



Hull York Medical School

Code of Practice on Assessment and Evaluation for MB BS

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Definition of terms and abbreviations

The following terms may be used by Hull York Medical School to describe the assessment and examination process:

- “Formative assessment” refers to assessment that is informal and dynamic. It is primarily for the benefit of the student’s learning, not the institution’s need to track progress. Formative assessments are opportunities for learning rather than tests that must be passed in order to progress or achieve a Degree award.
- “Summative assessment” is the formal assessment upon which decisions about progression are made.
- “Multiple Choice Question” refers to a genre of selected response items (questions) that include 5-option true/false multiple-choice questions, single best answer questions and extended matching questions.
- “First Attempt” refers to the first attempt at an assessment.
- “Second attempt” refers to a reassessment following an unsuccessful first attempt, which may be allowed after a first attempt or upon returning to Years 1 to 4 of the MB BS Programme following a successful appeal.
- “Third and fourth attempt” refers to reassessments following an unsuccessful second attempt, which is allowed after a first and second attempt in Year 5 of the MB BS Programme.
- “Valid attempt” is an attempt at an assessment that counts towards the maximum number of permitted attempts, unless an attempt is nullified as a consequence of a student’s mitigating circumstances or a successful appeal. Attempts nullified in accordance with policies for mitigating circumstances and appeals do not count towards the number of permitted attempts. If a student is found to have committed assessment misconduct and they received a Fail grade because of this, the attempt would still count towards the maximum number permissible. The non-attendance of an assessment is considered a valid attempt, unless mitigating circumstances are accepted, and the attempt will count towards the maximum number permissible.
- “New first attempt” refers to a reassessment that is treated as a new first valid assessment to replace the previous attempt and granted by the Board of Examiners or Board of Studies in light of Exceptional Circumstances. Where a new attempt is offered and accepted, the previous attempt will become void.
- “Failure to progress” occurs when a student does not meet the criteria for progression and termination of studies will be applied. This will result when a student has failed one or more assessments, including reassessments, and therefore not demonstrated the necessary knowledge and/or skills to progress to the next stage or the award of the final exit qualification.
- “Suspension” may occur when academic misconduct of a student or other serious inappropriate professional behaviour has taken place, or a student poses a risk to patients or colleagues.
- “Termination of studies” occurs when, following due process (including appeal if

requested), academic standards have not been achieved or academic misconduct of a student or other serious inappropriate professional behaviour has taken place, or a student has been found to be suffering from a disability or illness and termination of studies has been determined to be the appropriate outcome under the regulations on fitness to practice, fitness to study or a university disciplinary process.

- “Compensation” is a means by which good performance in one component of an assessment or in one module can offset a poorer performance in another component of the assessment or module to overall meet the criteria for progression.

Abbreviations:

AKT	Applied Knowledge Test
HYMS	Hull York Medical School
CAT	Critically Appraised Topic
CMG	Case Management Group
CPSA	Clinical and Professional Skills Assessment
EMQ	Extended Matching Question
GMC	General Medical Council
MCQ	Multiple Choice Question
MEQ	Modified Essay Question
MLA	Medical Licensing Assessment
OSCE	Observed Structured Clinical Examination
OSLER	Observed Structured Long Examination Record
PSA	Prescribing Safety Assessment
SBA	Single Best Answer
SSIP	Scholarship and Special Interest Programme

1. Introduction

- 1.1. This Code of Practice describes the conduct of student assessments for the Hull York Medical School (HYMS) MB BS and MB BS with a Gateway Year. Details of implementation of assessments within the curriculum are outlined in the relevant Programme and Module Specifications, Phase handbooks and related guidance for students which should be read in conjunction with this Code of Practice.
- 1.2. The Case Management Group (CMG), Academic Cases Committee (ACC) and Student Fitness to Practise Committee (SFTPC) are responsible for considering academic and professionalism concerns in the School and make recommendations to the Board of Studies. If their recommendations have impact on a student's academic progression, the MB BS Board of Examiners will be informed and ask to consider the student's academic progression outcome.
- 1.3. This Code makes reference to the application of Exceptional Circumstances. For further information please refer to the [Policy on Mitigating and exceptional circumstances affecting Assessment and Examination](#).

