

FRAMEWORK AND REGULATIONS FOR HIGHER NATIONAL AWARDS

Introduction

1. The following paragraphs provide assessment regulations for BTEC Higher National awards delivered by the University of Suffolk Partner Colleges and awarded by Pearson. The two awards covered by these regulations are:

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submission of a variation request form. A central record of all approved variations is maintained by Registry Services and published as an annex to these regulations.

Registration

8. All students enrolled on a BTEC Higher National Certificate (HNC) or Higher National Diploma (HND) course which is delivered by a University of Suffolk Partner College will be registered by the college for the relevant award with Pearson.

Unit selection

9. Within BTEC Higher National awards, course structures are specified in terms of units. The units that can be taken to achieve each award are set out in the relevant Pearson BTEC Programme Specification.

10. The units that will be offered to the University of Suffolk Partner College students will be specified within the student course handbook and the Definitive Record for that course.

11. Normally, a student who is registered for a unit and wishes to transfer to another unit may do so at any time up to the end of the second week of the commencement of delivery of the unit, subject to the agreement of the unit leaders concerned and provided that the alternative unit forms part of the relevant Programme Specification. A student who is registered for a unit and completes a unit withdrawal form, with appropriate approval, by the end of week two of delivery will be deemed not to have attempted the unit for the purposes of this regulatory framework. Students who fail to complete a unit withdrawal form within this timescale will remain registered on the unit. In this case, failure to submit coursework assessments or to sit examinations will normally constitute failure in the unit, unless extenuating circumstances are approved in accordance with the Extenuating Circumstances Policy.

Credit requirements for achievement of awards

12. Specific credit requirements for each award are set out in the relevant Pearson BTEC Programme Specification. The minimum amount and level of credit that must be successfully achieved for an award to be granted is outlined below.

Award	Credit requirement
Higher National Certificate (HNC)	To have completed study of 120 credits at Level 4 and to have achieved at least a pass in 105 credits
Higher National Diploma (HND)	To have completed study of 120 credits at Level 4 and 120 credits at Level 5, and to have achieved at

	least a pass in 105 credits at each level.
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In addition to meeting these credit requirements, students are required to pass all units relevant to the award. In order to be eligible for the award.

13. Students must not accumulate credit in excess of that required to achieve their intended award, except where required as a consequence of a course change or similar circumstance approved by the Course Leader.

Assessment of individual units

14. Assessment shall be undertaken in accordance with Pearson expectations, including the use of Pearson-set assignments as specified for each individual course. Course teams should also operate in accordance with the Learning, Teaching and Assessment Framework and related policies (including Academic Appeals, Academic Misconduct, Assessment Board, Assessment Moderation, Extenuating Circumstances, Preparation and Conduct of Examinations, and Recognition of Prior Learning (RPL)) which shall be amended from time to time.

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17. Each component of summative assessment (i.e. assessment used to indicate the extent of a student's success in achieving the intended learning outcomes of the unit) will be assessed in order to determine whether the student has achieved all allocated outcomes against the specified assessment criteria. A grade of pass or above is only awarded if students have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework.

18. Each unit will provide students with opportunities to demonstrate the relevant merit and distinction grade criteria at first attempt. To be awarded a merit for a unit overall, a student must have satisfied all the Merit criteria (and the Pass criteria) through high performance in each learning outcome. To be awarded a distinction for a unit overall, a student must have satisfied all the Distinction criteria (and the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

19. Where students have passed a unit, they cannot re-take it in an attempt to achieve a higher grade.

Late submission

20. Students should submit all work for summative assessment by the notified deadline.

21. Work submitted up to three days after the deadl1()-130(a)11()]a), and theseJ ET Q q 0.00000887

Deferral in a unit

32. Consideration of deferral cases is undertaken in accordance with the Extenuating Circumstances Policy.

33. If the Extenuating Circumstances Panel deems that a student has presented acceptable evidence of extenuating circumstances in relation to one or more components of assessment, W K R V H F R P S R Q H Q W V R I D V V H V V P H Q W Z L O O E H G H H P H G ³ G H I H U opportunity to present (or re-present) those assessment(s) without penalty (i.e. the same range of grades will be available). The relevant Assessment Board will determine the timescale for presentation/re-presentation of the component(s) in question.

34. If a student is submitting a referred piece of work but extenuating circumstances are presented and accepted by the Extenuating Circumstances Panel, the student will be given a further opportunity to re-present the assessment, under the terms of the original referral.

35. Continuation or repetition of deferral status will be considered only if the relevant Assessment Board is advised by the Extenuating Circumstances Panel that it has received what it deems to be further acceptable evidence of extenuating circumstances.

Notification of results

36. In line with the good practice of providing timely feedback to students, the provisional outcomes of marked and moderated assessment may be given to students before the Assessment Board has formally approved results. Such feedback must be clearly identified as subject to final ratification by the Assessment Board, and therefore subject to potential amendment by the Board.

37. The early release of unratified marks is to facilitate an early opportunity for students to begin to address referred work that will need to be redeemed after the Assessment Board has ratified the result. It is not an opportunity for students to resubmit referred work as a first attempt before the Board ratifies the mark.

38. The results agreed by the Assessment Board will be reported to Pearson in a timely manner.

Qualification Grade

39. HNC and HND D Z D U G V P D \ E H P D G H μ Z L W K P H H L W E J a R U w h i c Z L W K G L is set out in the relevant Pearson BTEC Programme Specification. The overall qualification grade will be determined by Pearson.

