

ASSESSMENT FLEXIBILITY POLICY

1. Scope of the Policy

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4. Definitions

4.1 Sport

- The University recognises that students participate in a wide range of sporting and recreational activities. However, only those recognised by UK Sport², the English Institute of Sport³ or as a University sport with a performance programme⁴ will be eligible to request assessment flexibility.

4.2 The Performance Standard

- Student-athlete must be representing his/her country at a major international competition, be involved in preparation immediately preceding an international competition, or be taking part in a major national championship. This is commensurate with the performance standard required for consideration for a stretched degree.⁵
- Regular BUCS (British University & College Sport) competition is not usually considered to be of the level where flexibility should be considered. The University recognises that in some instances BUCS fixtures can be of appropriate importance to justify assessment flexibility.

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4.4 Assessments

- Assessment is defined by the University as academic work (essays, coursework assignments, examinations, etc.) for which marks are awarded. This Policy covers all types of assessment. Further information can be found at:

- Return to Student Records with relevant approval so the student record can be updated.

5.2 Coursework Flexibility

5.2.1 Coursework Test Flexibility

- If the student-athlete meets the above eligibility criteria and is due to be absent on the day of the coursework test itself the School is requested to consider offering the student flexibility. Students should be aware that the School may only be able to offer limited flexibility in relation to practical or laboratory-based coursework tests.
- The final decision on the level of flexibility is left to School discretion in relation to the best interests of the student-athlete.

5.2.2 Coursework Flexibility

- The majority of coursework assignments are provided to the students early in each semester. The student-athlete is expected to proactively manage their time effectively to allow them to engage in the work necessary to complete the coursework assignment prior to any absence from University.
- Requests for flexibility relating to the period immediately prior to a coursework assignment hand in date will not normally be supported by SDC; completion of coursework should be a continuous process throughout the whole semester and as such other commitments immediately prior to a coursework deadline will not be seen as grounds to request flexibility.
- In cases where the coursework assignment is provided to the student with a very short deadline (e.g. submission one week later) or where coursework can not be completed before certain resources or information has been provided and the student-athlete meets the eligibility criteria outlined in Section 4, School flexibility in relation to hand in deadlines is requested.

5.2.3 Coursework Flexibility Procedure

- AT THE EARLIEST OPPORTUNITY the student-athlete should discuss the possibility of missed coursework assessments with his or her personal tutor. This could be prior to selection for the team or squad but where there is the possibility of selection.
- The student-athlete should obtain a supporting statement from their National Governing Body as to the nature of the competition/training camp, including when the student-athlete was informed of their selection/possible selection. (Proforma attached)
- Performance and Development Director, Sports Development Centre, to support/not support the application for assessment flexibility.
- Academic School (Dean of School) to support/not support the application, including an indication of the alternative assessment arrangements.
- A copy of the form to be kept by the Academic School and a copy sent to SDC (note, for coursework flexibility it is not necessary to return the form to Student Records – however, doing so will ensure that it is filed on the student's electronic file).

6. The Special Case for MCCU Cricket

6.1 Rationale

Due to the timing of the competitive season for MCCU cricket fixtures, assessment flexibility is required so that students can compete for the University. The nature of the cricket season means that the students are highly unlikely to be available for examinations during the SAP, and so the students are permitted to take their exams off campus on the same date as the Semester Two (May/June) exams taking place on campus (hereinafter referred to as “scheduled campus exam”).

Only students who are part of the men's and women's MCCU squads are included in this group.

6.2 Procedure for Cricket MCCU fixture exam clash

- The Cricket Performance Manager will provide the Exams Office with the fixtures list, names, student ID numbers, courses and modules affected as early as possible