

APPROVED BY AC on MAY 13th 2009 – Ratified by Governing Body.

Proposal to amend the Preface of the Regulations for Modules & Programmes (Marks & Standards) by the inclusion of the **bold italic** text below.

1. Preface

These are the Regulations for Modules and Programmes (Marks and Standards) of Cork Institute of Technology as adopted by the Governing Body of the Institute. They shall remain in force, as the rules governing the operation of all assessments conducted by the Institute, until such time as they are altered by way of amendment or replacement by the Governing Body.

These Regulations relate to the assessment of Modules and taught Programmes leading to awards of the Institute at levels 6, 7, and 8 of the National Quality framework(NQF). They apply to the academic year 2008/2009 and subsequent academic years, unless and until amended by the Governing Body. They set out the academic principles and regulations for assessment in such programmes. These Regulations are available in the Library and on the Institute's website (www.cit.ie). All candidates and staff are required to familiarise themselves with them.

These Regulations replace the existing Examination Marks and Standards 2001 and the CIT Marks and Standards for Academic Year 2007-2008 as heretofore adopted by the Governing Body in accordance with the Qualification (Education and Training) Act 1999 and the Institutes of Technology Acts 1992 to 2006. ***Decisions relating to the interpretation of these Regulations shall be made by the Academic Council (or in cases of urgency by the President of the Institute on the advice of the Registrar).***

These regulations are informed by the principles set out in the Qualifications (Education and Training) Act 1999. That Act requires that providers of programmes of education and training establish procedures for the assessment of learners which are fair and consistent. Furthermore, a cornerstone of the Institute and its reputation is the quality and academic rigour of its Programmes. The quality of Programmes will be promoted through the implementation of quality processes through all aspects of the Programmes.

While the Institute will make every effort to assist and support all learners, including those with learning difficulties, marks (and consequently credit) are only awarded upon demonstration of learning achieved.

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Proposal to amend the Regulations for Modules and Programmes (Marks & Standards) - Text to be deleted is struck out and text to be added is in ***bold italic***.

4. Module Regulations

4.11 Module Results

At the meeting of the MEB results shall be agreed which shall record the total marks awarded to each candidate in the Module. Module results shall be recorded on a Module Results Sheet either as a number or in accordance with the following table:

Module Result Code	Result		Effect on Sitting number
I	Deferred	Result deferred due to exceptional circumstance	Is not counted as an attempt
X	Exempt	Candidate is exempt on the basis of <i>certified</i> prior learning	Is counted as an attempt
P	Not Present	Candidate did not present at any assessment in the module	Is counted as an attempt
WD	Withdrew	Candidate withdrew before week 6 of the semester and formally notified the Institute	Is not counted as an attempt.
WH	Withheld	Candidate's result(s) withheld	Institute to decide

4.12 Recognition of Prior Learning (RPL)

Two main categories are recognised within RPL and are treated separately and differently:

4.12.1 Recognition of Prior Certificated Learning:

This is the recognition of formal learning for which certification has been awarded through a bona-fide educational institution or other education/training provider operating within the European Credit Transfer System (ECTS) or other system that articulates to the ECTS. Under the principle that such credit should only be awarded once, such prior learning is accorded recognition rather than accreditation. The exemption is awarded for complete CIT modules where the learning presented and verified is assessed as meeting satisfactorily the learning outcomes of the module in question

This evaluation is based on an analysis of the stated learning outcomes of the certified learning being submitted and the evidence provided by the applicant that all of those learning outcomes have been met.

The learner is awarded an Exemption (X) on the Module Results Sheet for the module to indicate he/she is exempt from that learning. New credit is not awarded to the learner by CIT.

4.12.2 Prior Experiential Learning

Prior experiential learning is composed of non-formal and informal learning derived from learning and training activities undertaken in the workplace or voluntary sector or through life and work experience. It should be noted that academic credit can be awarded only for achievement of learning outcomes, not for experience per se.

CIT will assess the learning against the learning outcomes for a module. Marks/grades will be assigned and result in the award of credits and will be treated as equivalent to the current learning mark for the evaluation of stage and award results.

4.12.3 Mixed Mode

Where a candidate presents prior learning evidence towards a CIT module which is a mixture of prior certified and experiential learning then it should be treated as prior certified case for assessment and exemption.

5. Programme Regulations

5.6 Broadsheet of Results

At the meeting of the PAB, a Broadsheet of Results shall be agreed which shall record the result achieved by each candidate in the stage as shown below.

Overall Result Code	
H1	First Class Honours
21	Second Class Honours Grade 1
22	Second Class Honours Grade 2
DT	Pass with Distinction
M1	Pass with Merit-Grade 1
M2	Pass with Merit-Grade 2
PS	Pass
EX	Exemption(s) granted
AB	Not present at any assessment
WD	Withdrew
WH	Withheld
FL	Fail
DE	Deferred
CF	Carry Fail

5.11 Stage Results

The PAB shall only consider candidates who are presenting results in modules to the full number of credits corresponding to that stage, as specified in the Programme Descriptor. The PAB shall not consider the results of any candidate who has modules outstanding from a previous stage.

The marks presented may be either marks from the assessment of current learning or the assessment of prior experiential learning. There is no limit in a stage to the amount of credit that can be awarded for prior experiential learning.

Prior certified learning is presented as Exemption (X) to the PAB. For non-award stages there is no limit on the amount of credit that a candidate can be exempted, i.e. a candidate can present up to 55 credits of exemption.