2. Academic Integrity and Conduct

- 2.1. All assessments are subject to the [Code of Practice on Academic Misconduct](#). Students must not, in relation to assessed work at any stage of their programme, cheat, collude, fabricate, personate or plagiarise.
- 2.2. In accordance with the [Code of Practice on Academic Misconduct](#), the Board of Examiners will take account of any breach of the requirements in determining eligibility for progression.

3. Formative Assessment

- 3.1. Formative assessments are conducted throughout the MB BS and MB BS with a Gateway Year Programmes. The terms and the details of each assessment are explained in the relevant Programme and Module Specifications and student Phase handbooks. Notwithstanding any formative intent, assessments that highlight serious issues of attendance, illness, inappropriate behaviour or neglect of academic obligations will be brought to the attention of the appropriate committee(s).
- 3.2. Students receive formative feedback from tutors at regular intervals throughout the Programme and this is recorded in their portfolio.
- 3.3. Students should maintain documentation of their learning experiences as specified in the relevant Programme and Module Specifications, Handbook and portfolio. It is the student's responsibility to ensure that their portfolio is kept up to date.

- 3.4. Formative tests are made available at the end of each block or rotation, containing questions in a similar format to the questions in the summative examination papers. These provide a formative practice exercise with feedback and must be completed by all students.
- 3.5. Students who do not engage with the formative opportunities offered by the School will be referred to the CMG to explore any potential support needed.
- 3.6. **Components of Formative assessments – by Year**
 - 3.6.1. In the Gateway Year (Phase 0), formative assessments include clinical skills assessment, written papers and online written assignments.
 - 3.6.2. In Year 1 (Phase 1), formative assessment includes an anatomy 'spotter' examination, written assignments, online tests and oral presentations.
 - 3.6.3. In Year 2 (Phase 1), formative assessment includes clinical skills assessment (OSCE/OLSER), written assignments, online tests and oral presentations.
 - 3.6.4. In Years 3, 4 (Phase II) and 5 (Phase III), formative assessment includes an Objective Structured Long Examination Record (OSLER) of a minimum of one patient per rotation and online written assessments.

4. Summative assessments

- 4.1. Summative assessments are held in each year of the MB BS and MB BS with a Gateway Year programme.
- 4.2. Summative assessments are used to determine whether or not students have achieved the learning outcomes specified within the curriculum.
- 4.3. Students will receive feedback on their performance in summative assessments, but this is not the primary purpose of summative assessments.
- 4.4. **Components of Summative Assessment – by Year (Phase)**
 - 4.4.1. In the Gateway Year, summative assessment consists of the following components:
 - 4.4.1.1. Human Biology I: Written paper of multiple-choice questions (MCQ), Single Best Answer (SBA) questions and may also include extended matching questions (EMQ)
 - 4.4.1.2. Human Biology II: Written paper of multiple-choice questions (MCQ), Single Best Answer (SBA) questions and may also include extended matching questions (EMQ)

- 4.4.1.3. Medical Scholarship: Written assignment
 - 4.4.1.4. Clinical Skills: Clinical and communication skills assessment
 - 4.4.1.5. Professionalism and Ethics: Poster presentation and written assignment
 - 4.4.1.6. Health and Society: Written assignment and presentation
- 4.4.2. In Years 1 and 2 (Phase I) and Years 3 & 4 (Phase II) summative assessment consists of the following components:
- 4.4.2.1. Completion of all portfolio requirements, including demonstration of the required competence in clinical procedural skills (section 6)
 - 4.4.2.2. Scholarship and Special Interest Programme (SSIP) (section 7)
 - 4.4.2.3. Summative written papers (all years) and clinical practical assessments (Year 2, 3, 4 only) (section 11)
- 4.4.3. In Year 5 (Phase III) summative assessment consists of the following components:
- 4.4.3.1. Completion of all portfolio requirements including demonstration of the required competence in clinical procedural skills (section 6)
 - 4.4.3.2. Elective presentation (section 8)
 - 4.4.3.3. Portfolio of assessment during the Assistantship (section 9)
 - 4.4.3.4. Summative written papers (MLA AKT) and a clinical practical assessment (MLA CPSA) (section 11)
 - 4.4.3.5. National Prescribing Safety Assessment

