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Scheme of Assessment

Template

Academic Year 2024-2025

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Each programme of study shall have a Scheme of Assessment for each major stage (eg year) or module, as defined in its Regulations. Schemes of Assessment, and changes thereto, are approved by the monitoring committee responsible for the programme of study.

Qualification and Programme Title(s)	Year(s) of programme
BSc (Hons) Diagnostic Radiography	3 years

Section A: Regulatory framework: Assessments, Modules, Progression & Award

1: Overview of marking scheme

Each module has prescribed assessment elements as detailed in the following table(s). All assessment elements are **summative** unless otherwise indicated. *[Insert rows into each table as required, for additional assessment elements and modules. Example of completed table included at Appendix 2.]*

Year 1

Module title	Credits (number)	Credits (level)	Core/Optional	Assessment elements (include word count for assignment, length of exam etc)	Learning Outcomes Assessed (FHSCE – as module outline numbered list)	Weighting % (or Pass/Fail only)	Timing (month/ term/ semester)	ACHIEVING A PASS (confirm if an assessment element, or group of elements, must be passed separately to achieve an overall pass for module)
Essentials for Allied Health Professionals	30	4	C	Online Assessment, 1 hour	1,2,3,4,5	100	T 1	Must be passed
				Presentation, 20 minutes	4,5,6	P/F	T1	Must be passed
Preparation for Practice	15	4	C	Online Assessment, 1 ½ hrs	1,2,3,4,5	100	T1	Must be passed
Science and Technology	15	4	C	Online Assessment 1 ½ hrs	1,2,3,4,5	100	T2	Must be passed
Professional Values and Ethics for Radiographers	15	4	C	Critical and Reflective Review of critical incidents, 2000 words	1,2,3,4,5	100	T2	Must be passed
Principles and Practice of Radiography 1	45	4	C	Online Assessment, 2 hrs	1,3,4	60	T2	Must be passed
				OSCE, 30 minutes	1,3,4	40	T2	Must be passed
				Clinical Portfolio	1,2,4	P/F	T2	Must be passed

Year 2								
Module title	Credits (number)	Credits (level)	Core/Optional	Assessment elements (include word count for assignment, length of exam etc)	Learning Outcomes Assessed (FHSCE – as module outline numbered list)	Weighting % (or Pass/Fail only)	Timing (month/ term/ semester)	ACHIEVING A PASS (confirm if an assessment element, or group of elements, must be passed separately to achieve an overall pass for module)
Radiographic Science and Technology	30	5	C	On-Line Examination, 2 hours	1,2,3,4,5,6	70	T2	Must be passed
				Online Assessment, 1 hr	1,2,3,4,5,6,	30	T1	Must be passed
Research and Evidence Based Practice	30	5	C	Research Proposal, 2000 words	1,2,3,4,5	80	T2	Must be passed
				Online Work Shop assessments, 1 hr	1,2,3,4,5	20	T1	Must be passed
Principles and Practice of Radiography 2	60	5	C	Online Assessment, 2 hrs	1,2,3	60	T2	Must be passed
				OSCE, 30 minutes	1,2,3	40	T2	Must be passed
				Clinical Portfolio	4	P/F	T2	Must be passed

Year 3								
Module title	Credits (number)	Credits (level)	Core/Optional	Assessment elements (include word count for assignment, length of exam etc)	Learning Outcomes Assessed (FHSCE – as module outline numbered list)	Weighting % (or Pass/Fail only)	Timing (month/ term/ semester)	ACHIEVING A PASS (confirm if an assessment element, or group of elements, must be passed separately to achieve an overall pass for module)
Contemporary Issues in Radiography	30	6	C	Coursework - Poster (2500 equivalent)	1,2,3,4,5	100	T2	Must be passed
Dissemination of Research	30	6	C	Dissemination of Research Written Article 2,500 words	1,2,3,4,5	100	T2	Must be passed
Quality and Innovations in Health and Social Care	15	6	C	Coursework – Report / Discussion Paper, 2,500	1,2,3,4,5	100	T2	Must be passed
Clinical Competence and Practice	45	6	C	Computer Based Image Assessment, 50 minutes	1,2,3,4	80	T1	Must be passed
				Online Assessment, 1 hour	5	20	T1	Must be passed
				Clinical Portfolio	1,2,3	P/F	T2	Must be passed

