

**MANUAL OF ACADEMIC REGULATIONS
AND PROCEDURES 2023-24**

MEDICAL DEGREE ASSESSMENT REGULATIONS

(APPLICABLE FROM OCTOBER 2023)

Academic Quality, Standards and Conduct

Student and Education Services

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MARP 2022-23
**ASSESSMENT REGULATIONS FOR THE BACHELOR OF MEDICINE, BACHELOR
OF SURGERY (MBChB) UNDERGRADUATE DEGREE**

The MBChB programme is under continuous review both internally and by the General Medical Council. As a result, it may sometimes be necessary to amend these regulations over the course of a student's registration to match national decisions about undergraduate medical education and to ensure continued alignment with sector standards. Changes will be made only where necessary to ensure the appropriate level of competence in graduates from the programme as they move onto their postgraduate training, and to ensure patient safety.

MD 1 STRUCTURE OF THE MBChB DEGREE PROGRAMME

- MD 1.1 The MBChB degree comprises learning across levels 4, 5, 6 and 7 over a five-year full-time programme. There is no stipulated credit length for each year of study as medical qualifications are not typically credit-rated.
- MD 1.2 The Medicine with a Gateway Year degree is a six-year programme comprised of an initial year of study (Gateway Year), with progression onto the five-year MBChB degree programme where students meet the progression criteria.
- MD 1.3 Fitness to practise requirements apply to students studying on the Gateway Year as well as to those on the MBChB degree programme. Fitness to practise requirements apply to all course content, regardless of whether this provision is delivered directly by the Lancaster Medical School, or by another academic department or source.
- MD 1.4 The arrangements for the programme of study shall be published in the Courses Handbook, [available online](#) for staff and current students.

MD 2 CRITERIA FOR AWARD

- MD 2.1 In order to qualify for the MBChB degree, students must have attained a pass in all components of each of the five years. No condonation of failed components is permitted. The standard setting procedure described below is a requirement of the General Medical Council, as included in their assessment advice in the publication *Promoting Excellence: standards for medical education and training* (July 2015).
- MD 2.2 The pass mark for each summative component of the assessment of each year of the MBChB degree will be arrived at as follows.
- (a) Written examinations in years 1-4: each examination paper will usually be standard-set by a panel of content experts, and according to a modified Angoff technique. The initial pass mark will be determined by the panel without prior knowledge of the students' performance. The pass mark will then be adapted in the light of additional information such as the analysis of the performance of test items and feedback from the students, again using the Angoff method. The Board of Examiners for each year will receive a report from the standard-setting panel (including the recommended pass marks for each of the written papers) for consideration. Where an unusual, unforeseen issue arises that may

impact on the validity of the inferences of the modified Angoff method, an alternative recognised method of standard setting, such as the Hofstee method (or other appropriate method), may be used and included in the standard setting report for consideration by the Board of Examiners.

- (b) **For students who entered the programme in 2016-17:** Practical examinations (the Objective Structured Clinical Examinations, (OSCEs) in years 1-4): each OSCE will be standard-set using a borderline regression approach. The marks of all students are used to determine the passing score for each station, and in order to pass overall, students must achieve the “cut score”, which is the sum of the pass marks for each station in that examination. Students are also required to pass a minimum of 64% of stations in the OSCEs in years 1 and 2 and 71% of stations in years 3 and 4.

For students who entered the programme in 2017-18: Practical examinations (the Objective Structured Clinical Examinations, (OSCEs) in years 1-4): each OSCE will be standard-set using a borderline regression approach. The marks of all students are used to determine the passing score for each station, and in order to pass overall, students must achieve the “cut score”, which is the sum of the pass marks for each station in that examination. Students are also required to pass a minimum of 64% of stations in the OSCEs in years 1 and 2 and 71% of stations in years 3 and 4.

For students who entered the programme from 2018-19 onwards: Practical examinations (the Objective Structured Clinical Examinations, (OSCEs) in years 1-4): each OSCE will be standard-set using a borderline regression approach. The marks of all students are used to determine the passing score for each station, and in order to pass overall, students must achieve the “cut score”, which is the sum of the pass marks for each station in that examination. Students are also required to pass a minimum of 70% of stations (representing 7 out of 10 stations) in the OSCE in year 1 and 71% of stations in years 2, 3 and 4 (representing 10 out of 14 stations).