5. Attendance

- 5.1. Attendance forms an integral part of the assessment process and may be monitored and certified by tutors and administrative staff. Clinical placements are a mandatory component of the MB BS Programme and are regarded as full time, i.e., a student should be present on placement throughout the normal working day.
- 5.2. Unsatisfactory attendance will be regarded as a professionalism concern and will result in a referral to Case Management Group (see section 1.2).

6. Portfolio

- 6.1. Attendance, performance, and professionalism in clinical placements are subject to continuous assessments and recorded in the portfolio. Satisfactory completion of all portfolio elements, including attendance, performance and clinical skills appropriate to each year of study, are required to allow a student to proceed within the Programme.
- 6.2. The elements of the portfolio required to meet the criteria for satisfactory completion are clearly stated within the relevant Phase Handbook.

7. Scholarship and Special Interest Programme (SSIP)

7.1. The Scholarship and Special Interest Programme (SSIP) runs throughout Phase I and Phase II. There is no SSIP in the Gateway Year or Phase III. Full details of the organisation and assessment of the Programme can be found in the relevant Phase Handbook and SSIP Handbook.

7.2. In order to progress to the next academic year, a student must meet the criteria for an overall Pass in each Phase I/II SSIP, in each academic year.

7.3. If a student does not meet the criteria for an overall Pass in the SSIP by the end of the resit period in any given year, they will have their studies terminated subject to the usual routes of appeal.

7.4. Phase I

7.4.1. Students are required to complete one SSIP in each year of Phase I. Each SSIP has one summative and one formative assessment per year. Each SSIP is individually assessed, and a grade awarded.

7.4.2. Students must achieve the criteria outlined in the Phase I SSIP Handbook in order to progress.

7.4.3. Students who do not achieve the required grade for the first attempt have the opportunity to undertake reassessment as a second attempt in the same format as the original submission during the summer resit period.

7.4.4. Students resitting the year will have 2 further attempts at the SSIP as they will be assigned a different SSIP topic to their previous year.

7.4.5. Summer resit submissions are marked by two independent markers.

7.5. Phase II

7.5.1. In Phase II, students must complete:

7.5.1.1. one SSIP in Year 3, which consists of one summative group presentation (Quality Improvement Project) and

7.5.1.2. one SSIP in Year 4, which consists of one summative assessment.

7.5.2. Each Phase II SSIP is individually (in Year 4) or group (in Year 3) assessed, and a grade awarded.

7.5.3. Students must achieve the criteria outlined in the Phase II SSIP Handbook in order to progress.

7.5.4. Students who do not achieve the required grade for their submitted work are allowed one opportunity to undertake a reassessment as a

second attempt

7.5.4.1. Year 3 QIP: reassessment will consist of an individual presentation of the group QIP and take place at a suitable time after the first sit.

7.5.4.2 Year 4 SSIP: reassessment will involve remediation and resubmission of the same piece of work.

7.5.5. Students resitting the year will have 2 further attempts at the SSIP as they will be assigned a different SSIP topic to their previous year.

7.5.6. Summer resit submissions are marked by two independent markers.

8. Phase III Elective Presentation

8.1. Students are required to complete a presentation on their Elective experience which will be a summative assessment and a grade will be awarded according to the schedule described in the Elective Handbook.

8.2. A grade of at least *Pass* must be achieved in the Elective presentation.

8.3. If the submitted work does not achieve a grade of at least *Pass*, additional time is given to the student to remediate and re-submit their original submission as a second attempt, within the timescale specified by HYMS.

8.4. The re-submitted work is marked by two examiners.

8.5. If the resubmitted work does not achieve a grade of *Pass* the student will normally have their studies terminated, subject to the usual routes of appeal.