2: Modules – additional regulations (add rows as required)	
Confirm any additional requirements to pass the modules listed in the above tables.	
Module title	Regulation

Principles and Practice of Radiography 1	A minimum attendance for the term of 90% physical attendance on clinical placement will be required to meet the attendance requirement as measured by the electronic portfolio system. Students will also be required to complete key skills activities and assessment elements outlined by the module team.
Principles and Practice of Radiography 2	A minimum attendance for the term of 90% physical attendance on clinical placement will be required to meet the attendance requirement as measured by the electronic portfolio system. Students will also be required to complete assessment elements outlined by the module team, such as weekly feedback forms.
Clinical Competence and Practice	A minimum attendance for the year, and programme, of 90% physical attendance on clinical placement will be required to meet the attendance requirement as measured by the electronic portfolio system. Students will also be required to complete assessment elements outlined by the module team, such as weekly feedback forms.
Clinical Competence and Practice	Candidates must submit an e-portfolio which indicates satisfactory attainment of the range of competencies that are provided at the commencement of the course and updated annually, record satisfactory attendance (90% of the total clinical placement time), include the required weekly feedback and mandatory training.

3: Formative Assessments

Explain the opportunities provided for formative assessments *[ref: course materials, module outlines, Canvas, etc]*

There will be directed learning tasks (including quizzes) that students will be able to compete via canvas as well as in lecture support. In addition, students will have the opportunity to have submit formative draft submissions and practical assessments appropriate to the individual modules.

4: Assessment elements

For assessment elements awarded a numerical mark, confirm the number of decimal places that the element mark is rounded to *[ref: Appendix 1 Assessment Regulations, item 5]*

1 Decimal Point

For an assessment element, or group of elements, that your programme has determined **must be passed separately**, confirm the minimum mark required *[ref: Appendix 1 Assessment Regulations, items 1 & 2]* and confirm that no compensation is permitted *[ref: Appendix 1 Assessment Regulations, item 3]*

40.0 % minimum mark per assessed element, where a mark is awarded, otherwise it is Pass / Fail and no compensation is allowed

Confirm if the pass mark for any assessment element is standard-set (pre-normalisation to the L6 or L7 % scale) *[ref: Appendix 1 Assessment Regulations, item 1]*

No it is not standard set

5: Modules

For modules awarded a numerical mark, confirm the number of decimal places that the module mark is rounded to *[ref: Appendix 1 Assessment Regulations, item 5]*

1 decimal point

For a module awarded a numerical mark, confirm the pass mark required *[ref: Appendix 1 Assessment Regulations, item 1]* and confirm that no compensation is permitted *[ref: Appendix 1 Assessment Regulations, item 3]*. [**Note**: a module can only be passed of any minimum mark requirement for an assessment element(s) has also been met *[ref: Appendix 1 Assessment Regulations, item 12]*]

40.0 % and no compensation is allowed

6: Year marks (only applicable for programmes >1 year in length)

Confirm if your programme issues an overall **year mark** for each year of the programme *[ref: Appendix 1 Assessment Regulations, item 14]*

No overall year mark is issued

If your programme issues year marks, explain how the year mark is calculated from the module marks *[ref: Appendix 1 Assessment Regulations, item 14]*
Not applicable
If your programme issues year marks, confirm the number of decimal places that the year mark is rounded to *[ref: Appendix 1 Assessment Regulations, item 5]*
Not Applicable

