

Assessment Calendar Principles

Approved by Academic Board, July 2019

Schools are invited to adopt the following, Academic Board approved, principles when setting their assessment calendar from academic year 2019/20:

- a) In-year re-assessment opportunities should be completed and have been entered into the student record system (following Examination Board determination) within the academic year of study and exceptionally where agreed no later than by the end of the second week in September of the following year.
- b) Reassessment opportunities should be offered as close to the original assessment opportunity as possible.
- c) Semester 1 reassessment opportunities should be completed at the earliest opportunity to minimise impact on student's concurrent learning in semester 2 studies.
- d) Deadlines for the release of formal marks will be set in accordance with the Academic Regulations and for interim marks by Schools.
- e) Normally, the submission dates for reassessment (of assessment components) should be no sooner than two weeks after the release of marks from the original assessment and normally no later than the end of June.
- f) Module Boards will be held and scheduled with Progression and Award Boards in accordance with the University's academic calendar, process and final dates for marks confirmation and publication.
- g) The dates of Progression and Award Boards and chairs will be agreed with the Registrar's Office normally, by the end of the previous academic year. These should not be subsequently changed without agreement by the University Registrar.
- h) University deadlines and processes for entry of marks in the student record system must be adhered to unless exceptions have been approved by the University Registrar for good reason.