

Code of Practice on Assessment and Appendices 2025-26: Summary of Changes

Key Changes for 2025-26

The most substantive changes for 2025-26 relate to Appendix M which is now called Additional Considerations Policy for Taught Students, and Appendix L Academic Integrity Policy. The changes to Appendix M have resulted in changes to other appendices of which the most significant are those to Appendices C, I, J and P relating to the rules for calculating overall average marks for profiling and classification purposes. The main changes to these and other parts of the Code of Practice on Assessment (CoPA) are summarised below. For more information or detail about the changes, please contact AQSD.

Important Note

The Additional Considerations Policy for Taught Students comes into effect on 22nd September 2025 for all taught programmes except for students on the online programmes delivered in partnership with Kaplan Open Learning. For these online students, the Policy on Extenuating Circumstances will apply until January 2026 after which the new Additional Considerations Policy will come into effect for them.

- 1. Appendix M: Additional Considerations Policy for Taught Students** (previously Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations).
 - Change in terminology: Extenuating Circumstances (ECs) are now Personal Extenuating Circumstances (PECs).
 - Automatic extensions to assessment submission deadlines of up to 7 days (or 14 days for students with reasonable adjustments in accordance with their Student Support Information Sheet). An application for a PEC claim needs to be made if coursework is submitted after the permitted extension period.
 - Further to this, there are no penalties for late submission and, therefore, no process for seeking exemption from such penalties.
 - Professional Services staff review applications for PEC claims, determining whether or not claims meet the criteria set out in Appendix M. Notification of whether a PEC claim has been accepted or not is provided within 10 days of the application and is reported to the Board of Examiners.
 - Further to this, Extenuating Circumstances Committees no longer exist and references to them have been removed.
 - Modules affected by accepted PECs that are failed – reassessment is offered as set out in Appendix M and determined by the Board of Examiners.
 - Modules affected by accepted PECs that are passed – there is no reassessment opportunity to improve the mark. Mitigation is provided by adjusted rules for calculating the overall average mark; see Appendices C, I, J and P below. The only exceptions to this are in relation to the research/independent study module(s) in PGT programmes for which students will get an uncapped

reassessment to improve their mark, and where an improved mark is required to meet PSRB standards.

2. Code of Practice on Assessment (CoPA)

Appendix M-related change

- Clauses in section 6 relating to penalties for late submission and the process for seeking exemption from such penalties have been removed in light of the change in Appendix M to provide extension periods, without penalty, beyond the submission deadline.*
- Changing terminology from Extenuating Circumstances to Personal Extenuating Circumstances and updating to refer to the Additional Considerations Policy.

***NB** – While the Policy on Extenuating Circumstances is applicable to students on the online programmes delivered with Kaplan Open Learning, the 2024-25 Code of Practice on Assessment will apply in respect of penalties for late coursework submission and exemptions from these. This version of the CoPA is in the Archive section [here](#).

Other changes

- Section 12 covers the retention of exam scripts and other assessed work, a footnote has been added containing a link to the Assessed Work Retention Policy which contains additional requirements to comply with the Office for Students requirements.

3. Appendix C: University Framework for Postgraduate Modular Provision; and Appendix P: University Framework for the Certificate and Diploma in Professional Studies

Appendix M-related change

- New sections on the calculation rules for award classification when modules are passed but were affected by accepted PECs.
- Marks for modules that are passed but affected by PECs and accounting for up to 25% of the credits for an award can be discounted from the classification calculation.
- The maximum that may be discounted from 180 credits for a master's degree is 45 credits, 30 credits for a postgraduate diploma, and 15 credits for a Postgraduate Certificate. No credit can be discounted for a Postgraduate Award.
- The maximum that may be discounted from 120 credits for a Diploma in Professional Studies is 30 credits, and 15 credits is the maximum that can be discounted from the 60 credits required for a Certificate in Professional Studies.
- If the total amount of credits for modules that were passed but were affected by PECs exceeds the maximum that can be discounted, there is no further mitigation for the affected marks for the credit that exceeds the limit.
- Changed terminology from Extenuating Circumstances to Personal Extenuating Circumstances and updated to refer to the Additional Considerations Policy.