9. Phase III Portfolio of Assessment for the Assistantship

9.1. Students are required to complete a Portfolio of Assessment from the Student Assistantship which will be a summative assessment.

9.2. Completion of the Student Assistantship is a requirement of the General Medical Council (Outcomes for Graduates 2018; Clinical Placements for medical students 2011; Promoting Excellence: Standards for medical education and training 1 Jan 2016). In order to graduate, students must fully engage with and participate in the Assistantship, and complete all requirements of the Portfolio of Assessment, as set out in the Phase III Handbook.

9.3. Full details of the Portfolio of Assessment for the Assistantship can be found in the Phase III Assistantship Handbook.

10. End of Module Summative Assessments – Gateway Year

10.1. A module is defined as a self-contained, formally structured unit of

study, with a coherent and explicit set of learning outcomes and assessment criteria. The modules are listed in 4.4.1, with further information in the Gateway Year specifications and programme handbook.

- 10.2. Summative assessments in the Gateway Year take place within modules. These occur in terms 1, 2 and 3. These are blueprinted to the curriculum of the Gateway Year.
- 10.3. Specific modules and their assessment components are detailed in section 4.4.1.
- 10.4. Written papers comprise MCQs (including SBAs and possibly EMQs) and/or MEQs. Any individual paper may contain more than one format.
- 10.5. The pass mark for each assessment component is 40%.
- 10.6. There is no compensation across the assessment components within modules.
- 10.7. To be awarded the credits for a module, a student must pass each assessment component for that module.
- 10.8. There is no compensation across the modules.
- 10.9. Progression to Year 1 will be on successful completion of all six modules.
- 10.10. Weighted scores of each assessment will be used within each module, if the summative assessment consists of more than 1 assessment component. The relative weighting of each component is detailed in the Gateway Year module specifications.
- 10.11. In calculating the weighted average, each component mark shall be weighted according to the corresponding module specification and the module mark will be rounded to the nearest integer:
 - 10.11.1. Component marks will be calculated to two decimal places
 - 10.11.2. Module marks will be rounded to the nearest integer as such on the module and programme reports
 - 10.11.3. Marks on the student transcript will be rounded to the nearest integer

11. Year 1 to 5 Summative Assessments: Written Papers and Clinical Examinations

- 11.1. Summative examinations in Year 1 to 5 are comprised of a series of integrated examinations using appropriate methods.
- 11.2. Summative examinations in Year 1 to 5 are blueprinted to the curriculum of the appropriate year; however, material covered in earlier years may also be assessed.

- 11.3. Summative written examinations in Year 5 consist of the nationally-set MLA AKT and PSA.
- 11.4. Written papers comprise MCQs (including SBAs and EMQs) and/or MEQs. Any individual paper may contain more than one format.
- 11.5. Students arriving for an assessment after the published start time will not gain that time back in the examination. If a student arrives 15 minutes or more after the start of the examination, they will not be allowed to enter, and this will be counted as a non-attendance of that examination.

12. Year 1 to 5 Summative Assessment: Written Papers and Clinical Examinations – Grades

- 12.1. The MB BS Board of Examiners agrees the pass mark that must be obtained in each written and clinical assessment for the student to be regarded as *Excellent, Pass, or Fail*. The pass mark is determined using standard setting methods in line with GMC guidance. Standard setting methods are reviewed on a regular basis. The MLA AKT in Year 5 is standard set nationally.
- 12.2. For each summative assessment, students are awarded a grade as follows:

<i>Excellent</i>	The student has achieved the pass mark or higher and is normally the top 15% of the cohort (see 15.2 and 17.2).
<i>Pass</i>	The student has achieved the pass mark or higher.
<i>Fail</i>	The student has not achieved the pass mark.

13. Criteria for Progression

- 13.1. To progress within the MB BS Programmes, a student must satisfy the requirements of the MB BS Board of Examiners which will make recommendations to the HYMS Board of Studies. The requirements are to pass all components outlined in Section 4, within a single academic year.
- 13.2. Failing to satisfy the requirements of the MB BS Board of Examiners will result in a termination of studies.

