

## **LST ASSESSMENT REGULATIONS**

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**BA Honours, DipHE and CertHE in  
Theology  
Theology and Counselling  
Theology and Creative Musicianship  
Theology and Music  
Theology and Worship Studies**

<b>Group Responsible for policy and process review:</b>	Academic Board
<b>Executive Team member responsible:</b>	Academic Secretary / Director of Academic Services
<b>Date last approved:</b>	October 2022
<b>Ongoing review:</b>	Every 36 months
<b>Review consultation:</b>	ASDAS, Academic Dean, Programme Boards
<b>Date of next review:</b>	October 2025

### **0. General**

- 0.1. The regulations of these programmes are governed by London School of Theology (LST).
- 0.2. Students may be registered for the BA Honours, Diploma of Higher Education or Certificate of Higher Education, and may take any of these programmes in full-time or part-time modes. Those studying part-time shall normally take at least 60 credits of modules in each academic year of study and complete each level of the programme in two academic years.
- 0.3. Students studying Theology modules may be registered to study Onsite or by Distance Education (Online); students studying Theology, Theology and Counselling, Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies may be registered to study in a blended mode which is to take Theology modules Onsite or by Distance Education (Online).
- 0.4. In exceptional circumstances, including but not limited to Government-directed lockdowns, students may be required to study and take part in assessment by Distance Education (Online).

### **1. Exemption from part of the programme**

- 1.1. Subject to compliance with the requirements of the LST Accreditation of Prior Learning and Credit Transfer Policy, students with suitable experience and/or qualifications may be admitted with advanced standing and be exempted from Level 4 (or part thereof) and, in some cases, from Level 5 (or part thereof). A student may be exempted from a maximum of 2/3 of the credit required for the qualification for which they are registering.
- 1.2. While exemption may be offered for certain modules at Level 6, no exemptions shall be permitted from the entirety of Level 6 and this regulation shall not contravene the regulation at 1.1.

## **2. Assessment of work**

- 2.1. The BA Honours, DipHE and CertHE use the LST Marking System (which includes additional Counselling and Music and Worship criteria). Assessed work is first-marked, and marks are then moderated (or on limited occasions second-marked), by a moderator who will look at all firsts, all fails and a sample of other scripts, especially at borderlines (in total, the moderator will inspect at least 10% of scripts for each assessment). Suitably adapted arrangements apply for presentations or performances but will include the input of two markers to the process.
- 2.2. Assessed work submitted after the set deadline without valid extenuating circumstances will be treated as not having been submitted and recorded as NS, Non-Submission, which equals a mark of zero. At LST's absolute discretion, assessed work recorded as NS at first submission may be treated as a submission for re- assessment and marked earlier than the Assessment Due Date for re-assessment in that module.
- 2.3. Where an assessment task has a word limit, this is a maximum; it includes footnotes, but not bibliography, title page and plan. Students must declare the word count on the Student Declaration Form. An assessment which exceeds the word limit will have 1 mark deducted for every 3% or fraction of 3% over the word limit.
- 2.4. When a module is failed, the student must be re-assessed in failed elements. On re-assessment, the maximum mark obtainable for a module element is 40.
- 2.5. In cases of possible Academic Misconduct LST uses its own Academic Misconduct Procedures, which are available to view on the Student Hub. Middlesex University is informed of any Academic Misconduct through the Annual Monitoring Report.