For students who entered the programme from 2019-20 onwards: Practical examinations (the Objective Structured Clinical Examinations, (OSCEs) in years 1-4): each OSCE will be standard-set using a borderline regression approach. The marks of all students are used to determine the passing score for each station, and in order to pass overall, students must achieve the “cut score”, which is the sum of the pass marks for each station in that examination. Students are also required to pass a minimum of 62.5% of stations (representing 5 out of 8 stations) in the OSCE in year 1 and 71% of stations in years 2, 3 and 4 (representing 10 out of 14 stations).

For students who entered the programme from 2020-21 onwards: Practical examinations (the Objective Structured Clinical Examinations, (OSCEs) in years 2-4): each OSCE will be standard-set using a borderline regression approach. The marks of all students are used to determine the passing score for each station, and in order to pass overall, students must achieve the “cut score”, which is the sum of the pass marks for each station in that examination. Students are also required to pass a minimum of 71% of stations in the OSCE in years 2, 3 and 4 (representing 10 out of 14 stations).

Note: During the academic year 2020-21, the number of OSCE stations was reduced for students in years 2 and 3 in mitigation of the COVID-19 pandemic.

During the academic year 2021-2022, the number of OSCE stations was reduced for students in year 2 in mitigation of the ongoing impact of the COVID-19 pandemic.

During the academic year 2022-23, for the Year 4 Summative OSCE only, the number of stations was reduced to 10 stations (students had to pass 7 out of 10 stations) due to the impact of Junior Doctors' strike action on the delivery of this assessment. The Year 4 Resit OSCE remained at 14 stations.

- (c) Special Study Module (SSM) coursework (year 2) – standardised mark sheets are used to mark the Special Study Module, with a pass mark of 50%. Conditional moderating of SSMs is carried out at the SSM Moderating Board, made up of staff involved in the delivery of the module. The Board verifies that marks have been assigned correctly and can also moderate marks up or down, or provide additional marking of reports if deemed appropriate.
- (d) Professional Practice, Values and Ethics coursework (year 3) – pass mark of 50%, as Special Study Modules above, and with a similar moderating process.
- (e) Health, Culture and Society coursework (year 3) – pass mark of 50% as Special Study Modules above, and with a similar moderating process.
- (f) The component clinical placement rotations of year 5 are assessed through the student's portfolio, on a pass/fail basis; each rotation must be passed. The clinical supervisor for the rotation assesses the student using the PETA process (Professional Education and Training Appraisal); signing the final PETA form as a pass indicates that the student has attended and has acquired the appropriate skills, knowledge, and professional attitudes to proceed into their Foundation Doctor years.
- (g) The 'Preparing for Practice' programme in year 5 must also be passed. It is made up of three elements:
 - The 2 week 'Preparing for Practice' component at the start of the year is assessed through completion of a logbook of clinical skills and medicines management and must be passed.
 - Attendance at the 'Leadership and Management' 1 week course is compulsory (except for students undertaking a Turing, or equivalent placement).
 - The mid-year review of the student's progress as demonstrated by their portfolio must be passed.

MD 3 PENALTY FOR LATE SUBMISSION OF COURSEWORK

MD 3.1 Work submitted up to three days late without an agreed extension will receive

- (a) a penalty of 10 percentage points; and
- (b) a deduction of 1 ranking point.

If, after the 10 percentage point reduction, the penalised mark remains in the same band, 1 ranking point will be deducted. If the penalised mark is in a lower band, no further ranking point will be deducted.

MD 3.2 For work submitted up to three days late, where the application of the penalty would take the mark below the pass mark of 50% the penalised mark will be recorded as 50%, and 0 ranking points, with no requirement to resubmit. Work received after three days will receive a mark of zero (non-submission). Saturdays and Sundays are included as days in this regulation; however, where the third day falls on a Saturday or Sunday, students will have until 10.00 a.m. on Monday to hand in without receiving further penalty.