13.3. Progression from Gateway Year to Year 1

13.3.1. To progress from the Gateway Year to Year 1, students must pass all six modules (120 credits).

13.3.2. Criteria for progression and the need for students to resit an assessment are: ***Pass*** in every summative assessment means progress, while ***Fail*** in any summative assessment at first attempt means resit each failed assessment at the next opportunity.

13.4. Progression between Years 1 to 5

13.4.1. Criteria for progression and the need for students to resit an

assessment are shown in the following table:

Result by component of assessment at first attempt	All years
<ul style="list-style-type: none"> • Pass or Excellent in every written and clinical summative assessment, SSIP and Elective assessment and QIP group presentation (outlined in section 4.4.2 and 4.4.3) • Satisfactory completion of portfolio requirements (outlined in section 6) • Be in good standing with the Case Management Group (CMG), Academic Cases Committee (ACC) and Student Fitness to Practise Committee (SFTPC) (section 1.2) 	Progress
<ul style="list-style-type: none"> • Fail in any clinical or written summative assessment, SSIP and Elective assessment and QIP group presentation (outlined in section 4.4.2 and 4.4.3) 	Resit each failed assessment at the next opportunity (this may mean a retake of the year)

14. Re-assessment of Gateway Year summative assessments

- 14.1. Any assessment component failed at a valid first attempt can be reassessed on one occasion only.
- 14.2. Such reassessment will take place within a timescale specified by HYMS in the programme handbook. All modules, if failed, shall normally be reassessed during the same academic year. This will take place a minimum of three weeks after the receipt of the mark and feedback.
- 14.3. Students who fail their reassessment attempt in a module will not progress on the programme and their studies will be terminated.

15. Re-assessment of Year 1 to 5 summative assessments

- 15.1. A student whose performance is insufficient to meet the criteria for progression at first attempt, as outlined in sections 12 and 13, will be required to resit at the next opportunity. This may mean a retake of the year if the first attempt is in the resit period.
- 15.2. For each resit, students are awarded a grade of **Pass** or **Fail**. No *Excellent* grade will be awarded for a resit assessment.
- 15.3. In Phase I and Phase II (Years 1-4) only two valid attempts at any assessment component are permitted.
- 15.4. Reassessments in Phase III (Year 5) meet the requirements of the Medical Licensing Assessment (MLA) which allows up to four attempts of the Applied Knowledge Test (AKT).
 - 15.4.1. Therefore, students have up to four valid attempts for all final year assessments. Students can take up to two attempts of the elective, AKT, CPSA and PSA in a single academic year.

- 15.4.2. Any students who fail to satisfy the MB BS Board of Examiners within a single academic year shall be offered the opportunity to register and repeat Year 5 in the following academic year, until a maximum of four valid attempts have been taken.
- 15.4.3. When repeating Year 5, no previous results will be carried forward, with the exception of the summative Elective presentation.
- 15.4.4. In order to meet the criteria for completion and graduation, students will be required to fulfil all formative and summative requirements set out in Section 4.4.3 and be in good standing with the Student Fitness to Practise Committee.
- 15.5. Any student who fails to satisfy the MB BS Board of Examiners within a single academic year (see 13.1), but has exceptional circumstances (see [Policy on Mitigating and exceptional circumstances affecting Assessment and Examination](#)) accepted and approved by the HYMS Board of Studies, shall be offered the opportunity to register and repeat that year of the Programme in the following academic year. No previous results may be carried forward (with the exception of the summative Elective presentation). The student will be required to fulfil all formative and summative requirements and attain the criteria for progression. Differential sittings of assessments (e.g., sit 1 and sit 2 in different themes) in the repeat year will all defer to the lowest attempt number (e.g., sit 1).
- 15.6. Progression throughout the MB BS Programme and MB BS in Medicine with a Gateway Year is always based on the latest result from each assessment i.e., in the case of resit, the resit result always stands even if the mark/grade is lower than the original attempt.