7: Progression (only applicable for programmes >1 year in length)

If your programme issues year marks, explain how it is determined whether a student can progress to the next year of the programme *[ref: Appendix 1 Assessment Regulations, item 15 (& item 9)]*
Not Applicable
If your programme does **not** issue year marks, explain how it is determined whether a student can progress to the next year of the programme *[ref: for example passing every module in the table in no.1 above]*
Must pass each and every module in the Table 1 above

8: Trailing failed assessments/credits

If your programme allows a student to carry failed assessments into the next year of the programme (to be passed whilst enrolled on the next year of the programme), provide details of what is permitted (this may be by number of assessment elements, modules, credits, or by type/method of assessment) *[ref: course materials, module outlines, Canvas, etc]*
Under **exceptional** circumstances, and with the agreement of the Board of Examiners, a candidate may enter the second year of the programme without successfully completing the coursework assessment (not examination nor clinical) of not more than one module in that academic year

9: Award

Confirm if your programme issues an overall **award mark** for the programme *[ref: Appendix 1 Assessment Regulations, item 16/17]*
An overall Award Mark is Issued
If your programme issues overall award marks, explain how the award mark is calculated from the module marks *[ref: Appendix 1 Assessment Regulations, item 16/17]*
The mark is based on the credits awarded in the Level 5 and Level 6 Modules. Level 5 = 30% and Level 6 = 70% of the Issued Mark In addition the highest mark from the level 6 modules will be "enhanced" by 15 credits by being multiplied by 15 and added to the total that forms the total marks achieved at Level 6 and this number 3.2 will be divided by the number of credits, 135, (120+15). This value will be multiplied by 0.7 for the purpose of determining year three's contribution to the final degree classification. Credit enhancement: no longer is in effect for the 24/25 academic cycle
If your programme issues overall award marks, confirm the number of decimal places that the award mark is rounded to *[ref: Appendix 1 Assessment Regulations, item 5]*
The Award mark is calculated to 1 dp.
For programmes that are >1 year in length, confirm the award algorithm (ratio between levels/years of the programme, for example L4:5:6 = 0:3:7) *[ref: General Regulation 7.5 and Appendix 1 Assessment Regulations, item 17]*
Award Algorithm is L4:5:6 = 0:3:7
If your programme does **not** issue overall award marks, explain how it is determined whether a student can be awarded a qualification *[ref: for example passing every module in the table in no.1 above]*
Passes every module in that Level

10: Classification

If your programme issues overall award marks, confirm that the classification is determined from the overall award mark (rounded to 1dp) rounded to a whole number *[ref: Appendix 1 Assessment Regulations, item 5]*
The final Awarded mark is rounded to a whole number for Classification purposes
Confirm the classification boundaries for the award *[ref: Appendix 1 Assessment Regulations, item 18]*
The Classification boundaries are BSc(Hons): 70 1st, 60 2i, 50 2ii, 40 3rd, ≤ 39 F

11: Boundaries and Borderlines

Explain any particular requirements that apply at a classification boundary *[ref: particular modules, like research projects at L7, that need to reach the classification threshold separately to the overall mark; or modules that need to be passed at first attempt for a distinction]*
None

Explain the regulations for considering students at a classification borderline *[ref: General Regulations para 7.6(b)]*
A 1% borderline zone will apply at classification boundaries, effectively operating at 68.5 (1st), 58.5 (2:1) and 48.5 (2:2) due to rounding. The higher degree classification will be awarded when the overall degree mark falls within a borderline zone and there are at least 60 QAA level 6 credits in or above the higher classification (e.g., equal to or higher than 70, 60 or 50 as appropriate).

