

Appendix B: Board of Examiners Policy

Reassessment and Compensation Guidance

Introduction

1. This document provides guidance to Boards in considering reassessment and compensation for students that have not successfully completed their year of study.
2. Further support and guidance can be sought from the Quality Assurance and Enhancement team (quality@imperial.ac.uk).
3. In the context of this guidance, readers should also consider information provided in:
 - [Academic Regulations](#)
 - [Mitigating Circumstances Policy and Procedure](#),
 - [Academic Misconduct Procedure](#)
 - [Appendix C: Borderline, Mitigating Circumstances, Academic Misconduct, and Exceptional Decision-Making Guidance](#)
4. The [flowcharts](#) included in this guidance should be used to consider students that are governed by the [Regulations for Taught Programmes of Study \(regs A\)](#). These provide guidance for the consideration of a single module and assume that there are no reasons to change from standard decision making. For example, there will be changes if the student has accepted mitigating circumstances or other reason that has disrupted the sequencing of their studies, or significant failure over the year. Additional support can be requested from the Quality Assurance team. Please email quality@imperial.ac.uk in the first instance.

Reassessment: Re-sits/Re-take/Repeat Years

5. Reassessment is the umbrella term that includes each form of opportunity to redeem a failed/incomplete module. Students are not permitted to re-sit or re-take a completed module if it has been passed unless it is part of a refresh year (see below), or as a result of a penalty for proven academic misconduct. See also 'incomplete' modules below.
 - a. Re-sit: opportunity to complete an assessment again for a capped module mark, without attendance. This would normally be in the summer vacation period for undergraduate students. For postgraduate taught students this may be in the summer vacation period or in the following year. If there are accepted mitigating circumstances for the first attempt at the assessment, the subsequent attempt will be uncapped.
 - b. Re-take: Taking the module(s) again for a capped module mark in the next academic year. This would include all learning and teaching activities and relevant assessment.

- c. Re-Fresh year: exceptionally, for either year 1 or 2 of an undergraduate programme, the student is offered the opportunity to repeat the year in full for uncapped marks. Any modules that had been passed would be voided and would have to be repeated.
6. In making decisions about reassessment, the Board will need to balance the academic workload required, any known accepted mitigating circumstances, previous repeated assessment opportunities and the academic competence demonstrated by the student during the programme.
7. Boards are encouraged to offer in year re-sits where possible, so as to support a student to remain with their cohort if appropriate and to complete their re-sits closer to the teaching and learning activities.
8. In undergraduate programmes the normal expected pattern of assessment in the absence of an accepted claim for mitigating circumstances is:
 - a. First sit,
 - b. Re-sit (normally over summer vacation period, capped mark),
 - c. Re-take of module (capped mark),
 - d. Re-sit (normally over summer vacation period, capped mark).
9. There will be some modules for which the pattern above cannot be followed, for example where the assessment requires attendance in a lab environment or fieldwork, and there are no suitable alternative assessments that would meet the learning outcomes. In such cases, students will be required to re-take in the following year, and no re-sit option can be granted.
10. The MBBS programmes have separate reassessment regulations which are listed in the programme specification.
11. In postgraduate taught programmes the normal expected pattern of assessment in the absence of an accepted claim for mitigating circumstances is:
 - a. First sit,
 - b. Re-sit (either over the summer vacation period or in the following year, capped mark).
12. Re-takes are only offered to postgraduate taught students in exceptional circumstances, for example the student has had extensive disruption to their teaching and learning during the module.
13. Reassessment for final major projects or dissertations will be dependent on the nature of the study required. For example, in some cases a re-submission of the output would be appropriate and proportional. In other cases, the student may only have a realistic opportunity for success if they repeat the project. Boards must have fair and consistent processes for agreeing reassessment for these modules.
14. Boards are reminded that they should not exceed the authority granted to them by the relevant academic regulations. For example, a student has not passed all modules required for the year and has reached the maximum registration period for their programme of study. This student would normally be considered an academic failure and withdrawn; however, the Board of Examiners agree that this student should be *exceptionally* granted reassessment opportunities in the following year

as they had been impacted by mitigating circumstances over both assessment periods in the year. The decision to offer reassessment in the following year should be made provisionally and referred to the Academic Registrar to request an exemption to the regulations.

