Assessment Irregularities Policy

1. Scope

1.1 This policy applies to students following a higher education programme.

2. What are assessment irregularities?

2.1 An assessment irregularity happens when something goes wrong with the way your assessment is run or marked.

2.2 A material irregularity occurs when the incident significantly affects your performance or the fairness of the assessment. This will normally be because of a decision, action or error by Walbrook or one of its suppliers.

2.3 Disagreement with your mark is not grounds to indicate a material irregularity.

3. Reporting a suspected material irregularity

3.1 While we do have processes in place that guard against most errors, unfortunately some will occur. The earlier we know about an error, the easier it is for us to fix it. For example, it is easier for us to correct an error in the assessment brief before it is sat.

3.2 If you think a mistake has been made, you should first report it to your module leader. Hopefully, they will be able to rectify the error before it has an impact, and if not, they will work through the stages outlined below to address any significant negative impacts.

3.3 In some cases, if the error is identified during or after the assessment, Walbrook may already be aware of it – particularly where it is a result of technical systems failing. However, you should still contact your module leader who will be able to confirm if the error is already known, and whether and how it will be corrected.

4. Examples of assessment irregularity

4.1 The following are examples of errors or actions that may impact on your performance or the fairness of an assessment:

i Significant mistakes in an assessment brief.

ii Providing assessment information significantly late.

iii Including questions in an assessment question paper on material not covered in the module content.

iv Releasing assessment information for a closed book timed assessment early.

v Technical failure of a supporting system which prevents or significantly impacts your ability to do or submit an assessment.

vi Significant mistakes in the scheduling of an assessment.

This policy may be amended to correct errors and omissions

vii Loss or damage of work submitted for assessment.

viii Errors in the handling and uploading of marks or feedback.

4.2 This list is not exclusive, and each incident will be reviewed and considered on its own merits. In all cases, the irregularity needs to be considered to have a significant impact to be considered material.

5. How we consider suspected material irregularities

5.1 If an error has been reported early enough to fix it before an assessment happens, then the module leader will take appropriate steps and inform all affected students of the corrections.

5.2 If the assessment has already happened, the module leader will investigate what may have gone wrong and its potential impact. They may do this in discussion with you to understand the details as you have experienced them.

5.3 Where the module leader agrees that there is a case to address, they will refer this to the Chair of the Assessment Board. The Chair will review the case with the Head of Academic Quality or their nominee and will agree the appropriate steps to correct the error.

5.4 We will normally communicate the outcome of an assessment irregularity notification within seven calendar days. Where we need more time, due to the complexity of the case or another complicating factor, we will let you know and provide a new deadline.

6. Possible outcomes of an investigation

6.1 Where the Chair of the Assessment Board determines that the impact of an irregularity is significant, they may decide to authorise one or more of the following actions:

i Offering more time to complete the assessment.

ii Removing any penalties for late submission.

iii Offering the option to complete the assessment in an alternative format.

iv Offering all affected students the opportunity to sit the assessment again for an uncapped mark.

v Discounting affected questions from the calculation of the overall assessment mark.

vi Discounting the affected assessment or module from the calculations used to determine progression from one year to the next, the award of the final qualification and/or the final degree classification.

vii Another outcome appropriate to the circumstances as agreed with the Head of Academic Quality and the External Examiner.

6.2 In deciding the appropriate outcome, the Chair will consider any impact on module and programme learning outcomes, as well as professional competencies where relevant, in consultation with the relevant subject area lead.

6.3 Where the Chair decides that the impact is not significant, then no further action will be taken.

This policy may be amended to correct errors and omissions

7. Telling you about our decision

7.1 The Chair of the Assessment Board will inform your module leader of their decision, and it will be their responsibility to communicate this to you and all other affected students within the agreed timeframe.

7.2 If you do not agree with the outcome, you may appeal the decision in line with our Appeals policy.

8. How we record information and decisions

8.1 The Chair of the Assessment Board will communicate with relevant staff to ensure that any corrective action is taken as agreed.

8.2 Actions taken to address material irregularities will be reported to the next normal meeting of the Assessment Board. The Learning, Teaching and Quality Committee will also review decisions made on an annual basis to ensure that they remain consistent and fair.

9. Any questions?

9.1 If you have any questions about this policy, please contact the Registry, or the named contacts in this document.

Document Control	
Version:	1.2
Approved by:	Academic Board
Originator/Author:	Head of Academic Quality
Policy Owner:	Registrar
Date approved:	
Effective from:	
Review date:	Every three years
Updates:	Cosmetic updates to reflect changes in titles and to correct minor typos.

This policy may be amended to correct errors and omissions