16. Award of MB BS and MB BS with a Gateway Year

- 16.1. To achieve the award of MB BS a student must have satisfied the requirements of the MB BS Board of Examiners as follows:
 - 16.1.1. Completion of Years 1 to 4 of the MBBS Programme
 - 16.1.2. Completion of all portfolio requirements
 - 16.1.3. Achievement of a Pass grade in all Year 5 summative assessments
 - 16.1.4. Achievement of a Pass grade in the Prescribing Safety Assessment
 - 16.1.5. Achievement of a Pass grade in the Elective presentation
 - 16.1.6. Demonstration of the required competence in all clinical procedural skills
 - 16.1.7. Completion of the Student Assistantship period including the Portfolio of Assessment
 - 16.1.8. Be in good standing with the HYMS Fitness to Practise Committee

- 16.2. To achieve the award of MB BS with a Gateway Year a student must have satisfied the requirements of the MB BS Board of Examiners as follows:
- 16.2.1. Completion of the Gateway Year
 - 16.2.2. Completion of Years 1 to 4 of the MBBS with a Gateway Year Programme
 - 16.2.3. Completion of all portfolio requirements
 - 16.2.4. Achievement of a Pass grade in all Year 5 summative assessments
 - 16.2.5. Achievement of a Pass grade in the Prescribing Safety Assessment
 - 16.2.6. Achievement of a Pass grade in the Elective presentation
 - 16.2.7. Demonstration of the required competence in all clinical procedural skills
 - 16.2.8. Completion of the Student Assistantship period including the Portfolio of Assessment
 - 16.2.9. Be in good standing with the HYMS Fitness to Practise Committee

17. Recognition of High Achievement

- 17.1. In the MB BS Programmes, students may be graded '*Excellent*' for a valid first attempt in:
- 17.1.1. Each of the summative assessments (i.e., in Applied Life Sciences, Clinical Skills and Reasoning, and Health, Society and Professionalism, MLA Applied Knowledge Test);
 - 17.1.2. Each part of the Scholarship and Special Interest Programme;
 - 17.1.3. The Elective presentation.
- 17.2. The *Excellent* grade will normally be defined as the top 15% of the cohort for each assessment (see section 12). MB BS Board of Examiners will recommend, approve and record the reason for any adjustment to the award of the *Excellent* grade.
- 17.3. The criteria for 'Merit' or 'Distinction' in each Phase of the MB BS Programme and the overall award of the MB BS Degree with Honours is outlined in the document "Criteria for Award of Degree of MB BS with Honours".
- 17.4. Students who have Exceptional Circumstances supported for their valid first attempt of any assessment will be offered an opportunity to undertake those assessments as a new first attempt. To ensure that they have equal chance for Honours, these students will be offered an opportunity of a new first attempt at all summative assessments for which Exceptional Circumstances were supported regardless of their awarded grade(s). If the opportunity is accepted, the second result(s) will stand as the mark for the first attempt, even if the mark is lower than the original attempt.

18. Exit Awards and Intended Lower Awards

- 18.1. Students not satisfying the criteria for progression will have their MB BS Programme studies terminated unless they meet the requirements for a repeat of the year as outlined in section 15.5.
- 18.2. Students not satisfying the criteria for progression or who are leaving the MB BS Programme early for other reasons may be eligible for one of the following exit awards. Students will be awarded the highest exit award for which the criteria have been achieved.

Foundation Certificate in Higher Education (Pre-Medicine)

- 18.2.1. Students who have successfully completed the Gateway Year but who do not successfully complete any more of the programme will be eligible for a Foundation Certificate in Higher Education (Pre-medicine).

Certificate of Higher Education (Medical Science)

- 18.2.2. Students who have successfully completed Year 1 of their programme but do not successfully complete any more of the programme will be eligible for a Certificate of Higher Education (Medical Science) (*CertHE Med Sci*).

Diploma of Higher Education (Medical Science)

- 18.2.3. Students who have successfully completed Year 2 of their programme but do not successfully complete any more of the programme will be eligible for a Diploma of Higher Education (Medical Science) (*DipHE Med Sci*).