12: Compulsory transfer to other programmes (if applicable)
Explain the regulations regarding the compulsory transfer of students to an alternative pathway/programme on account of not achieving the required marks *[ref: Programme Regulations, course materials, module outlines, Canvas, etc]*
There is no alternative pathway

13: Exit qualifications
Explain the exit qualifications available and the requirements for them *[ref: Programme Regulations, course materials, module outlines, Canvas, etc]*
Undergraduate Certificate in Imaging Studies must achieve 120 Level 4 credits and not be eligible for the higher award Undergraduate Diploma in Imaging Studies must achieve 120 Level 5 credits and not be eligible for the Higher Award

14: Reassessment regulations
Confirm the number of reassessment opportunities permitted for each assessment element *[ref: Appendix 1 Assessment Regulations, item 6]*
One automatic resit attempt for each assessment element
Explain any limitations for the reassessment of practice-based elements/modules *[ref: course materials, module outlines, Canvas, etc]*
None, students are allowed one automatic reassessment for each clinical assessment
If a reassessment **meets** the pass standard, confirm the mark capping arrangement for the assessment element and the module *[ref: Appendix 1 Assessment Regulations, item 7]*
Any reassessment that meets the pass standard will be capped at the minimum pass mark of 40%. The module mark will not be capped at the minimum pass mark. If the Portfolio is passed on reassessment, then the Module mark will not be capped.
If a reassessment does **not meet** the pass standard, confirm how the final mark for the assessment element and module are determined *[ref: Appendix 1 Assessment Regulations, item 8]*
In the case of an assessment element that has been resat and *still not reached the minimum mark required to pass,* the **highest** (*not the latest*) assessment element *fail* mark will apply In the case of a module where one (or more) assessment element has been resat and *still not reached the mark required to pass the module,* the **highest** (*not the latest*) module *fail* mark will apply
Explain the regulations and limitations regarding discretionary 3rd attempts at assessment elements/modules for your programme *[ref: General Regulation para 4.10, fast-track criteria, and limitations to number of times a student on your programme can be considered during their programme]*
A Discretionary Panel appointed by Senate shall have the discretion, where special circumstances are adduced, to allow a candidate a third and final attempt at any module or part thereof. Any second reassessment would be undertaken on the next occasion the assessment is held. The candidate may be presented for a 3rd discretionary attempt via the 'fast track' criteria if they have; 1. Failed only a single element of assessment, 2. Does not raise any professional, clinical or academic cause for concern of sufficient severity to require full panel consideration, 3. If the student has confirmed they would attempt the failed assessment should a discretionary attempt be offered. If the candidate does not fulfil points 1 and 2 they will then be required for consideration by the full panel. If the candidate declines the offer of a Discretionary Third attempt, they will not be considered for a 3rd attempt. There is no limit to the number of times a candidate can be considered by the Discretionary 3rd attempt panel.

15: Board of Examiners
Explain any additional responsibilities for Boards of Examiners' or procedures for the conduct of meetings, beyond those in the General regulations *[ref: General Regulations section 8]*
None
Explain any additional roles or responsibilities of external examiners, beyond those in the General Regulations and Quality Manual *[ref: General Regulations section 9 and Quality Manual, Section I QM of Assessment, paras 13-27]*

None

16: Date of Award

Confirm how the date of award is determined *[ref: General Regulations para 2.5(14) and Programme Regulations]*
The date of the Board of Examiners meeting will be the date the award is conferred

Section B: Policies and procedures

17: Assessment criteria and Marking schemes

Confirm the **assessment criteria** used for assessments *[ref: Quality Manual, Section I QM of Assessment, para 8. The criteria which each programme issues, explaining how different levels of achievement will be rewarded through the allocation of marks, should be inserted separately as an appendix; if there are separate criteria for different types of assessment, include all criteria.]*
The assessment criteria utilised is outlined by our assessment strategy (validation 2019), specifically within the level descriptors outlined in Appendix iii-v. This is linked via PDF: 8 DR Assessment stratergy.pdf
Confirm that **marking schemes**, which explain how marks are allocated to a piece of assessed work, are issued to students (they do *not* need to be included here) *[ref: Quality Manual, Section I QM of Assessment, para 8]*
Allocated Marks are presented in the marking rubric on the Canvas module and during the assessment briefings. Students will have access to the marking schemes available on the respective module Canvas pages.

