

7 IBAT College Assessment Standards (UoW)

7.1 Student Assessment (UoW)

The purpose of assessment is to provide a measure of the extent to which the learning outcomes of the programme and individual modules have been achieved and to provide a basis for the determination of the award.

A detailed assessment schedule listing all assessments, including due dates and examinations dates will be given to each student at the start of each term.

7.2 Assessment Strategies (UoW)

The assessment strategy for the MBA programme reflects the aims and learning objectives of the programme and the module learning outcomes. This requires the use of a wide range of assessment methods involving an appropriate balance between formative and summative methods. The assessment schedule gives a detailed breakdown of the various assessment methodologies for each module.

The Assessment and Regulations in relation to the University of Wales MBA programme are provided in the University of Wales Assessment and Reassessment Guidelines Documentation. This is made available to UoW students prior to commencement on a Programme of Study.

7.3 Assignments (UoW)

Assignments, both written and in other forms are an integral aspect of the assessment strategy for the MBA programme. Students are required to submit assignments by the due deadline using the submission requirements specified for that assignment.

It is each student's responsibility to organise themselves to submit assignments by the due date in the prescribed manner. Students should retain a copy of all assignments. Assignments submitted after the due date will attract a marking penalty unless an extension has been granted (see information under 'Extensions').

Students should submit a hard copy of each assignment to the administration office where you will receive a confirmation of submission from staff.

All soft copies of assignments will need to be submitted through Turnitin software (available on Moodle) prior to final submission. Full training on this will be provided to students at the Induction. Requests for late submission will be supported only in exceptional circumstances.

All submissions should include the MBA Cover sheet available from administrative office or on MBA Central.

7.4 Assessment Criteria (UoW)

In your written work the following general assessment criteria will apply. You should;

- adhere closely to guidelines given by the lecturer
- focus clearly on the issues, themes and problems
- refer to theory in relevant disciplines
- integrate theory and practice
- structure your work logically to ensure coherency
- present arguments and draw conclusions
- show evidence of reading and research such as books, journals, observations and reflective practice
- ensure work is well presented
- reference all work using the Harvard Referencing Style

7.5 Key Assessment Regulation Points (UoW)

The key regulations to be aware of at this stage are:

- Very strict, 2 failed subjects and you are out rule (Pass first time)
- No cross compensation one component for one subject
- Compensation permitted for 1 subject only
- Component Marks under 30% cannot be compensated
- Each component of each subject must attain minimum of 40% to Pass
- Each subject must attain overall minimum of 40% to Pass
- Group work carries one mark.
- Plagiarism treated very seriously.

7.6 Examinations (UoW)

IBAT College Dublin's examinations regulations deal with the processing of marks, award classifications and the process for appeals and rechecks.

Examination dates will be published on the student notice board and on the student portal in Moodle. Students are responsible for ensuring that they are familiar with the up to date times and locations for examination. Most exams will range from 2 to 3 hours; students often find the examination format difficult. We will be providing tutorials to specifically assist with this area.

Students have one re-sit only for failed both assessments or exams and all re-sits will have the overall marks for that subject capped at 40%. Please read full regulations in handbook and note the limited situations where appeals may apply.

[See section 1.9 for more information on the Appeals Process](#)

7.7 The Dissertation (UoW)

Upon successful completion of all 8 modules, you will be required to submit a dissertation. A specific module, Research Methods will be delivered on a total of 5 weekends and will help to prepare you

for this important project. It is worth 60 credits in total (Research Proposal 15 & Dissertation 45) and with 20,000 words for Dissertation. You will be allocated a subject expert to supervise you in your work at this stage of the programme.

7.8 Examination Results (UoW)

All assessment and examination results are published on the student portal - dates and times of publication will be issued in advance. Results are uploaded onto Moodle where students can log in securely and view their individual results. Students are made aware that results at this stage are provisional. Confirmed results are not released until the external examination board meeting is held and results are confirmed by the relevant external examiners. Students will subsequently be informed of examination results by post.

7.9 Special Circumstances (UoW)

UoW specify what constitute special circumstances, these include (documented) illness, accident, close bereavement or on closely related compassionate grounds. Candidates who have brought forward special circumstances that have affected their performance in an examination/assessment, or which has caused absence from an examination /assessment need to be carefully considered in order that the appropriate action can be taken. This might include allowing a candidate a further attempt at an examination previously failed, with no penalty applied.

7.10 Progression (UoW)

The pass mark for a module at undergraduate and postgraduate level is 40%. However, each programme should have clear criteria on the requirements to pass a module - this might vary from requiring each individual component that contributes to the module mark to be passed to calculating a weighted average of the component marks. Whichever approach is operated, staff, students and Examiners need to be clear on the rules being operated – in the staff and student handbook and in the course document. Students should be made aware of the impact of individual marks and results on their ability to progress and complete a programme.

