)
(Section 21)

Updated to confirm that students must obtain a minimum credit-weighted level mark of 50 across the level prior to going abroad on a non-language exchange programme (previously a mark of 55 was required).

Updated to confirm that if it is necessary for a module to be taken at the host institution when studying abroad, which uses an approved pass/fail marking scheme, then the average mark for the level for YSJU students over the last two years will be used for the mark conversion.

Academic misconduct (Section 23)

Guidance has been updated to clarify:

- That the use of AI in the creation of reference lists constitutes academic misconduct.
- Translation tools are acceptable to use and do not require citation if they only influence the form but not the content of an assessment.
- Attendance at the School enquiry meeting should be with at least two staff with appropriate knowledge and expertise.
- Students should normally be given at least 3 working days' notice to attend an academic misconduct meeting with their School.
- Audio and video recordings of meeting must not be made.
- Student requests to dispute the outcome of an academic misconduct decision or sanction can choose to have their case heard at a full hearing. The policy has been updated to confirm any requests received after 10 working days will not be permitted unless there are exceptional circumstances which can be supported by evidence.

- That if a student had an offence at UG level and then went on to have another offence at PG level, this would be considered a subsequent offence.
- That if a student has an offence and then restarts their programme, whilst the marks may be voided, the offence would still be considered as an offence, so further instances would be considered subsequent offences.
- Academic misconduct 'penalties' are now renamed as academic misconduct 'sanctions'.

Student engagement policy (Section 24)

The 'Student attendance' policy has been renamed 'Student engagement' policy.

This has been substantially rewritten to streamline the policy.

Reference to absence reporting has been removed for home students An, alternative process for recording absence on placement for students on PSRB programmes will be put in place. The form for now will remain on the website until a new process is determined with impacted programme teams. Attendance monitoring continues as normal on YSJ premises and should be used to monitor non-attendance concerns.

For international sponsored students, any absences from scheduled sessions must be authorised through a new Authorised Absence Process. This will be communicated in due course.

The list of activities counted as attendance for the purpose of the policy can be found on the intranet [here](#).

Withdrawal from the University (Section 25)

The section has been renamed and expanded to cover voluntary and enforced withdrawals (previously known as terminations) in addition to presumed withdrawals.

Definitions are provided of the different named withdrawals.

Clarification of the criteria to use for the last date of engagement has been added.

Support to study policy (Section 26)

This policy has been substantially rewritten to streamline the policy.

Stages relabelled 1-4.

Audio and video recordings of meeting must not be made.

Visa compliance review of visa breaches (section 27)

This section has been separated into its own policy. Previously this formed part of the 'Support to study' policy.

Fitness to study (section 28)

Updated to confirm Stage 2 of this policy should only be invoked after consultation with either the Academic Registrar, Head of Governance and Compliance, Head of Student Wellbeing, Disability and Inclusion or the Complex Student Case Lead.

Audio and video recordings of meeting must not be made.

If the student does not attend a meeting to which they have been invited, decisions will be taken by the Panel in their absence.

Fitness to practise (Section 29)

Audio and video recordings of meeting must not be made.

If the student does not attend a meeting to which they have been invited, decisions will be taken by the Panel in their absence.

Marking and Moderation (Section 30)

Clarity provided on the double marking process for full and sample marking.

Confirmation that the internal moderation sample should include all academic fails, regardless of whether the assessment contributed to a final award.

Agreed sanction policy (section 32)

The 'Agreed penalty' policy has been renamed as the 'Agreed sanction' policy. All references to 'penalties' throughout the code have been replaced with 'sanctions'.

The policy has been updated to confirm that submissions with a receipt stating 12:00 noon will not incur a late sanction. Submission recorded as 12:01 or later will continue to be considered late and will incur a late sanction.

Where a student submits work late and incurs a sanction mark of zero, the work should not be marked.

Feedback (Section 33)

Where a student submits work late and incurs a sanction mark of zero, feedback should not be provided.

Marking scales and assessment conventions (Section 35)

Updated to clarify that if a module is failed after all available reassessment attempts the highest module mark across all attempts is retained, except where there are qualifying marks or RG grades at first attempt.

