

Deviation from University Assessment Regulations

Introduction	2
Marking and Internal Moderation	3
External Moderation	3
Missing Marks	5
Progression and Award Boards	5
Final Level/Stage and Classification	6
Award External Examiner	6
Quoracy of Progression and Award Board	6
Communication and Implementation	6
Appeal	6
Version History	7

Introduction

1. Northeastern University London ('the University') takes all reasonable measures to ensure that the academic business of the University, i.e. the teaching and assessment, are not significantly disrupted.
2. Very occasionally circumstances outside of the control of the University, such as natural disasters, acts of terrorism, fire, flood or industrial action, will be regarded as disrupting the business of the University, either causing a significant detrimental impact on the continuity of academic business or risking adherence to the Office for Students registration, and therefore may require the University to deviate from its standard regulations.
3. Deviation from University Assessment Regulations encompasses the following principles:
 - 3.1. Academic standards will remain paramount
 - 3.2. The requirements of Programmes that are governed by a Professional, Statutory or Regulatory Body will be met
 - 3.3. Decisions awarding student credit and/or progression will be timely
4. Deviations from the academic regulations will only be permitted following the Deviation from University Assessment Regulations and with permission from the Chair of Academic Board.
5. Some policies and procedures will remain in force during the period of disruption, however, the timelines set out in them may be impacted and therefore subject to change. Where this occurs, Registry will inform students of the disruption and the exceptional circumstances timelines that will apply during the period of disruption.
6. Policies and procedures that will remain in force include but are not limited to:
 - 6.1. [Academic Appeals Policy and Procedures](#)
 - 6.2. [Academic Misconduct Policy](#)
 - 6.3. [Complaints Procedure for Students](#)
 - 6.4. [Disciplinary Procedure for Students](#)
 - 6.5. [Extenuating Circumstances Policy](#)
 - 6.6. [Support to Study Policy and Procedure](#)
7. The Academic Registrar must be notified as soon as it is acknowledged that there is a likelihood that normal University business might be disrupted. They will then consider the impact of the disruption and decide whether the

Deviation from University Assessment Regulations should be invoked by the Chair of Academic Board.

8. The Deviation from University Assessment Regulations will apply until the Academic Registrar requests that the Chair of Academic Board revoke the deviation. This will be recorded at the next Academic Board.

Marking and Internal Moderation

9. Faculty Directors must make all reasonable efforts to ensure that assessed work is set, marked and moderated in line with University Regulations ([AQF7: Academic Regulations, Part C: Assessment Regulations](#)) by the internally agreed deadlines, to ensure the timely awarding of courses for credit and progression.
10. Registry must seek agreement from the Academic Registrar to deviate from [AQF7 Assessment Regulations](#) and the [Marking, Moderation and Feedback Policy](#). Any such deviation must be reported to the relevant PAB.
11. In the event that the University finds itself in the exceptional circumstance where it has not been possible to mark and moderate summative assessments that have been submitted in line with the University's standard procedure in time for the PAB, the PAB will normally determine provisional outcomes with the expectation that it will reconvene to consider final outcomes once it is possible to mark and moderate in line with the University's standard procedure.
12. The University will allow the following instances to be submitted to a PAB:
 - 12.1. Single marked results for summative assessments for which double marking is required to be considered
 - 12.2. Marks which have not undergone internal moderation
13. These deviations apply only if external moderation has taken place by the Discipline External Examiner. If it is not possible for a Discipline External Examiner to undertake external moderation then the outcome agreed by the PAB will be considered provisional until an external moderation has been completed.

External Moderation

14. In the event that a Discipline External Examiner is not available to carry out external moderation, the University will in the first instance endeavour to

distribute the sample scripts to another Discipline External Examiner with subject expertise who is affiliated with the University and/or appoint an interim External Examiner.

15. If no Discipline External Examiner is available, the Academic Registrar will refer to the most recent Discipline External Examiner Report in order to determine whether there have been any concerns about standards or quality associated with the course(s) in question. The Academic Registrar will confirm to the PAB:
 - 15.1. That no concerns about standards of marking have been raised previously with the course(s) in question, and that the University's double marking/ internal moderation processes have been applied; the PAB will accept the Deviation from University Assessment Regulations and the assurances given by the Academic Registrar, and consider the marks as presented and confirm the outcome; or
 - 15.2. That previous concerns have been raised with the course(s) in question but nothing significant regarding the academic standards and the University's double marking/ internal moderation processes has been applied; the PAB will accept the Deviation from University Assessment Regulations and, exceptionally, will allow for the course(s) to be considered; the agreed outcomes will remain provisional until such time as a Discipline External Examiner is available to undertake external moderation; or
 - 15.3. That no concerns have been raised with the course(s) in question and no double marking/ internal/external moderation processes have been applied; the PAB will accept the Deviation from University Assessment Regulations and the assurances given by the Academic Registrar and consider the marks as presented; the agreed outcomes will remain provisional until such time as the double marking/ internal/external moderation processes have been applied and the External Examiner is available to undertake external moderation; or
 - 15.4. That significant concerns have been raised previously with the course(s) in question and no University's double marking/ internal moderation processes have been applied; the PAB will accept the Exceptional Circumstances: Deviation from University Assessment Regulations, and exceptionally will allow for the course(s) to be considered; the agreed outcomes will remain provisional until such time as the double/marking/internal moderation processes have