Students are normally required to complete successfully the full assessment programme for that particular level before being permitted to proceed to the next level of study, and students who pass all modules will automatically progress to the following year/ level of study. However, this does not necessarily mean that students are required to pass every individual element of the assessment. The cases of those who have failed some modules will be considered individually and in the light of the course regulations. These can include the following:

7.11 Trailing Modules (UoW)

UoW allows students to carry forward (or 'trail') failed modules to the following year (the UoW advises that no more than 40 credits can be trailed from one level to another). Students who failed a subject on the first sitting in semester 1, 2 or 3 can carry (trail) this subject to the next semester but must sit the new assessment at the next available sitting. Students must attain 40% in this resit. No

compensation is permitted. Students who attain less than 40% or who do not resubmit will unfortunately be withdrawn from the programme.

7.12 Compensation (UoW)

A student maybe awarded a pass grade, in exceptional circumstances, for work which was not quite of the required standard. The practice of compensation would only be operated in exceptional circumstances as agreed by the internal regulations.

UoW not normally expect more than 20 credits worth of modules to be condoned at any level, and no condonement operated in a module awarded a mark of below 30%. Certain key modules may be excluded from the possibility of compensation, especially where they are pre-requisites for later modules. Compensation is usually not automatic but at the discretion of the board, which will normally consider overall student performance and the benefits or otherwise of compensation against re-sits or the resubmission of coursework. Condonement of modules at master's level is not permitted.

7.13 Re-assessment Regulations (UoW)

The pass mark for a module is 40%, and there is a clear rules on the criteria to pass a module. UoW regulations and the programme specific regulations detail that the number of re-sit opportunities allowed is **one re-sit at Master's level**. It should also be noted that modules recovered after a re-sit or resubmission can normally **only achieve the bare pass mark (40%)** in the module concerned (as opposed to the component), regardless of the mark actually obtained. A candidate at Master's level who has failed and re-taken a module cannot be eligible for a grade of Distinction in the degree.

A candidate who fails a large number of modules for instance might be required to leave the programme or repeat the academic year/level. Candidates can be allowed to repeat an entire academic level, and therefore the marks for the repeated level would not be capped. However, the marks for any modules in the level concerned that were passed have to be forfeited. This cannot be applied to candidates in the final level of their studies.

In summary, the principal options for progression are:

- Progress with no modules pending
- Progress after compensation or condonement (with or without modules pending)
- Progress with modules pending with re-sits at the next available opportunity
- Re-assessment with progression dependent on passing a certain number of modules
- Repeat of the whole year if the number of failed modules is so large that re-assessment at the next opportunity is not permitted under the regulations
- Exclusion from the course if the number of failed modules is so large as to require a student to withdraw from the programme, the student has run out of time to complete the programme or has run out of re-sit opportunities under the regulations.
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7.14 Masters Awards (UoW)

In order to progress from Part One to Part Two of a taught Master's degree, a candidate should have achieved an overall average mark of 40%.

NB: In order to be awarded a Master's degree with Distinction, candidates should have been awarded a **Distinction grade** in both components (taught and dissertation) or have been more successful in the dissertation component than in the examined component, provided that the aggregate mark obtained is **70% or greater and no modules have been failed**. It follows therefore that candidates achieving a mark of 70% or greater in Part One, but 69% or lower in Part Two cannot be considered eligible for a **Distinction overall**.

The following may be of assistance when considering eligibility of a candidate for the award of a Master's degree with Distinction:

Part One mark	Candidate is eligible for the award of Distinction:
65%	Where the Part Two mark is 75% or greater;
66%	Where the Part Two mark is 74% or greater;
67%	Where the Part Two mark is 73% or greater;
68%	Where the Part Two mark is 72% or greater;
69%	Where the Part Two mark is 71% or greater;
70%	Where the Part Two mark is 70% or greater;

7.15 Borderline cases (UoW)

When a student is on the borderline between two degree classifications or pass/fail, the External Examiners will normally look at all the evidence, including the student profile, but will pay particular attention to any arguments put forward by the teaching staff in favour of moving a particular student into a higher category or maintaining the classification indicated by the marks.

The Taught Degrees Board has agreed that a borderline candidate be defined as one whose classification falls within the 'window of opportunity', i.e. within 2% of the next category of award available (e.g. 58% for consideration as a borderline 2.i/2.ii), before any rounding has taken place. Examining Boards should consider all students falling within the 'window of opportunity' and should ensure that any decisions are fully minuted.

