



What happens if I'm failing?

What happens if I fail a module?

If you fail a module because you didn't achieve the qualifying mark or did not submit work for the first attempt, don't panic, you will be allowed a second attempt which will be capped at 40%. The university decides when this reassessment will take place and which methods of reassessment will be used. If you have personal circumstances adversely affecting you at the time of assessment, you can apply for apply for Mitigation. If you apply for Mitigation and it is successful you will be given a further attempt.

If you fail your two allowed attempts at a 15 or 30 credit module you will be allowed:

Either (a) to retake the same module (compulsory or optional) with attendance, this result will be capped at 40%.

Or (b) if the failed module is an optional module, to replace it with an alternative module (with attendance) at the same level from the list of optional modules in the relevant Course Specification Form, the result for this will not be capped.

The maximum value of re-taken and replacement modules is 30 credits at any one level and 60 credits in total for the Course (for courses of more than 120 credits).

How is work re-assessed?

- The Departmental Assessment Panel decides the type and timing of re-assessment.
- This will usually be a resit of the failed element(s) but an alternative method will be provided if needed.
- You can be required to retake the entire module with attendance, you can also request to attend classes before resitting or resubmitting elements from a failed module.
- The Faculty Awards Board determines the earliest appropriate re-assessment point and will take into account the overall assessment and re-assessment that you have at any one point.

What if I feel failure was due to mitigating circumstances?

If something unexpected happens to you or a close family member, such as a serious personal illness or accident which affects your ability to attend an exam or submit work for assessment, you can submit a Mitigation claim within **five working days** after the date of the exam or assessment submission date. Forms submitted after this date will be classed as late and you will have to explain and provide evidence to show why you did not mitigate within five working days.

If you need advice about completing a Mitigating Circumstances Form you can seek help from a University Student Adviser or a Students Union Adviser. You will need to provide clear, convincing and time-relevant evidence of your circumstances and explain how you have been affected.

Remember that if your mitigation is accepted, the mark for the element for which you have mitigated will be annulled, whether it was a pass or a fail and you will have to be re-assessed in that element.





Student progression

In order to be able to progress into each new academic year and level of study, you need to have passed your assessments and/or reassessments/ and/or replacement modules and reached the required number of credits.

Your Director of Studies and Student Adviser will create a Retrieval Package to ensure the correct timings of your reassessment if you have failed modules and can't progress as normal. Decisions on the type of Student Progression applied to you are made at the relevant Awards Board.

What if I am discontinued and want to return?

If you are discontinued and think you have grounds to submit Late Mitigation or an Appeal to be able to return to your course, do seek advice from a Students' Union Adviser; they can help you decide what to do next and will support you through this process.

If you do leave due to being discontinued but want to return to University later on the same or a different course you will need to wait until at least six months have passed between the date of discontinuation and the date of the application for re-admission. Please speak to the University's Student Advisers for more help and advice.



Anglia Ruskin Students' Union Advice Services:

Cambridge

Tel: 01223 460008

E-mail: cambridge.advice@angliastudent.com

Chelmsford

Tel: 01245258178

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