## **3. Assessment Boards**

- 3.1. Three External Examiners are appointed in Theology (with expertise spread across the range of sub-disciplines within Theology), plus one External Examiner each in Counselling and in Music and Worship, each to serve for a period normally not longer than four years. They have access to all assessed work for Levels 5 and 6 and shall approve all assessment set for Levels 5 and 6, and Level 6 project titles.
- 3.2. The Assessment Board for Level 4 (apart from exiting students in receipt of an award) consists of all tutors engaged in assessing that Level as first or second marker, together with the Principal, Academic Dean, Programme Leader, and Academic Secretary / Director of Academic Support (if they are not already assessing Level 4 work). The Principal or Academic Dean normally chairs the Assessment Board, but this may be delegated to the Academic Secretary / Director of Academic Support if necessary.
- 3.3. The Module and Assessment Board for Levels 5 and 6 and exiting Level 4 students in receipt of an award, consists of all faculty members engaged in assessing these Levels as first / second marker or moderator, together with the Middlesex University Link Tutor, Principal, Academic Dean, Programme Leader, Academic Secretary / Director of Academic Support (if they are not already assessing Level 5 or 6 work), and the External Examiners. If necessary, the Module and Assessment Board may proceed with no External Examiners present as long as an absence form has been submitted in accordance with Middlesex University requirements. The Principal or Academic Dean normally chairs the Module or Assessment Board, but this may be delegated to the Academic Secretary / Director of Academic support if necessary.
- 3.4. The function of a Module Board is to confirm all awarded marks, but it may also fulfil the role of the Assessment Board. The function of an Assessment Board is to:
  - (a) confirm all awarded marks (if the Module Board has not already done so)
  - (b) decide whether a student may proceed to the next stage of the programme (including the requirement where necessary of the repeat of one or more assessment tasks);
  - (c) decide the final award of the degree, including the class of honours to be awarded;

- (d) decide the final award of the Certificate or Diploma.
- 3.5. In implementing the following regulations, the Assessment Board has discretion to make allowance for a student's overall standard of achievement where one or more of the following applies:
- (a) it is felt that strict interpretation of a particular assessment regulation would cause serious injustice to the student;

- (b) the student is just below a borderline;
  - (c) evidence of valid extenuating circumstances has been presented to the Board.
- 3.6 Chair's action may be taken in relation to any matter as long as this is in the best interests of the student and the Academic Secretary / Director of Academic Support, the Programme Leader and the Registrar has been consulted.
- 3.7 In order to pass a module, the student is required to achieve a mark of 40+ (or a pass where there is a pass or fail outcome) in each module element, except where compensation applies (if appropriate) or if the learning outcomes are met by the achievement of a 40+ mark (or a pass) in another module element.
- 4. Level 4 assessment**
- 4.1. In order to proceed to Level 5:
- 4.1.1. In Theology, Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies a student must reach the pass mark of 40 in all Level 4 modules (totalling 120 credits) except that fail marks of 35-39 (after re-assessment) in modules totalling up to 20 credits may be compensated if the student's weighted average is at least 40. All modules or module elements not passed, or not submitted, at first attempt may be re-assessed once only (see 4.4).
- 4.1.2. In Theology and Counselling, a student must reach the pass mark of 40 in all Level 4 modules (totalling 120 credits), except that fail marks of 35-39 (after re-assessment) in modules totalling up to 20 credits may be compensated if the student's weighted average is at least 40. However, it is not possible to compensate failure in any of the counselling modules which must be passed in order to proceed to Level 5. All modules or module elements not passed, or not submitted, at first attempt may be re-assessed once only (see 4.4).
- 4.2. The Assessment Board may require students who have not met the requirements to proceed to Level 5 after re-assessment (and compensation where this applies):
- (a) to withdraw from the programme;
  - (b) to re-register in failed modules (after re-assessment) totalling a maximum of 60 credits (including any modules with marks of 35-39;
  - (c) to substitute another module(s) for the failed module(s) modules (after re-assessment) up to a maximum of 20 credits of substitution;
  - (d) in highly exceptional circumstances, to repeat the whole of Level 4 (once only).
- 4.3. In order to be eligible for the award of the Cert HE:
- 4.3.1. In Theology, Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies a student must reach the pass mark of 40 in all modules (totalling 120 credits) except that marks of 35-39 (after re-assessment) in modules totalling up to 20 credits may be compensated if the student's weighted average is at least 40.
- 4.3.2. In Theology and Counselling, a student must reach the pass mark of 40 in all modules, except that marks of 35-39 (after re-assessment) in modules totalling up to 20 credits may be compensated if the student's weighted average is at least 40. However, it is not possible to compensate failure in any counselling modules which must be passed in order to be awarded the Cert HE.
- 4.4. A student may be permitted to be re-assessed in all modules or module elements not passed at first attempt (where one or more element[s] is passed, only the failed elements need to be re-assessed). Only one re- assessment shall be permitted for each assessment task. The maximum mark obtainable on a re-assessment task shall be 40. Re-examinations shall normally be held in August / September, and all coursework re- assessments shall be due in time for consideration at the Module / Assessment Board meeting.