There are two main methods used when discussing borderline cases on the basis of a candidate's performance:

7.16 Exit Velocity (UoW)

Where a student's classification falls within 2% of a classification boundary (before any rounding is applied), the Examining Board shall consider the candidate's performance in the final year of study. Where the student's final year average is in the higher classification band the Examining Board shall normally award the higher class of degree.

7.17 Preponderance Principle (UoW)

Where a student's classification falls within 2% of a classification boundary (before any rounding is applied), the Examining Board shall consider the proportion of marks obtained by the student in each of the classification bands. Examining boards shall only consider those marks which are used to calculate the final award classification. In order to be awarded the higher classification, marks in the higher classification band must have been achieved in modules attracting a credit weighting equal to half or more of those contributing to the degree classification.

The Examining Board may also choose to look at a candidate's performance in a major piece of assessed work (e.g. dissertation or project).

7.18 Appeals

In all cases, both the accused student and the lecturer making the allegation may appeal the outcome of the process investigating the violation of academic standards. This appeal must be submitted in writing. Where an appeal is made, the merits of each case are weighed by the Academic Council, which determines the penalty accordingly. Where either party requests that a specific member of staff not hear the case, this request is honoured. Documentation of previous violations of academic integrity form part of the record in subsequent cases and appeals. During the hearing of the appeal, the lecturer who made the original allegation provides information and answers questions. The student may be accompanied and advised by another person, who may provide information and answer questions. Decisions are based on a preponderance of the evidence and reasons are provided in writing to all parties. The Academic Council has the right to reverse the decision of the earlier Academic Committee hearing or to uphold the original decision if no new evidence has been presented, if no evidence has been shown to have been overlooked, and/or if no procedural errors have been shown to have occurred.

The resulting decisions of the Academic Council may be appealed only if new evidence has been found or if the original hearing overlooked specific evidence or committed procedural errors. All documents relating to the case are placed on file in the office of the Registrar, where they are retained in a secure manner until the student's academic record file is destroyed one year after the student graduates.

The date for the issuance of results (both provisional and final) is indicated on the annual academic calendar. All examination results are subject to final confirmation by the awarding body.

Results are formally communicated to students after the relevant meetings of the awarding body. Students are advised of their results online and an individual transcript of results is also issued to the postal address provided by the student.

The College does not issue results in the case of any student whose result is in dispute, indeterminate or the subject of an enquiry.

7.18.1 Appeals Procedure

Candidates should have access to fair and reliable assessment in which s/he plays a full part. If this 'access' opportunity is to be meaningful the candidate must have the right to appeal against assessment decisions that are unclear or seem unfair. The Appeals Procedure is required to provide an appropriate audit trail of the process and be clearly logged with concise detailed information at each stage. If a candidate is dissatisfied with an assessment decision then they must have a right of appeal.

An Internal Moderator is appointed by the Programme Coordinator as someone not directly involved with subject delivery. The Internal Moderator reviews all evidence and assessment records in order to consider the appeal. A decision should be made within 5 working days and the candidate and Assessor must be informed orally and in writing. If the candidate is dissatisfied with the decision, the appeal proceeds to the final stage.

The third and final stage involves the right of appeal to an Assessment Appeals Panel. The Internal Moderator passes all records to the Programme Coordinator. The Programme Coordinator convenes an Appeals Panel consisting of, for example:

- The Programme Co-ordinator
- An Alternative Assessor
- An Independent Assessor/Internal Moderator

Both the candidate and Assessor are invited to make their case to the Panel. The Panel reaches its decisions within 10 working days. Results of the appeals panel are final.

If the College's appeals procedure has been exhausted and the candidate is still dissatisfied, s/he can make a final appeal to the relevant external accreditation/quality body (HETAC or University of Wales, as appropriate).

7.19 Newport Marking Scheme - (UoW)

Grade	%	Comment
A16	80-100	Excellent: demonstrates intelligent understanding of the material with an insightful interpretation of its relevance on context, provides a thorough discussion of the implications with some original observations or recommendations
A15	75-79	
A14	70-74	
B13	67-69	Very Good: demonstrates an appreciation of the material with an informed interpretation of its relevance in context, provides an appropriately critical discussion of the implications covering the expected observations or recommendations.
B12	64-66	
B11	60-63	
C10	57-59	Good: demonstrates a correct but limited grasp of the material with adequate interpretation of its relevance in context, attempts some critical discussion of the implications covering may of the obvious observations or recommendations
C9	54-56	
C8	50-53	
D7	47-49	Satisfactory: demonstrates a