been applied and the Discipline External Examiner is available to undertake external moderation.

16. Provisional outcomes can be communicated to students by Registry. The communication must make clear that the provisional outcome is subject to change and must where possible provide a date when the ratified marks will be confirmed.
17. The PAB and/or PB can determine provisional outcomes, with the expectation that it will reconvene to consider final outcomes once it is possible to mark and moderate in line with the University's external moderation procedure.

Missing Marks

18. In the case of missing marks (that are not pending due to academic misconduct), the PAB can agree an overall course outcome on the basis of completed assessments or elements of assessments as long as the PAB is satisfied that sufficient information is available to enable a decision to be reached on a consistent basis about each student's overall performance and achievement of an appropriate range of learning outcomes, and at least 50% of the weighted course assessment is available to the PAB.
19. PABs should exercise caution, and if a decision cannot be made based on available information, the PAB must defer until such time as there is sufficient information.

Progression and Award Boards

20. Unscheduled PABs are permitted and the frequency and timing of them are outlined in [AQF12: Assessment Boards](#).
21. If a cohort has submitted summative assessments but it has not been possible to mark and moderate these in time for the PAB, the PAB will provide provisional outcomes, with the expectation that the Chair of the PAB will use Chair's action to consider confirmed outcomes once it is in a position to do so i.e. once it has been possible to mark and moderate in line with the University's standard procedures.
22. When using the Deviation from University Assessment Regulations, PABs will permit students to provisionally progress to the next level if they have passed at least 90 credits, thereby allowing them to trail up to 30 credits.

23. Students will be offered additional support where they have subsequently not passed the course(s). In some circumstances the Chair of Academic Board may agree to allow the PAB to make a judgement about a student's likely attainment of a programme's learning outcomes at the relevant level to permit progression to the next stage. All decisions taken must be recorded in the PAB minutes.

Final Level/Stage and Classification

24. Decisions related to the conferment of a classification of a degree will be deferred until such time as it is possible to mark and moderate in line with the University's marking and moderation procedure.
25. Certificates and transcripts will not be issued until the outcomes of the course(s) and awards have been confirmed.

Award External Examiner

26. In the event that an Award External Examiner is not available to confirm the standards of the University's awards, the Chair and the Academic Registrar prior to the commencement of the PAB will determine the scope of the PAB, and the decision will be minuted.

Quoracy of Progression and Award Board

27. Under the Deviation from University Assessment Regulations, the PAB will be considered quorate when the Chair, an academic member of staff and the Academic Registrar are able to participate.
28. The scope of the PAB will be determined by the Chair and the Academic Registrar prior to the commencement of the PAB, and the decision will be minuted.

Communication and Implementation

29. The Academic Registrar is responsible for the implementation and communication of the Deviation from University Assessment Regulations to the student body, faculty and professional staff.

Appeal

30. A student may appeal the decision by following the Academic Appeals Policy and Procedures.

Version History

Title: Deviation from University Assessment Regulations Approved by: Academic Board Location: Academic Handbook/ Academic Policies and Procedures				
Version Number	Date Approved	Date Published	Owner	Proposed Review Date
24.1.1	February 2025	March 2025	Academic Registrar	May 2026
24.1.0	October 2024	October 2024	Academic Registrar	May 2026
Referenced documents	Academic Appeals Form ; Academic Appeals Policy and Procedures ; Academic Engagement Policy ; Academic Misconduct Policy ; AQF7: Academic Regulations, Part C: Assessment Regulations ; AQF12: Assessment Boards ; Complaints Procedure for Students ; Disciplinary Procedure for Students ; Extenuating Circumstances Policy ; Marking, Moderation and Feedback Policy ; Student Disability Policy ; Support to Study Policy and Procedure ; Undergraduate Student Attendance Policy .			
External Reference Point(s)	Office of the Independent Adjudicator for Higher Education; UK Quality Code Theme, Advice and Guidance: Concerns, Complaints and Appeals.			