MD 4 PROGRESSION

MD 4.1 Progression from the initial (Gateway) year of the Medicine with a Gateway Year degree is dependent on attainment of the following:

- (a) an aggregation score of at least 15.0 in all three units;
- (b) an aggregation score of at least 12.0 in ten out of fifteen end-of-year examinations; and
- (c) an aggregation score of at least 10.3 in the coursework/test element in all three units.

Where these progression criteria are not met, students may be eligible for transfer into the second year of specified Biomedical and Life Sciences degree programmes, provided they meet the progression criteria set out for these programmes.

MD 4.2 The progression requirements of the MBChB degree have been detailed and approved through the programmes approval process and are as follows:

Progression	Required to pass with the pass marks as detailed above
Year 1 to 2	Paper 1; Paper 2; Paper 3; Study Skills Module (satisfactory attendance and completion of formative tasks); Community (Primary Care) course (satisfactory attendance).
Year 2 to 3	Paper 1; Paper 2; Paper 3; SSM2; OSCE; hospital placements and Community (Primary Care) course (satisfactory attendance and completion of the E-Portfolio).
Year 3 to 4	Paper 1; Paper 2; Health, Culture and Society coursework; Professional Practice, Values and Ethics coursework; OSCE; hospital

	and GP placements (satisfactory attendance and completion of the E-Portfolio);
Year 4 to 5	Medical Licensing Assessment Applied Knowledge Test (MLA-AKT); Medical Licensing Assessment Clinical and Professional Skills Assessment (OSCE); hospital and GP placements (satisfactory attendance and completion of the E-Portfolio); satisfactory completion of Elective report.
Graduation	Pass in all components of the 'Preparing for Practice' programme. Pass in the PETA assessment of the five placement blocks (Ward Care; Acute Care-Emergency Medicine; Selectives in Advanced Medical Practice 1 and 2; Community-Orientated Medical Practice).

Examination Boards will determine whether a student has successfully met the progression requirements to move to the next year of the programme and to graduation, giving full countenance to exceptional circumstances as reported from the Exceptional Circumstances Committee and reassessment opportunities as detailed below.

- MD 4.3 Students are required to pass each element of the course independently, in order to progress (i.e. compensation between elements is not allowed). Opportunities to resit a written paper, re-take a clinical exam, resit a Special Study Module or any other piece of coursework, or retake a clinical placement block in year 5 are offered where appropriate, and are signposted for students.
- MD 4.4 Students have a chronological seven-year period following registration, within which they must complete their studies. This period includes time that may be taken out to repeat a year of study, complete an intercalated degree between years 4 and 5, or suspend studies for personal reasons. If exceptional circumstances mean that a student will exceed this period, their case will be considered by the Head of the Medical School.
- MD 4.5 Any student repeating a year must pass the resit year in order to progress. Students will not be permitted to repeat more than one year of study; if a student has previously resat a year, a repeat of a subsequent year is not permitted. In exceptional circumstances, the student's case will be considered by the Head of the Medical School.
- MD 4.6 All students who graduate from academic year 2024-25 onwards must have passed the General Medical Council's Medical Licensing Assessment to be eligible to graduate with a Primary Medical Qualification.
- MD 4.7 Exceptionally, under the transitional arrangements agreed by the General Medical Council (GMC), any student who has successfully passed all written and clinical finals assessments in their penultimate year of study and is out of programme in the academic year 2023-24 will not need to take an Applied Knowledge Test (AKT) or Clinical and Professional Skills Assessment (CPSA) that the GMC has confirmed meets

the requirements of the Medical Licensing Assessment Framework¹ on return to programme if they meet the following criteria set by the GMC:

- a. The student is out of programme in the academic year 2023-24 with the medical school's approval and
 - i. In their penultimate year of study in 2022-23 has taken and passed the written and clinical exams as part of a degree programme currently recognised by the GMC.
 - ii. Has met all the other academic requirements of the university for progression to the final year of study and
 - iii. Must have graduated in or before the end of the academic year 2025-26
- b. If any of the above criteria are not met, the student must pass an AKT and a CPSA that the GMC has determined meets the requirements of the MLA Framework prior to graduation.