Re-fresh year

15. Under the university regulations, an undergraduate student that has had significant failure at their first attempt of year one (level 4) or year two (level 5) of the programme (only year one for MBBS), the Board of Examiners may consider offering the opportunity to re-take the year as if for the first time also referred to as a “re-fresh” year.
16. A re-fresh year may only be taken once within a programme of study and will only be offered in exceptional circumstances. If taken, any modules that the student had previously passed in the year will be voided and they will be required to take all modules including all learning and teaching activity in the next academic year.
17. The first attempt at the modules in the next year will be uncapped. It should be noted that offering a re-fresh year does not extend the student’s maximum registration period.

Incomplete modules

18. A module is considered incomplete if the student has not attempted or failed an assessment component **and** has an accepted claim for mitigating circumstances for the same assessment component. See section 10 of the [Regulations for Taught Programmes of Study](#).
19. Where a module is incomplete, it is expected that the student will be given the opportunity to be assessed in the assessment component for which they have accepted mitigating circumstances before. The module mark will be uncapped.
20. If a student has also failed other assessment elements in an incomplete module for which they do not have accepted mitigating circumstances, the Board of Examiners should consider if it is appropriate to offer the reassessment of that work in the same assessment period. The following Board of Examiners should agree the final module mark based on the outcome of the opportunity given. For example, calculate module mark based on the ‘first attempts’ of the assessments, or calculate the module mark on the basis of an uncapped mark for the deferred assessment and a capped mark for the referred assessment. This should be clearly recorded in the minutes.

Compensation

21. Compensation is a process by which a marginal failure in a module is allowed to stand and credits be awarded. Modules may only be compensated if:
 - a. They are not classified as ‘core’.
 - b. Are in the relevant mark band (30.00 to 39.99 for levels 4-6, 40.00-49.99 for level 7).
 - c. For undergraduate programmes, the year overall weighted average is at least 40.00% when including the compensated module marks in the calculation.
 - d. For postgraduate programmes, the POWA is at least 50.00% when including the compensated module marks in the calculation.
 - e. The maximum limit for the level/programme has not been exceeded.

- f. Any 'must pass' assessment components in the module have been passed.

Compensation should not normally be used if the module is 'incomplete', see above.

22. The [Regulations for Taught Programmes of Study](#) permit up to 15 ECTS of compensation per academic level for undergraduate programmes, 10 ECTS for a Postgraduate Diploma and 15 ECTS for any full Master programmes (MSc, MRes etc.). This limit may be lower where approved as part of programme specific regulations, for example to meet Professional, Statutory Regulatory Body requirements.
23. It would normally be expected that a student is offered the opportunity to complete a re-sit prior to offering compensation. Where a student has a large number of assessments to redeem, the Board will need to balance the academic load for the student with the consideration of possible outcomes if other modules are failed and compensation has already been fully utilised.
24. The Board should not compensate a module for which it may later wish to offer a referral opportunity. Compensating a module 'completes' the outcome with credits awarded.

Academic Failure

25. The Board may agree that a student has not demonstrated the academic rigour required to be given further opportunity to successfully complete their programmes of study. This may be because the student has:
- a. Significant failure across the year at first attempt or following an opportunity for reassessment (without accepted mitigation).
 - b. exhausted all opportunities to complete the module(s).
 - c. reached the maximum registration period for their programme of study.
26. Where an academic failure decision has been reached, the reason for the decision must be clearly recorded in the minutes, and where relevant, an exit award will be granted.

Document Control

Document title:	Board of Examiner Policy Appendix B: Reassessment and Compensation Guidance		
Version:	1.0	Date:	May 2026
Location:	R:\7.Quality Assurance\3. Policy Framework\4. Examination & Assessment\Exam Boards\BoE Policy		
Initially approved by and date:	QAEC 2026		
Version approved by and date:	QAEC 2026		
Version effective from:	May 2026		
Originator:	RPRC		
Contact for queries:	Assistant Registrar (Academic Standards)		
Cross References:	Regulations for Taught Programmes of Study Academic Misconduct Policy and Procedures Mitigating Circumstances Policy and Procedures Unsatisfactory Engagement Policy Board of Examiners Policy and appendices		
Notes and latest changes:			