4. Appendix I: System for the Classification of Three-Year Non-Clinical Undergraduate Degrees; and Appendix J: Classification of Four-Year and Five-Year Non-Clinical Undergraduate Degrees

Appendix M-related change

- New sections on the calculation rules for award classification when modules are passed but were affected by accepted PECs.
- Marks for modules that are passed but were affected by PECs and account for up to 60 credits across the years of study that are weighted for classification can be discounted from the classification calculation.
- For integrated master's programmes where modules affected by PECs are passed but the enhanced progression threshold has not been met, marks for up to 60 credits affected by PECs are discounted from the calculation of the overall average mark for the year.
- If the total amount of credits for modules that were passed but were affected by PECs exceeds the maximum that can be discounted, there is no further mitigation for the affected marks for the credit that exceeds the limit.
- The provision in section 3.3 of Appendix I and sections 1.8, 2.9.2 and 3.9.2 of Appendix J about reassessment opportunities to improve a module mark that has been passed but was affected by PECs has been removed.
- References to Extenuating Circumstances Committees have been removed; for example, Boards of Examiners now consider applications for aegrotat degrees.
- Revisions to the section on the role of the Board of Examiners to reflect that the outcomes of accepted PEC claims are determined in accordance with the Policy on Additional Considerations.
- Changed terminology from Extenuating Circumstances to Personal Extenuating Circumstances and updated to refer to the Additional Considerations Policy.

Other changes: Appendix J only

- The weighting for years two, three and four for the new integrated master's MPharm award has been added: 20:40:40.

5. Appendix L: Academic Integrity Policy

- Changes to the categories: the number of categories has been reduced from 5 to 4. Category A, which was 'minor error' has been removed, as this can be addressed through marking schemes. The remaining categories have been re-labelled: Category B is now Category 1, Category C is now Category 2, Category D is now Category 3, Category E is now Category 4.
- The offence of 'misconduct in research' has been removed as this is covered under a separate policy: the Policy on Misconduct in Research.
- There is a definition for a new offence: 'self-plagiarism/re-use of work'.
- Personal Extenuating Circumstances (PECs) will not be accepted as reason for committing academic misconduct but where they are accepted in accordance with the Additional Considerations Policy they can be taken into account to mitigate the penalty for Category 2, 3 and 4 offences.

- The processes for dealing with offences is simplified. For Category 1 offences, 'poor academic practice', the examiner simply applies the penalty of a pass-mark cap to the assessment and records it in the feedback to the student. For the other categories of offence, the academic misconduct is reported to the Academic Integrity Office (AIO) to investigate and if they consider there has been a breach they will make recommendations to the relevant Board of Examiners via the Academic Integrity Committee (AIC). This differs from the old policy where a decision on the category of offence was made before the investigation, under this new process the category is determined through the investigation.
- There is greater clarity on roles and decision making: the AIO investigates offences, the AIC makes recommendations on the outcome of the investigation, and the Board of Examiners makes the final decision on the offence and the penalty.
- With regard to the use of Generative Artificial Intelligence (GAI) and the level of offence for its misuse, Category 2 (previously Cat C) is now applicable for 'unacceptable but acknowledged' GAI use which rises to Category 3 if a previous warning was issued, and 'unacceptable and unacknowledged' GAI use is a Category 4 offence (previously Cat E).
- The section on the Category 4 penalty had previously referred to research misconduct, now it refers to master's dissertations or research projects and UG projects. This section also includes some guidance on whether to suspend or terminate studies.
- There is no longer separate guidance for Appendix L, relevant information from the guidance has been incorporated into the Policy. Templates have also been removed, but are available separately from the Student Conduct, Complaints and Compliance Team.

