

Craven College Higher Education Validation and Partner Information

University validated courses delivered at Craven College are overseen by Regulations which are approved by each partner university.

The following Regulations are current. Please ensure you refer to the version for the partner university which validates your course and for The Open University courses, the correct year.

- HE Assessment and Progression Regulations for courses validated by York St John University (link to doc 3)
- HE Assessment and Progression Regulations for courses validated by The Open University – for students enrolled before 2015 (link to doc 4)
- Regulations for The Open University validated awards - new entrants 2015 (link to doc 5)

Assessment Submission

Details of assessment submission are available in the Module Handbook.

Assessments must be submitted on or before the submission date. You will be given the submission details by your module tutor. Most assessments must be submitted via Turn-it-in, however for assessments where this is not suitable a hard copy of the assessment should include a cover sheet (available on the HE VLE) which has been signed by you and the tutor upon receipt. The cover sheet has a tear-off slip which will act as a receipt for your assessment – you must keep this as evidence of submission of your assessment.

Your work will be marked and feedback will normally be provided within 4 weeks of the submission date. NB All marks are provisional and will be subject to internal and external quality assurance.

Missing an assessment deadline

If you fail to submit an assessment by the prescribed date without prior permission, a penalty will be incurred. The penalty is dependent on the Regulations approved by the Validating University (please check) and will either be a reduction in your mark or the assessment will be deemed as a non-submission (NS).

Any assessments which are handed in late, without formal approval through the HE Scheme may jeopardise your continuation on the course.

Application for Extension

An application for extension of up to 5 days may be granted if, due to personal circumstances, you are unable to complete module assessments by the submission date. Following completion of the application, you must call the HE Administration Team, Aireville Campus, on 01756 708051 to arrange an appointment to submit your application.

An extension is not permitted for practical assessments, group assessments, examinations or presentations. An application for mitigation with supporting evidence must be submitted for these assessments.

THE APPLICATION MUST BE SUBMITTED PRIOR TO THE ASSESSMENT SUBMISSION DATE
([link to doc 6](#))

Application for Mitigation

In exceptional circumstances you may apply for mitigation. The Application for Mitigation form may be submitted when, due to personal mitigating circumstances, you are unable to complete module assessments (examination, presentation or coursework) or where you consider that the quality of your performance on a module has been adversely affected by a particular personal circumstance. Applications for mitigation must be substantiated by independent documentary evidence, such as a medical certificate, letter from an employer, statement from a member of academic staff, statement of attendance from a counsellor, etc.

N.B. You must submit your Application for Mitigation prior to the assessment submission date.

Following completion of the application you must call the HE Administration Team, Aireville Campus on 01756 708051 for an appointment to submit your application and supporting documentation. Please note The HE Administration Team are not available during the evening.

Applications for mitigation are considered by the Mitigation Panel which will endeavour to meet within three working days of receipt of your application and decide if the application has been approved. Your Course Tutor will be made aware of the decision. It is your responsibility to follow up the decision with the HE Administration Team. Please keep a copy of your completed application form. ([link to doc 7](#))

HE Scheme Board of Examiners

The Scheme Board of Examiners decides on progression of individual students through degree courses and awards degrees and other qualifications.

The Board of Examiners also decides if a re-assessment opportunity is permitted and sets the re-assessment deadlines.

There are two Boards of Examiners at Craven College and each has their own Terms of Reference:

- HE Scheme Board of Examiners ([link to doc 1](#))
- HE Scheme Board of Examiners for OU Validated courses ([link to doc 2](#))

Approved marks are issued within four weeks of the Board of Examiners. Students are entitled to receive indicative feedback on performance in assessed work within four weeks of the assessment deadline. It has been agreed that it is not necessary to wait until the Board of Examiners to release provisional numeric marks.