Updated to clarify that if a module mark is compensated, this does not raise to the module mark to a pass mark. The original failure mark in the compensation range is retained.

Undergraduate progression (Section 36)
The rules relating to programme restarts have been updated to allow Level 4 students who fail the level, and who had previously studied at Level 3, to be offered a programme restart. This applies provided they meet the programme restart criteria and have not restarted a programme previously. Previously a programme restart could only be offered if the first year of the programme was failed i.e., either Level 3 or Level 4.

Reassessment (Section 38)
Updated to confirm students who are unable to rework their first attempt as they did not submit, are usually required to complete the original assessment as their reassessment. A new assessment does not normally need to be set unless it is listed in the exception list detailed in this section.

Updated to clarify that for non-standard programmes and collaborative partners (franchise and validated) reassessments should be timed in relation to the SAB that the module results are agreed at. The reassessment date should be no earlier than 3 weeks, and no later than 6 months, after the SAB.

External examiners (Section 42)
Updated to confirm external examiner appointments will normally start on 1 September (previously 1 October).

Updated to confirm the sample sent to an external examiner for moderation should include all work with failure marks at first attempt and should normally include all reassessment failures.

In the cases of oral work or presentations, agreement should be reached with the subject-area on how the external examiner sample moderation can be achieved.

School Assessment Boards (SAB) (Section 43)
Updated following the change in remit and the renaming of PAEP to University Assessment Board (UAB).

The final set of results for the academic year 2023-24 will go through under PAEP in December 2024, after which the changes for SAB and UAB will be implemented. Further guidance will be circulated in due course.

Special Cases Panel (SCP) (Section 46)
Updated to include SCP can consider a request from a School to allow 20 credits of Level 4 modules to be studied alongside Level 5 where part-time study is not a possible option to meet progression.

Updated to clarify SCP members will not consider cases from their own School.

University Assessment Board (UAB) (Section 47)
The Committee has been renamed and the policy rewritten following changes from the 'Progress and Award Examination Panel' to 'University Assessment Board'.

The final set of results for the academic year 2023-24 will go through under SAB and PAEP in December 2024, after which the changes for UAB will be implemented. Further guidance will be circulated in due course.

Graduation, certificates, and transcripts (Section 49)
Updated to confirm a digital version of the transcript will be available for students to access by registering with Gradintelligence and can then be shared with third parties as a verified record of results and award.

Physical copies of transcripts can be made available upon request, for which there will be a charge.

Franchise partnership students whose awards were confirmed from July 2023 onwards will also be eligible for an account through GradIntelligence, where they can share their award certificate with third parties. Validated

partnerships will not be given access to GradIntelligence and will continue to be given hard copies of their certificates.

Updated to confirm that where the intended award for a programme is a CertHE or DipHE, students will be eligible to attend graduation. Where these are awarded as an exit award, students are not eligible to attend graduation.

Appeals (Section 50)

Updated to confirm that if a student's enrolment has been withdrawn (enforced withdrawal), that they are no longer entitled to participate in teaching and learning activities. This includes whilst an appeal is pending an outcome. If an appeal is upheld, the student will be notified of the arrangements for re-enrolling and resuming studies.

Updated to confirm that an appeal remedy must be in line with the University regulations.

Appeals submitted with fraudulent evidence or based on false exceptional circumstances will be considered deception and will be subject to the University's Disciplinary procedures, which may lead to the appeal not being processed or being referred to ACC.

Updated to confirm that the Exceptional Circumstances policy details suitable types of evidence that could be used to support different appeal scenarios.

The deadline for a student to appeal has been changed from 20 working days to 10 working days.

Audio and video recordings of meeting must not be made.

Appendices (Section 52)

An LZ grade had been introduced for use where a student submitted/resubmitted and the sanction applied was the mark was reduced to zero.

Updated with the new PIT codes in use for 2024-25. PIT codes starting 'TERM' have now been renamed as 'FAIL'.

Further guidance

If you have questions arising from this guidance, please contact assessment@yorksj.ac.uk