4.5 Clause deleted.

4.6. In cases of illness or other valid extenuating circumstances affecting a student's performance, the Assessment Board has discretion to modify the requirements of section 4.1 to 4.5.

- 4.7. The Assessment Board meets as soon as is practicable in the assessment cycle, which timetable is agreed each year by the Executive Team and undergraduate Programme Leaders, and immediately informs each student of the Board's decision on their candidature in the light of the above.
- 5. Level 5 assessment**
- 5.1. In order to proceed to Level 6:
- 5.1.1 In Theology, Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies a student must reach the pass mark of 40 in all Level 5 modules (totalling 120 credits) except that marks of 35- 39 (after re-assessment) in modules totalling up to 20 credits at Level 5 may be compensated if the student's weighted average is at least 40 for Level 5. All modules or module elements not passed, or not submitted, at first attempt may be re-assessed once only (see 5.4).
- 5.1.2. In Theology and Counselling, a student must reach the pass mark of 40 in all Level 5 modules (totalling 120 credits), except that marks of 35-39 (after re-assessment) in modules totalling up to 20 credits at Level 5 may be compensated if the student's weighted average is at least 40 for Level 5. However, it is not possible to compensate failure in any counselling modules which must be passed in order to proceed to Level 6. All modules or module elements not passed, or not submitted, at first attempt may be re-assessed once only (see 5.4).
- 5.2. The Assessment Board may require students who have not achieved this result:
- (a) to withdraw from the programme;
  - (b) to re-register in modules failed after re-assessment totalling a maximum of 60 credits (including any modules with marks of 35-39;
  - (c) to substitute another module(s) for the module(s) failed after re-assessment up to a maximum of 20 credits of substitution;
  - (d) in highly exceptional circumstances, to repeat the whole of Level 5 (once only).
- 5.3. In order to be eligible for the award of the Dip HE:
- 5.3.1. In Theology, Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies a student must reach the pass mark of 40 in all modules (totalling 120 credits) except that marks of 35-39 (after re-assessment) in Level 4 and 5 modules totalling up to 40 credits (including a maximum of 20 credits at each Level) may be compensated if the student's weighted average for Level 5 is at least 40.
- 5.3.2. In Theology and Counselling, a student must reach the pass mark of 40 in all modules, except that marks of 35-39 (after re-assessment) in Level 4 and 5 modules totalling up to 40 credits (a maximum of 20 credits at each Level) may be compensated if the student's weighted average for Level 5 is at least 40. However, it is not possible to compensate failure in any counselling modules which must be passed in order to be awarded the Dip HE.
- 5.4. A student may be permitted to be re-assessed in all modules or module elements not passed at first attempt (where one or more element[s] is passed, only the failed elements need to be re-assessed). Only one re- assessment shall be permitted for each assessment task. The maximum mark obtainable on a re-assessment task shall be 40. Re-examinations shall normally be held in September, and all coursework re-assessments shall be due in time for consideration at the Module / Assessment Board meeting.
- 5.5. Clause deleted.
- 5.6. In cases of illness or other valid extenuating circumstances affecting a student's performance, the Assessment Board has discretion to modify the requirements.
- 5.7. The Assessment Board meets as soon as is practicable in the assessment cycle, which timetable is agreed each year by the Executive Team and undergraduate Programme Leaders, and immediately informs each student of the Board's decision on their candidature.

## **6. Level 6 assessment**

### **6.1. Award of the BA Honours**

6.1.1. In order to be eligible for the award of the BA Honours in Theology; Theology and Creative Musicianship, Theology and Music and Theology and Worship Studies or Theology and Counselling, a student must reach the pass mark of 40 in all modules taken during Level 6 of the programme (totalling 120 credits). Marks of 35- 39 (after re-assessment) in Level 6 modules totalling up to 20 credits may be compensated if the student's combined weighted average for Levels 5 and 6 is at least 40. All modules or module elements not passed, or not submitted, at first attempt may be re-assessed once only.