18: Marking Procedures

Confirm the arrangements for ensuring candidate anonymity *[ref: General Regulations para 11.6]*
For written assessments the students will be allocated an anonymity number for the purposes of identifying the students during these supervised assessments. For all other assessments being undertaken online or submitted to canvas the candidates will access their Quiz / portal.
Confirm the procedure for 1st and 2nd marking? *[ref: General Regulations paras 11.7-11.9, plus any additional procedures for your programme]*   Confirm the procedure for finalising a student's mark if there is divergence between 1st and 2nd marker?
Written assessments, whether conducted under supervised or unsupervised conditions, shall be marked in detail by one Internal Examiner or Assessor, with at least one other Internal Examiner or Assessor having an overview of the work submitted for assessment through moderation. The two examiners will agree an overall mark. If, for any reason, agreement cannot be reached the Chair of the Board, or their nominee, shall decide how the overall mark is determined.   Written and practical assessments in which an objective scheme for the award of marks is pre-determined (e.g. OSCE) may be supervised and marked by one Internal Examiner or appointed Assessor.   Online assessments (e.g. SBAs) are marked against a pre-set list of answers designed into the Canvas quiz software, therefore one Internal Marker will "second mark" the assessments to ensure accuracy.
Explain any additional marking procedures not covered above
N/A

19: Marking practice-based assessments

Explain any specific procedures for marking practice-based assessment elements/modules *[ref: course materials, module outlines, Canvas, etc]*
The Programme Clinical Education Handbook (section 2) offers guidance on specific procedures relative to the completion of the student's clinical portfolio at all three levels of the programme. These procedures include guidance for students and practice educators to understand the conditions for students to meet competency at specific imaging procedures. The list of competencies is reviewed by the course team annually at clinical liaison meetings, in partnership with our clinical partners, and is administered to the students through the MyKnowledgeMap (MKM) app on their devices and on Canvas. Students are expected to log their attendance, reflective statements, weekly feedbacks, key skills (where appropriate) and competency forms through the MyKnowledgeMap system prior to the submission deadlines. The module leaders, acting as an Internal Marker, will collate the data from the MKM server and generate a Pass/Fail based on the student's submitted work.

The validated Clinical Education handbook is available below via PDF:

12 DR Clinical
Education Handbook.

20: Moderation of marks
Confirm the circumstances and procedure for **internally** moderating a set of module marks *[ref: General Regulations section 9 and Quality Manual, Section I QM of Assessment, paras 28-29]*
For written assessments: Upon the Internal Marker's completion of marking, a second Internal Marker will act as a moderator and review the first marker's comments and grading. They will be asked to comment directly within the portals to highlight that moderation has taken place, and if initial marking had been deemed fair for each respective submission. The two markers will then organise a meeting to discuss the marking and highlight any discussable cases. For online assessments/portfolios: The first Internal Marker (usually the module leader) will review the submitted content as a moderator, and ensure that the marking tools (i.e. Canvas and MKM) have appropriately reviewed the student's assessment attempts For OSCEs: The Internal Markers will meet at the end of each OSCE day and discuss the marking of each station to ensure consistency.
Confirm the extent of an **external examiner**'s influence in endorsing a set of module marks *[ref: General Regulations section 9 and Quality Manual, Section I QM of Assessment, paras 28-29]*
The External Examiners will receive a copy of the intended assessment for scrutiny up to four weeks prior to the date of the assessment and will be asked to comment on the rigour and appropriateness of the assessment as a whole. The Internal Markers will release the provisional module marks to both the students and the External Examiner concurrently, allowing for the External Examiner to review and moderate marks. The timescales are as outline by the Faculty's Assessment and Exam Board process attacked via PDF: Exam Board Process.pdf

