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1. Scope

These regulations apply to all BTEC Pearson Higher National programmes at Coleg Gwent i.e. a Pearson HND, HNC or units thereof. They do not apply to franchised HE programmes for which the academic regulations for the relevant franchising University should be followed. Both of these documents should be read in conjunction with these regulations.

2. Regulation Guidance

These regulations have been developed in accordance with the guidance in the [BTEC Centre Guide to Enhanced Quality Assurance and Assessment](#) which in turn takes account of the QAA Code of Practice.

Please note that the individual subject specification documents include guidance on qualification structure,

These should be referred to in addition to this guidance.

3. Admissions

6. Student Attendance and Engagement

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as Unclassified.

10. Classification

To achieve a Pearson BTEC Higher National Certificate qualification a student must have:

completed units equivalent to 120 credits at Level 4 and achieved at least a pass in 105 credits at Level 4.

To achieve a Pearson BTEC Higher National Diploma qualification a student must have:

completed units equivalent to 120 credits at Level 5 and achieved at least a pass in 105 credits at Level 5.

completed units equivalent to 120 credits at Level 4 and achieved at least a pass in 105 credits at Level 4.

Students are awarded a Pass, Merit or Distinction qualification grade using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement.

The overall qualification grade is calculated in the same way for the HNC and for the HND.

All units, in valid combination, must have been attempted for each qualification. The conditions of award and the compensation provisions will apply as outlined below. All 120 credits count in calculating the grade (at each level, as applicable).

11. Compensation

Students can still be awarded an HNC if they have attempted but not achieved a Pass in one of the 15 credit units completed, but have completed and passed the remaining units.

Students can still be awarded an HND if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4 and similarly if they have attempted but not achieved one of the 15 credit units at Level 5. However, they must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification.

Units that have been attempted but not achieved, and subsequently granted compensation, will appear as certificate).

12. Progression

A student may be permitted to proceed from year one to year two carrying a maximum of two referred/deferred units (subject to the requirement of successfully completing them alongside those to be studied in the next academic year). Students can either re-sit the unit (subject to it being delivered and a fee) or they can re submit the assessments at the next assessment point.

13. Resubmissions

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment.

Only one opportunity for reassessment of the unit will be permitted.

Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task.

For examinations, reassessment shall involve completion of a new task.

A student who undertakes a reassessment will have their grade capped at a Pass for that unit.

A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

NB. the External Examiner (EE) is likely to want to include assessments that have been resubmitted as part of the sample they will review.

14. Repeat Units

The following applies to a student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:

The student must study the unit again with full attendance and (if required) payment of the unit fee.

The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit.

Units can only be repeated once.

The External Examiner is likely to want to include assessments that have been resubmitted as part of the sample they will review.

3. If approved, a further submission date will be set and the assessment will be graded as a first submission.
4. A record of the extension will be recorded and referred to at the Higher Education Assessment Board.

there is evidence that the mitigating circumstances had an impact beyond specific modules in which allowances have already been made
it is not possible to make allowances retrospectively at module level e.g. because of the nature of the assessment method

The Higher Education Assessment Board may also decide to defer the decision until further details are obtained.

If a student attends a module but is unable to sit examinations or complete coursework because of Mitigating circumstances, the student may:

Sit a supplementary examination or complete coursework before the meeting of the Assessment Board

or

Sit a supplementary examination or complete coursework as a first attempt before or during the re-sit examination period

Evidence Based

In the interests of equity and transparency applications for mitigating circumstances must be supported by relevant and independent evidence to corroborate the claim made. This can include:

Death certificates
Medical certificates or GP letters
Legal Notices.

Medical certificates are acceptable if they:

are signed by a medical practitioner who has seen the student during or immediately after a period of illness
indicate the date(s) when the student sought assistance
provide sufficient detail without breaching confidentiality of the nature and seriousness of circumstances
indicate the degree and duration of any incapacity

NB. Medical certificates signed by family members are not acceptable

Non-medical circumstances (e.g. bereavement) may be reported in writing, with a description of the circumstances, when they occurred and, wherever possible, their duration.

Higher Education Assessment Board

In order to pass a module students are required to meet specific learning outcomes. The Programme Leader will make recommendations to the Assessment Board who must be satisfied that specific learning outcomes have been achieved prior to allowing a student to progress to the next stage or making an award.

The Assessment Board has the right to ask for additional information about mitigating circumstances if original documentation is not adequate or if the circumstances reported are not considered serious enough to warrant special consideration.

Collusion includes the conscious collaboration, without official approval, between two or more students, or between a student(s) and another person, in the preparation and production of work which is then submitted as individual work. In cases where one (or more) student has copied from another, both (all) students involved may be penalised. The boundary between legitimate co-operation and unacceptable collusion varies according to the type of work involved. Staff setting the assessment will issue clear guidance on how much cooperation is acceptable.

Falsification includes the presentation of fictitious or deliberately distorted data in, for example, laboratory work, surveys or projects. This also includes citing references that do not exist.

Deceit includes misrepresentation or non-disclosure of relevant information, including the failure to disclose any cases of work being submitted for assessment which has been or will be used for other academic purposes.

Plagiarism