6.1.2. Clause deleted.

6.1.3. It is not possible to compensate failure in any counselling modules at Level 6 which must be passed in order to be awarded the BA Honours.

6.2. The BA Honours is normally classified on the basis of the student's weighted average for all modules at Levels 5 and 6. Modules taken at Level 6 carry twice the weight of those taken at Level 5.

The class is normally assigned as follows:

- |    |              |                    |
|----|--------------|--------------------|
| a. | 70 and above | First Class        |
| b. | 60-69        | Upper Second Class |
| c. | 50-59        | Lower Second Class |
| d. | 40-49        | Third Class        |

6.2.1. The Module / Assessment Board has discretion to place a student in a class higher than that which would normally result from the student's weighted average. In making this decision, the Board may give greater emphasis to circumstances such as:

- a student has shown a marked improvement between Levels 5 and 6; if so, the Assessment Board shall have the discretion to allow greater weight to Level 6 marks;
- valid extenuating circumstances have been presented to the Board;
- the weighted average of the student's modules falls in the higher class;
- the class of the majority of the credits offered by a student falls in the higher class;
- the mark for a student's Level 6 project is in the higher class.

The Board shall not normally exercise their discretion by elevating a student's class across a boundary if the student's mark profile contains compensated failures or credits set aside within Level 5.

6.2.2. In the case of a student who has been admitted with advanced standing directly into Level 6 of the course, clauses 6.1, 6.1.1, 6.2 and 6.2.1 apply with reference only to the modules of Level 6.

6.3. A student registered for the BA Honours who has failed to achieve Third Class Honours may be recommended for the award of the Ordinary degree if the student's weighted average for Levels 5 and 6 is 35 or more (after re-assessments), and the student has passed at least 300 credits of modules of which at least 60 credits must be at Level 6.

6.4. A student registered for the BA Honours may, at the Assessment Board's discretion, re-register in modules failed after re-assessment totalling up to 60 credits within the maximum period of registration and may gain an Honours degree by this route. In highly exceptional circumstances, a student may be invited at the Board's discretion to repeat the whole of Level 6 (once only).

6.5. The Assessment Board has discretion to recommend special consideration in the case of a student whose performance has been affected by illness or other valid cause, including where appropriate the offer of the award of an Aegrotat degree.

## **7. Appeals**

- 7.1. Any student who wishes to appeal against the results determined by the Assessment Board must address the appeal in writing to the Registrar clearly stating the grounds on which the appeal is made. All such appeals must reach the Registrar not later than five working days after the publication of the relevant results in the case of Level 6, and not later than ten working days after the publication of the relevant results in other cases. Appellants shall not have degrees, diplomas or certificates conferred upon them while their appeal is under review.
- 7.2. Possible grounds for appeal are as follows:
- (a) that a student's performance in an assessment suffered through illness or other factors of which the student was unable or for valid reasons unwilling to inform the Assessment Board through the extenuating circumstances procedures before it reached its decision.
  - (b) that there has been an administrative error in the management of the assessment.
  - (c) that the assessment was not run in accordance with the programme of study regulations.
  - (d) that the Assessment Board has failed to consider material circumstances, relating to the delivery of a module, which have adversely affected a student's performance in assessment. This ground will only be deemed acceptable if:
    - i. the circumstances have been the subject of a Student Complaints and Grievance procedure; and
    - ii. the case of the complaint has been upheld; and
    - iii. steps have not been taken to mitigate the effects of the circumstances.
  - (e) an appeal against a penalty imposed for academic misconduct.
  - (f) that some other irregularity occurred.

A student may not appeal on the grounds of the academic judgement of the examiners. [For other reasons an appeal may be rejected.]

- 7.3. Students may appeal to Middlesex University only after exhausting LST's own appeal procedures (which are available on the Student Hub). If a student is involved in any action under these regulations and does not understand the process involved, the student may contact the LST Academic Secretary / Director of Academic Support or the Registrar.