

## 1. Document Details

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| <b>Title:</b>               | <b>Supplement to Regulations (Marks &amp; Standards) for Modules and Programmes</b> |
| <b>Editor(s):</b>           | Office of the Registrar & Vice-President for Academic Affairs                       |
| <b>This Version Number:</b> | 1.0   |
| <b>Status:</b>              | Approved  |
| <b>Effective Date:</b>      | 13 May 2020   |
| <b>Review Date:</b>         | September 2020  |

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

| Version Number | Revision Date | Summary of Changes | Changes tracked? |
|----------------|---------------|--------------------|------------------|
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## 3. Relevant/Related Existing Internal Documents

|                                     |                                       |  |
|-------------------------------------|---------------------------------------|--|
| CIT                                 | September 2018                        | <a href="#">Cork Institute of Technology Regulations for Modules &amp; Programmes (Marks and Standards), Version 6.0 (1 September 2018)</a>                            |
| Registrar & VP for Academic Affairs | March 2020 (or date of latest update) | <i>CIT Continuity Plan for Teaching, Learning &amp; Assessment Version 1.0</i> (or latest version of arrangements for teaching, learning & assessment due to COVID-19) |

## 4. Relevant/Related Existing External Documents

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## 5. Consultation History

**This document has been prepared in consultation with the following bodies/functions:**

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| Academic Council, Executive Committee of Academic Council |
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## 6. Approvals

**This document requires following approvals (in order where applicable):**

| Name                    | Date               | Details of Approval Required |
|-------------------------|--------------------|------------------------------|
| <b>Academic Council</b> | <b>13 May 2020</b> | Approved by Academic Council |
| <b>Governing Body</b>   | <b>21 May 2020</b> |                              |

## 7. Purpose

This document contains time-limited supplementary regulations ('marks & standards') for modules and programmes. These supplementary regulations apply from the approval of the Institute's *Continuity Plan for Teaching, Learning & Assessment* to the end of the academic year 2019/2020.

## 8. Scope

These supplementary regulations relate to the assessment of modules and taught programmes leading to CIT awards at levels 6, 7, 8 and 9 of the National Framework of Qualifications (NFQ). They apply during the lifespan of the Institute's *Continuity Plan for Teaching, Learning & Assessment* to the end of the academic year 2019/2020.

The parent policy for this document is the CIT [Regulations for Modules and Programmes \(Marks and Standards\), Version 6.0 \(1<sup>st</sup> September 2018\)](#)<sup>1</sup> adopted by Governing Body as the rules governing the operation of all assessments conducted by the Institute. The provisions of the parent policy continue to apply in full except where specifically and explicitly varied or further detailed by this supplement.

## 9. Audience

All candidates for assessment and examination and all members of CIT staff involved in the conduct or administration of assessment and examination are required to familiarise themselves with the supplementary regulations set out in this supplement. This supplement is available in the Library, on Workvivo and on the Institute's website ([www.cit.ie](http://www.cit.ie)).

## 10. Principles

The COVID-19 pandemic is an unexpected and unprecedented global public health challenge which has not only disrupted Institute routine but has also had significant impact on the lives of students and staff alike. At this time, there is no certainty as to how long this challenge will last.

Arising from the various public health measures which have been put in place, including the closure of all Institute campuses from Friday 13<sup>th</sup> March 2020, it has been necessary to put arrangements for remote teaching, learning and assessment in place for the remainder of academic year 2019/2020. Such arrangements have been developed in accordance with the Institute's *Continuity Plan for Teaching, Learning & Assessment*, the overall goal of which is to provide learners with the maximum

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<sup>1</sup> Cork Institute of Technology Regulations for Modules & Programmes, Version 6.0, 1 September 2018  
<https://www.cit.ie/contentfiles/president/Regulations%20for%20Modules%20and%20Programmes%20Version%206.0.pdf>

opportunity to accumulate credit by the end of the current academic year, while adhering to all relevant CIT academic quality assurance and health & safety standards.

