

## 6. RETRIEVAL OF FAILURE

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

This section of the Student Regulations Framework applies to all taught programmes of Plymouth Marjon University, whether undergraduate or postgraduate, and to all apprentices enrolled on the University's apprenticeship programmes, who are classified as 'students' and referred to accordingly throughout this Procedure.

### 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 (but see Section 6.1.7 of this Framework below)
  - the full range of marks is available to the Board (which specifically means that condonement cannot be granted if the student has no mark or a partial 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
  - 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.
7. All modules are condonable, unless there are specific requirements relating to external accreditation.

## **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 a Professional Graduate Certificate in Education (PGCE), 30 credits
  - For the award of a Postgraduate Certificate, 15 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.
6. Deans of School will ensure that resit assessment tasks and deferral requirements are published on the University's Virtual Learning Environment at the start of the academic year for all modules.
7. Resit and deferral assessments must assess the learning outcomes of the module in a similar manner and mode to the original assessment.
8. Resit and deferral assessments should ensure that principles of academic integrity are upheld.
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. 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.
11. Deans of School must ensure that resit and deferral coursework is marked promptly after the date set for receipt.

12. 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](#).
13. 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.
14. Deans of School shall ensure that signed and completed mark sheets are uploaded into the system by the agreed deadline.
15. 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. 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 restart 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 restart 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 Dean 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. This will be with attendance. 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 with attendance and timetable constraints prevent them 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 with attendance have the same rights to tuition and support as any other student enrolled upon the module but will be liable for a pro-rata fee of the full-time tuition fee for the retake 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 at a specific level of a programme. If so, it may or may not permit them to apply to restart the entire year subject to the University's regulations and the agreement of the Programme Leader. Students restarting 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 may or may not permit them to apply to restart the entire year subject to the University's regulations and the agreement of the Programme Leader. Students restarting 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. If the Progression and Award Board does not permit them to apply to restart the entire year, it will 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 their right of appeal, all further resit or retake opportunities available to the student lapse with immediate effect.

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