For an award stage the candidate may present a maximum of 1/3rd of the stage credits for exemption. (20 credits in a 60 credit stage)

5.11.1 A candidate who has accumulated the credits required for a stage as specified in the Programme Descriptor shall be deemed to have passed that stage.

5.11.2 Pass By Compensation

Where a stage consists of 60 credits, a candidate shall be entitled to pass the stage by compensation provided:

- a pass mark has been obtained in modules comprising a minimum of 40 of the 60 credits presented.
- no failed mark is more than 5% below the pass mark.
- the surplus of the marks in the passed modules is at least double the deficiency in the failed modules. The surplus is to be weighted by the credit value of the module; and
- all of the module marks presented are first attempt marks.

A candidate who avails of compensation as described above will be awarded the 60 credits for the stage. Availing of compensation to pass a stage has no implication for the classification awarded.

Compensation to pass a stage shall be applied only to module results being presented to the current sitting of the PAB. The volume of credit that may be compensated at a sitting is given in the following table.

<i>Amount of credit presented at this sitting</i>	<i>Maximum amount of credit eligible for compensation</i>
<i>60</i>	<i>20</i>
<i>45, 50 or 55</i>	<i>15</i>
<i>30, 35 or 40</i>	<i>10</i>
<i>15,20 or 25</i>	<i>5</i>
<i>5 or 10</i>	<i>0</i>

A candidate shall be entitled to pass a stage by compensation provided:

- *no failed mark is more than 5% below the pass mark.*
- *the surplus of the marks in the passed modules being presented in the current sitting is at least double the deficiency in the failed modules. The surplus is to be weighted by the credit value of the module.*

A candidate who avails of compensation as described above will be awarded the credits for the modules being presented to the PAB.

Availing of compensation to pass a stage has no implication for the classification awarded.

5.11.4 Classification of Stage and Award Results on Higher Certificates and Bachelor Degrees

A candidate who has passed a stage of a Higher Certificate or Bachelor Degree shall have the stage result classified as follows:

Merit Grade 2: at least **50%** of the total credit-weighted marks

Merit Grade 1: at least **60%** of the total credit-weighted marks
Distinction: at least **70%** of the total credit-weighted marks

provided that marks obtained following reassessment or repeating of any module are capped at the pass mark for the purposes of calculating the total credit-weighted marks. Any transcript or Diploma Supplement should show the actual mark achieved following reassessment.

Candidates who present RPL exemptions (up to a maximum of 1/3rd of the credits in an award stage) will have their classification calculated on the total credit weighted marks submitted.

An Award is classified by the classification of its Award Stage except where specifically provided for by resolution of the Academic Council.

In exceptional circumstances, the PAB may reclassify the stage result of a candidate who does not meet the above criteria but who constitutes a borderline case. Meetings of PAB shall allow for full and frank discussion of all borderline cases before a final decision is made. That final decision shall be based on the cumulative evidence presented rather than on the view of any one Internal or External Examiner. The PAB will have regard to a holistic evaluation of the candidate's performance in the programme in the consideration of borderline cases.

The PAB shall endeavour to make a firm recommendation on the matter without referral to the Academic Council, unless a fundamental question of principle is involved.

The decision with regard to borderline cases shall have due regard to the guidelines issued by the Institute. The Secretary of the Board shall note on the Broadsheet the reason for such decision.

5.11.5 Classification of Stage and Award Results on Honours Bachelor Degrees

A candidate who has passed a stage of an Honours Bachelor Degree shall have the stage result classified as follows

Second Class Honours, Grade 2: at least **50%** of the total-credit weighted marks
Second Class Honours, Grade 1: at least **60%** of the total-credit weighted marks
First Class Honours: at least **70%** of the total-credit weighted marks

provided that marks obtained following reassessment or retaking of any module are capped at the pass mark for the purposes of calculating the total credit-weighted marks. Any transcript or Diploma Supplement should show the actual mark achieved following reassessment.

Candidates who present RPL exemptions (up to a maximum of 1/3rd of the credits in an award stage) will have their classification calculated on the total credit weighted marks submitted.

An Award is classified by the classification of its Award Stage except where specifically provided for by resolution of the Academic Council.

In exceptional circumstances, the PAB may reclassify the stage result of a candidate who does not meet the above criteria but who constitutes a borderline case. Meetings of PABs shall allow for full and frank discussion of all borderline cases before a final decision is made. That final decision shall be based on the cumulative evidence presented rather than on the view of any one Intern or External Examiner. The PAB will have regard to a holistic evaluation of the candidate's performance in the programme in the consideration of borderline cases.

The PAB shall endeavour to make a firm recommendation on the matter without referral to the Academic Council, unless a fundamental question of principle is involved.

The decision with regard to borderline cases shall have due regard to the guidelines issued by the Institute. The Secretary of the Board shall note on the Broadsheet the reason for such decision.

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5.13 Progression

A full time student who has no credits outstanding from any previous stage may progress from the current stage to the following stage provided that either he/she:

-has passed the current stage.

or

-has presented a pass *or exemption* in modules taken at the current stage to the value of at least 55 credits.

There is no corresponding restriction on progression for part time candidates.

Where, in exceptional circumstance, it is proposed to admit a candidate to a second or subsequent stage as a full-time candidate, who has not fulfilled the requirement set out above, the Head of the Academic Unit must obtain prior approval from the Academic Council.