6. Appendix F: Assessment Appeal Procedure for Undergraduate and Taught Postgraduate Programmes

- Removal of references to Extenuating Circumstances Committees, replaced by the Boards of Examiners as they are the final point in the process for determining the outcomes for Personal Extenuating Claims under the new Additional Considerations Policy.
- References to Extenuating Circumstances Committees replaced by Board of Examiners, references to Extenuating Circumstances updated to Personal Extenuating Circumstances (PECs), and references to the Policy on Extenuating Circumstances updated to Additional Considerations Policy for Taught Students.
- The grounds for a stage 1 assessment appeal have been rewritten to separate out and clarify the different grounds for such an appeal, i.e. the grounds in respect of a decision on a PEC claim, the grounds for an appeal against the decision on an academic integrity claim (and bringing this in line with changes to the Academic Integrity Policy), and the grounds for appeal regarding assessments, marks, and awards. These are not policy or process changes, just a different presentation and format.

- Ground (f) for a stage 1 appeal has been removed. This concerned performance in an assessment that was affected by illness or other extenuating circumstances (ECs) and a claim for ECs could not be made by the deadline. Retrospective claims for PECs are now addressed through the Additional Considerations Policy.
- Clarification that if a Faculty Progress Appeal and an Assessment Appeal are submitted at the same time, consideration of the former will be paused pending the outcome of the Assessment Appeal.

7. Appendix H: External Examiner System for Taught Provision

- A change to the criteria for appointing external examiners such that two externals can be appointed from the same external department provided they are separately examining undergraduate and postgraduate programmes.

8. Appendix K: Policy on Adjustments to Examination and Assessment Arrangements for Disabled Students

- Section 6 sets out the process for considering alternative means of assessment as a reasonable adjustment. The process had previously been based on recommendations about alternative assessments which were considered by the relevant Assessment Officer and Dean of School, this has been changed to a process for considering requests by a panel comprising an Adviser from DAG, the Departmental Disability Contact, the Module Leader, Head of Department, the APVCE and other appropriate staff.

9. Appendix B: Model for Non-Clinical First Degree Programmes

- Section 3.3.9 has been removed as it referred to the option for students to resit a module that was passed but was affected by extenuating circumstances in order to improve a mark as this option is no longer provided under the new Additional Considerations Policy.
- References to Extenuating Circumstances have been changed to Personal Extenuating Circumstances.

10. Appendix N: Policy on Feedback on Assessment

- Changed the “appropriate maximum timescale for providing feedback” from three to four working weeks, in line with the new Additional Considerations Policy.

11. Appendix Q: Coursework Submission Policy

- A new clause, 3.11, has been added to state that students are only allowed to submit an assessment once in Canvas in order to avoid any duplication of marking.

12. Appendix R: Policy on Recognition of Prior Learning (RPL)

- The statement that RPL can be used for admission to level 5 has been removed, as this is handled through a separate admissions process.
- References to “general credit” have been removed as credit can only be recognised against specific learning outcomes.
- The key principles for RPL, as set out in QAA guidance, has been added to the Policy.
- The Policy now allows group applications to be considered.
- Responsibility for overseeing the Policy is moved from AQSC to Boards of Examiners and Faculty AQSCs.

**13. Appendix D: Regulations for the Conduct of Examinations; and
Appendix D Annexe 1: Regulations for the Conduct of Class Tests; and
Appendix E: Guide on the Progress of Students on Taught Programmes of Study;
and
Appendix G: Policy on Assessment of Groupwork for Taught Provision**

- References to Extenuating Circumstances have been changed to Personal Extenuating Circumstances.

**14. Appendix A: University Marks Scale, Marking Descriptors and Qualifications
Descriptors; and
Appendix D Annexe 2: Procedures for Protecting the Interests of Students in the
Event of Major Disruption; and
Appendix D Annexe 3: Regulations for Online Assessments; and
Appendix D Annexe 4: Academic Misconduct Policy and Procedures; and
Appendix O: Student Athlete Academic Support Policy; and
Appendix S: Flexible Assessment Policy**

- No substantive changes.