The CIT *Continuity Plan for Teaching, Learning & Assessment* and associated departmental plans have been developed and are being implemented in accordance with CIT's Quality Assurance Framework, including the Institute's [Regulations for Modules and Programmes \(Marks & Standards\)](#)<sup>2</sup>.

In accordance with national legislation and policy and international best practice, these regulations aim to set out assessment procedures which are fair and consistent at the same time as they safeguard the academic rigour which underpins and guarantees the standard and reputation of CIT awards.

CIT acknowledges the very significant impact which the crisis arising from the COVID-19 pandemic has had on student and staff life since March 2020. The Institute is also cognisant of the degree to which the sudden and unexpected move to remote delivery may have impacted on student experience, and of the challenges for students and staff alike in moving to remote assessment.

As already expressed in the *Regulations for Modules & Programmes*, the Institute will “make every effort to assist and support all learners, including those with learning difficulties” (p.5). Notwithstanding this, all supplementary regulations and guidelines set out in this document continue to fully comply with and uphold the fundamental principle that “marks (and consequently credit) are only awarded upon demonstration of learning achieved” (ibid.).

The above considerations have informed the development and approval of these Supplementary Regulations for Modules and Programmes (Marks & Standards) for the academic year 2019/2020.

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<sup>2</sup> Cork Institute of Technology Regulations for Modules & Programmes  
<https://www.cit.ie/contentfiles/president/Regulations%20for%20Modules%20and%20Programmes%20Version%206.0.pdf>

## 11. Supplementary Regulations (Marks & Standards)

The following supplementary regulations are to be read in conjunction with the Institute's *Regulations for Modules and Programmes (Marks and Standards), Version 6.0 (1st September 2018)*.

### 11.1 Supplementary Regulation Relating to Section 4 (Module Regulations)

Consideration of General Extenuating Circumstances by the Module Examination Board

The Module Examination Board (MEB) will carefully consider the impact of:

- a. the COVID-19 crisis; and
- b. the changed format of teaching, learning and assessment

on candidate performance during this period.

### 11.2 Supplementary Regulations Relating to Section 5 (Programme Regulations)

a) Consideration of General Extenuating Circumstances by the Progression & Awards Board

While the Progression & Awards Board (PAB) may not change the marks allocated by a MEB, its decisions on issues to do with progression and awards should take account of the impact of:

- a. the COVID-19 crisis; and
- b. the changed format of teaching, learning and assessment

on candidate performance during this period.

b) Progression (Amendment of Subsection 5.13)

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 **50** credits.

This supplementary regulation applies to the Autumn 2020 Examination Session only.

For the avoidance of doubt, the remaining provisions of Section 5.13 of the [Institute's Regulations for Modules and Programmes \(Version 6.0, 1 September 2018\)](#) will continue to apply, i.e.

- 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.

c) Classification of Stage and Award Results (Supplement to Subsection 5.11.4)

As set out in the *Regulations for Modules and Programmes (Marks & Standards)*, the PAB may, in exceptional circumstances, reclassify the stage result of a candidate who does not meet the required criteria but who constitutes a borderline case. The decision with regard to borderline cases shall have due regard to the guidelines issued by the Institute. In addition to these, the following supplementary provisions shall apply to the classification of stage and award results for the Summer 2020 and Autumn 2020 Examinations only:

i. *Range for consideration of borderline cases – all stages*

Institute guidelines for these two examination sessions will be amended in order to increase the range for consideration of borderline cases by 0.5%.

ii. *Consideration of borderline cases at award stage specifically*

Furthermore, when considering a borderline case at award stage specifically, the PAB should take the candidate's overall result for the preceding stage of the same programme into account if it is in the interest of the candidate.

## 12. Responsible Officer(s)

This policy is maintained by the Office of the Registrar & Vice-President for Academic Affairs.