Bachelor of Medical Science (Ordinary)

- 18.2.4. Students who have successfully completed Year 3 of their programme but do not successfully complete the programme will be eligible for a Bachelor of Medical Science (Ordinary).

19. Penalties for late electronic submissions

- 19.1. Gateway Year – for all submissions, penalties are as follows:
 - 19.1.1. From the deadline up to 2 working days late: Work graded at 40% or higher will receive a maximum of 40% (Pass). Work graded at less than 40% will not be adjusted (Fail)
 - 19.1.2. More than 2 working days late: Automatic award of Fail grade (0%)
- 19.2. MB BS summative submissions – SSIP (Phase I and II):
 - 19.2.1. From the deadline up to 2 working days late: Work graded by the

tutor as Excellent will be reduced to Pass. All other tutor grades remain unchanged.

19.2.2. More than 2 working days late: Automatic award of Fail

19.3. MB BS summative submissions – Elective:

19.3.1. If the presentation material is submitted up to two working days after the deadline, the summative presentation will be capped at a Pass grade. If the presentation material is submitted more than two working days after the deadline the student will miss the opportunity to make their oral presentation at the first attempt and will automatically be awarded a Fail grade. Students will be required to deliver the presentation in the resubmission period (only Pass or Fail grades are awardable) and must achieve a Pass grade as a requirement for graduation.

19.4. Graded formative submissions (CATs, Reflective Essays/Appraisals):

19.4.1. From the deadline up to 2 working days late: Work graded by the tutor as Excellent will be reduced to Pass. Work graded by the tutor as either Borderline Fail (Phase I) or Fail (Phase II/III) will be reduced to Fail (Phase I). All other tutor grades remain unchanged.

19.4.2. More than 2 working days late: Automatic award of Fail.

19.5. Case Management Group: In any of the above cases, all late submissions will be referred to the CMG to explore any potential support needed.

19.6. Extensions to deadlines may be requested in line with the process documented in the [Policy on Mitigating and exceptional circumstances affecting Assessment and Examination](#).

20. Exceptional Circumstances and Reasonable Adjustments

20.1. The School is responsible for ensuring that assessments taken across the MBBS programme are compliant with the Equality Act (2010).

20.2. Where a student submits exceptional circumstances, this will be considered by the Mitigating and Exceptional Circumstances Committee (MECC) in accordance with the [Policy on Exceptional Circumstances](#).

20.3. Students requiring reasonable adjustments for assessments should consult the HYMS [Policy on Student Welfare and Support](#), and the [Policy on Disability and Reasonable Adjustments in Assessments](#).

21. Leave of Absence

21.1. It is the responsibility of students to inform the HYMS Student Wellbeing Office when they are absent for any reason. Details of procedures to be followed for illness and other reasons for absence can be found in the [Policy on Student Welfare and Support](#).

- 21.2. Students who require a Leave of Absence from the programme should consult the [Policy on Leave of Absence](#) for guidance details of how to make this request.

22. Role of External Examiners

The role of external examiners will be to:

- 22.1. Attend Board of Examiners meetings.
- 22.2. Review a sample of summative assessments.
- 22.3. Comment and give advice on Programme content, balance and structure as reflected in the assessments.
- 22.4. Report on good practice they have identified.
- 22.5. Report on the standards of student performance in those Programmes or parts of Programmes which they have been appointed to examine, and on the comparability of the standards with those of similar Programmes or parts of Programmes in other UK Higher Education Institutions.
- 22.6. Report on the extent to which processes for assessment, examination, and the determination of awards are sound and have been fairly conducted, with reference to HYMS procedures and Codes of Practice. One of the external examiners (designated Chief External Examiner) will have a term of office of such duration as to afford oversight of the whole MB BS programme, normally five years.
- 22.7. Advise the Board of Examiners on decision-making based on summative assessments including actions regarding suspected or proven cases of academic misconduct, as required. Normally, the Chief External Examiner will fulfil this role.
- 22.8. Submit a written report on an annual basis to the Vice Chancellors including commentary and judgements on the validity, reliability and integrity of the assessment process and the standards of student attainment.