21: Release of results and feedback to students
Confirm the arrangements for the release of **provisional marks** to students *[ref: General Regulations para 13.1 and SGUL Feedback Policy]*
The Section adhere to the time scales indicated by paragraphs 13-15 in the SGUL Assessment Feedback Policy, which is communicated by the course Canvas page, module briefings and linked via PDF: Assessment-Feedbac k-Policy.pdf
Confirm the arrangements for the release of **finalised marks** to students *[ref: General Regulations para 13.1 and SGUL Feedback Policy]*
Upon ratification at the Exam Board, students will receive notification that their provisional marks have been approved via Canvas. Students will receive a transcript outlining their finalised marks within 20 working days of the Exam Board. Module leaders will contact any resitting students and support them by providing notification of resit dates and revision tutorials
Confirm the arrangements for the provision of **qualitative feedback** to students *[ref: SGUL Feedback Policy]*
Where appropriate (e.g. written assessments), qualitative feedback is provided alongside the provisional mark. The feedback includes, but is not limited to: rubric comments, in-text comments
Confirm that assessment elements and modules are **not** assigned alphabetical letter grades *[ref: Appendix 1 Assessment Regulations, item 4]*
All assessment and module results will be awarded a numeric mark between 0 and 100%

22: Mitigating circumstances (deferral) /Failure to attend /Discounting assessments
Explain the mitigating circumstances policy *[ref: General Regulations paras 10.7 & 11.11]*

The Department adheres to the SGUL Mitigating Circumstances policy. The Course pages on Canvas link to both the Mitigating Circumstances form itself and the supplementary application advice guidance forms (linked via PDF, available via https://www.sgul.ac.uk/for-students/your-academic-life/exams). Students are asked to follow the timescales set out by the policy, and to send their applications to our course administrator's email address (radiogadmin@sgul.kingston.ac.uk). Applications will be considered for approval at a Mitigating Circumstances panel within two weeks of the next Examination Board. The outcome will be approved at the Examination Board and communicated to the students with their results.

Mitigating-Circumst Advice-on-submitting Mitigating-Circumsta
ances-Form.pdf   -Mitigating-Circumsta   nces-FAQs.pdf

If a student fails to attend an assessment, having not sought permission to do so, confirm the result of the assessment *[ref: General Regulations paras 10.6 & 11.12]*
The student will be awarded zero marks for the particular sit, with future sits capped at 40% as per section 14 of this document.
In determining decisions concerning re-entry to assessment for reasons of mitigating circumstances, the Board of Examiners may deem the affected entry to be **not** valid *[ref: General Regulations para 10.8]*. Confirm the circumstances under which you would discount a failed assessment on your programme
Individual discussable cases would be presented at the nearest Exam Board and would be agreed by the membership of the Board.

23: Assessment Policies
Confirm the word limit policy *[ref: SGUL Word Count Limit Policy for Assignments]*
The programme adheres to the Word Count Limit Policy approved by Senate, available below and via the hyperlink (https://www.sgul.ac.uk/about/governance/policies/word-count-limit): Word-Count-Limit-Po licy-for-Assignments-2
Confirm the late submission policy *[ref: course materials, module outlines, Canvas, etc]*
The Centre Policy for late submissions is linked on Canvas and is available below: Late Submissions Policy.pdf
Confirm the breach of confidentiality policy (if applicable) *[ref: course materials, module outlines, Canvas, etc]*
The programme adheres to the CAH Confidentiality and Anonymity policy, approved in 20-21, which is linked on Canvas and is available below: HSCE Confidentiality in As

24: Student procedures
Student procedures can be found on the SGUL web-site, link below (procedures include the investigation of an examination offence by students or the making of a representation against results)
https://www.sgul.ac.uk/for-students/your-academic-life/student-conduct-and-compliance/student-procedures