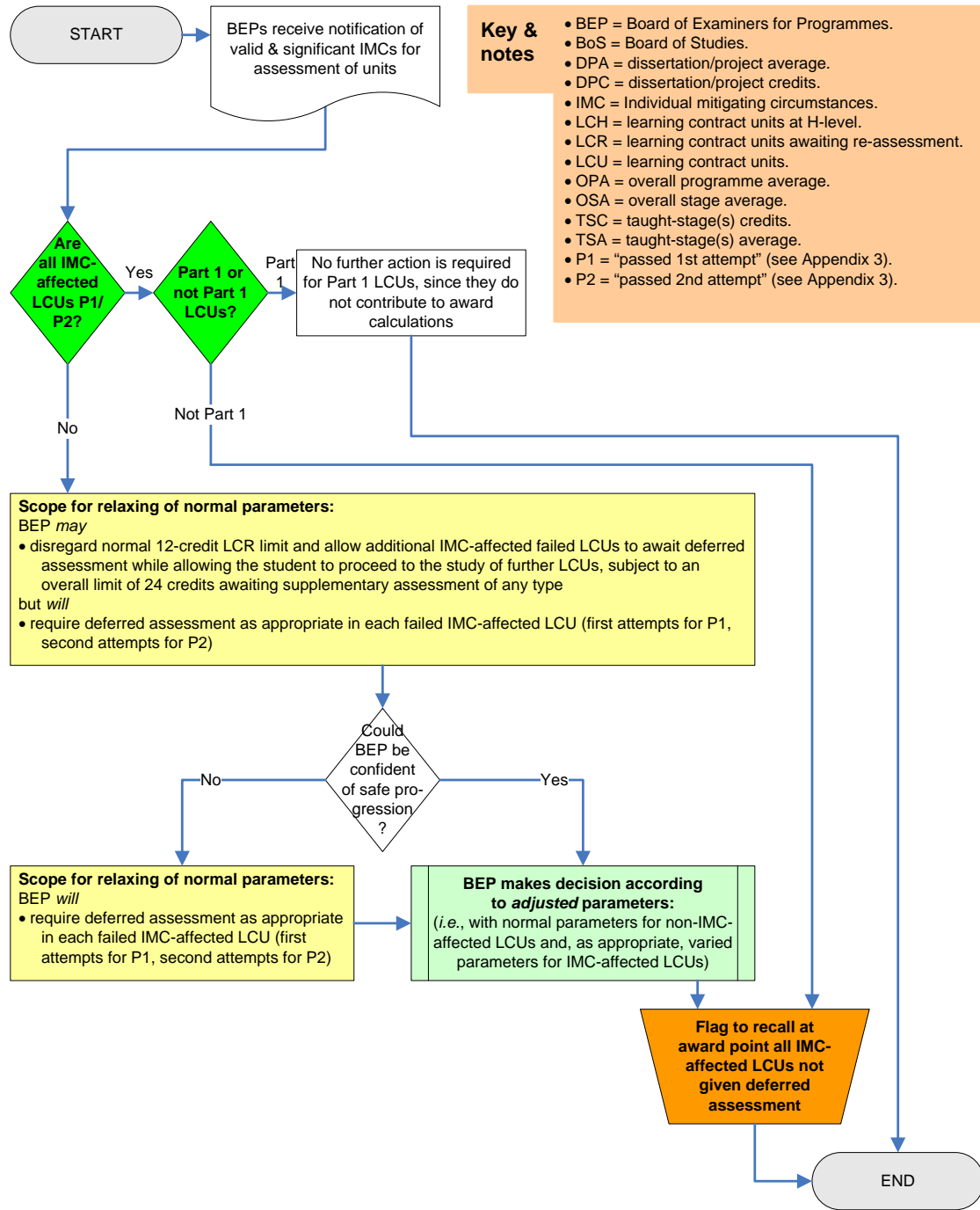


Appendix 15: BEP procedures for CPD-framework programmes

1. This appendix describes procedures that apply to all programmes undertaken within the University's Continuing Professional Development (CPD) framework and assessed under the provisions of the relevant part of the New Framework for Assessment (NFAAR-CPD).
2. The nature of many CPD-framework programmes means that the requesting of an extension for handing in coursework will be the correct course of action rather than submitting an IMC claim after the coursework deadline. Any on-going or longer-term conditions or circumstances are likely to be able to be disclosed in time for appropriate adjustments to the student's study or assessment pattern to be arranged. It is therefore likely that IMC claims in the CPD-framework context will relate almost exclusively to sudden, unforeseen conditions that temporarily prevent or significantly impair the student's performance in assessment. (See Appendix 1: IMC guidance document.)
3. In all cases, the Board of Examiners for Programmes must:
 - a. Require that all learning contract units (LCUs) be passed according to the normal criteria (P1/P2), whether or not affected by IMCs.
 - b. Neither permit nor require supplementary assessment in any unit that has been passed according to the normal criteria (P1/P2) even though affected by IMCs.
 - c. Require supplementary assessment in each learning contract unit (LCU) not affected by IMCs failed (non-P1) at the first attempt.
 - d. Require the re-taking of each learning contract unit (LCU) not affected by IMCs failed after a second attempt at the assessment (non-P2).
 - e. Be reasonably confident that, where progression to a further study is in question, if the student succeeds in any extended range of supplementary assessment (whether for the retrieval of failure or as deferred assessment) her/his progression will be on a sound basis; and instigate more extensive measures if this is not so.
4. Subject to the provisions of para. 3 of this Appendix, and after due consideration of the valid IMCs' significant effects on assessment, the following detailed IMC criteria will be applied in sequence in relation to main or supplementary assessments:
 - a. In all cases where the student has passed (P1/P2) IMC-affected Learning Contract Units (LCUs), the Board of Examiners for Programmes must arrange for such IMC-affected Learning Contract Units (LCUs) occurring in Part 2 or in Part 3 not given deferred assessment to be flagged for recall in any subsequent award decision-making.
 - b. Where the Board of Examiners for Programmes may expect safe progression to further study, it *may* disregard the normal 12-credit limit on learning contract units (LCUs) awaiting re-assessment (LCR) and allow additional IMC-affected failed units to await deferred assessment while allowing the student to proceed to the study of further units, subject to an overall limit of 24 credits awaiting supplementary assessment of any type.
 - c. In all cases where the student has failed (non-P1) one or more learning contract units (LCUs) affected by IMCs at the first attempt, the Board of Examiners for Programmes will require deferred assessment in each failed IMC-affected learning contract unit (LCU) (*i.e.*, supplementary assessment to be taken as a renewed first attempt for such units).
 - d. In all cases where the student has failed (non-P2) one or more learning contract units (LCUs) affected by IMCs at the second attempt, the Board of Examiners for Programmes will require deferred assessment in each failed IMC-affected learning

contract unit (LCU) (*i.e.*, supplementary assessment to be taken as a renewed second attempt for such units).

Figure 13: BEP procedures for CPD assessment for progression (incl. continuation/completion)



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