

## Student Completion in Assessment

There are some important changes, which affect reassessment opportunities in modules registered in **2009/10** for **new** and **continuing** students. If you are unsure how these changes may affect you or have any concerns or questions, please contact your Undergraduate/Postgraduate Office.

The University very strongly encourages all students to **submit all components of assessment on time and attend all tests and examinations.**

If you attempt all your assessments in a module at the first attempt, you will receive the full marks for your work and if you have not achieved sufficient marks to pass a module, you will be granted reassessment in any failed components. If you attempt all your assessments on time/pass the module at the first attempt, you need not worry about the explanation of the University assessment regulations below.

For 2009/10, reassessment opportunities are based upon attempting the 'final component of assessment'. **If you do not attempt the final component of assessment you will not be able to take reassessment in any failed components in the module.**

### **What is the 'final component of assessment'?**

For modules with an examination assessment during weeks 13-15, the examination will be the final component of assessment. For modules without an examination, the final component of assessment is normally the last significant coursework assessment. You can identify any forthcoming final components of coursework assessment via Evision (under 'Coursework Submission - My Coursework Deadlines and Receipts' in the 'My Modules' section).

For all modules registered in 2009/10 onwards, if you do not pass the module at the first attempt you will **only** be offered reassessment in a module if you have:

#### **Attempted the final component of assessment for the module**

(see 1 below)

**OR**

#### **A capped reassessment approved via the University's Deferral Process for the final component of assessment**

(see 2 below)

**OR**

#### **A claim for mitigating circumstances accepted by the University**

(see 3 below)

#### **1. Attempted the final component of assessment for the module**

This means that you need to attend the examination/submit the coursework for the final component of assessment in each module. For coursework, we strongly encourage you to submit your work by the published deadline. If you are unable to do so, then you should submit your work by the 10 working day late coursework deadline<sup>i</sup>, but this is very likely to result in your module result being capped at a bare pass. If you attempt the final component of assessment but fail, you will be granted reassessment in all failed components in the module.

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<sup>i</sup> Note - where the 10 working day late coursework deadline falls within the University's Christmas vacation period (i.e outside of term time) the generic deadline for submission of coursework is **Friday 15 January 2010**

## 2. Requesting capped reassessment via the University's Deferral Process for the final component of assessment in advance<sup>ii</sup> of the submission date/examination

If you are unable to submit the **final component of assessment** and have reasons for this, you should request a deferral in advance<sup>ii</sup> of the submission date/examination. If your request is approved, you will be reassessed in any failed components for the module during the summer reassessment period, but this will be capped at a bare pass.

To request a deferral you need to log into Evision and follow the 'Defer an Assessment' link in the 'My Modules' section. You must request a deferral prior to the late coursework deadline/examination date. You must provide reasons why you are unable to submit your work/attend the examination. The University will inform you via email of the outcome of your deferral request. If your request for deferral is approved, you will be granted a capped reassessment in all failed components in the module during the summer reassessment period. If your request is not approved, you should make every effort to submit coursework by the late coursework deadline/attend the examination.

## 3. A claim for mitigating circumstances accepted by the University - Mitigating Circumstances is a University process for students who are unable to submit coursework on time or attend an examination for good reason. Strict criteria and deadlines for submission apply. For further information, please go to: [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)

If you have a claim for mitigating circumstances accepted by the University, your assessment opportunity will be carried forward to the summer reassessment period. If a claim for non submission/non attendance for a final component of assessment is rejected and you did also not request and have approved a capped reassessment via the Deferral Process, you **will not** be granted reassessment in any failed components in the module.

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In summary, the University very strongly encourages you to **submit all components of assessment on time and attend all tests and examinations**. If you are unable to do so you need to ensure that the final component of assessment for the module:

- is attempted (for coursework this means work submitted by (a) the published deadline or (b) the 10 working day late coursework deadline); **or**
- has a capped reassessment approved via the deferral process (for coursework this means a deferral requested before the 10 working day late coursework deadline<sup>i</sup>); **or**
- has had a mitigating circumstances claim accepted by the University.

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<sup>ii</sup> Prior to the date of the examination or the 10 working day late coursework period