MD 4.8 The Medical Licensing Assessment (MLA) is normally valid for 2 years. Thus a student who would graduate more than 2 years after passing the MLA components (AKT and CPSA), would be required to sit and pass both these assessments again prior to graduation in order to graduate with a Primary Medical Qualification.

MD 5 CLASSIFICATION OF AWARDS

MD 5.1 The final award criteria for the MBChB degree have been detailed and approved through the programmes approval process. The year 5 Examination Board will determine whether a student has successfully met the final award criteria giving full countenance to exceptional circumstances as reported from the Exceptional Circumstances Committee, and reassessment opportunities as detailed below.

MD 5.2 In order to qualify for the overall award, students must have attained in full the minimum credit requirement for the programme by passing all of the components of all years.

MD 5.3 There will be three classes of MBChB degree awarded, calculated on the basis of the student's overall ranking in the cohort. Rankings are derived at the start of year 5 following the calculation of a weighted mean score (range 0 to 6.75) according to the formula shown below. Year 4 assessments receive more weight than those in years 1 to 3, as they are the final written and practical assessments.

¹. Assuring readiness for practice: a framework for the MLA. [mla-framework-plus-annexes-pdf-85707459_pdf-88217761.pdf \(gmc-uk.org\)](https://www.gmc-uk.org/85707459_pdf-88217761.pdf)

MD 5.4 Formula for calculating an individual student's overall performance across the course:

$$score = \frac{6 \left(\frac{\sum y_1 + y_2 + \dots + y_n}{n} \right) + 3(x_4)}{4}$$

Where y_n denotes individual pieces of assessment in years 1-3 (these are all added together and then divided by the number of completed assessments) and x_4 denotes the mean score for year 4 (i.e. total points score over all assessments for year 4 ÷ number of assessments).

MD 5.5 The score for an individual assessment is calculated as follows.

(a) The standard-set pass mark for an individual written exam is adjusted to a 60% pass mark by arithmetic scaling. The new mark is then banded according to the following ranges:

80-100%	85% Band
70-79%	75% Band
60-69%	65% Band
50-59%	55% Band
Less than 50%	45% Band

(b) The percentage mark which the student has obtained in the OSCE is banded according to the following ranges:

> cut score + 2 standard deviations	85% Band
between >cut score + 1 s/d and cut score + 2 s/d	75% Band
between cut score and cut score + 1 s/d	65% Band
Failed (below cut score and/or failed on no. of stations)	55% Band

(c) Points are then assigned to the banded marks according to the following table:

Year of study	Written examinations, OSCEs	Coursework
1-4	Band 85 = 3 points Band 75 = 2 points Band 65 = 1 point Fail (first attempt) (bands 55 and 45) = 0 points	80% or over = 3 points 65-79% = 2 points 50-64% = 1 point Fail <50% (first attempt) = 0 points

MD 5.6 At the final Examination Board, the rankings (which are divided into deciles) are used to classify the awards as follows.

- (a) Students in the 1st decile are awarded the degree of MBChB with Honours.
- (b) Students in the 2nd decile are awarded the degree of MBChB with Commendation.
- (c) All other students are awarded the degree of MBChB.

MD 6 REASSESSMENT

MD 6.1 A student who fails any component of the assessment in a given year (including SSM) will be required to undertake a reassessment for that component and must pass it before they can progress to the next year or graduate. All other coursework must be passed in order to graduate (see paragraphs MD 6.4-6.6 for further details of reassessment).

MD 6.2 Students in years 1-4 will be given the opportunity to undertake reassessment within the same academic year in which they made their first attempt. If a student fails one of the rotations of year 5, they will not be able to undertake reassessment within the same academic year but will be required to repeat some or all of the final year in the following academic year, subject to discussion of the case at the year 5 Examination Board.

MD 6.3 A student undertaking reassessment of a failed Special Study Module 2 will be required to sit a new project with a new supervisor. The maximum mark permissible for the Special Study Module 2 resit is 50% (0 points).

MD 6.4 A student undertaking reassessment of a failed piece of year 3 Professional Practice, Values and Ethics Case Analysis coursework will be required to resubmit the coursework during the same academic year. The maximum mark permissible for the resubmitted coursework is 50% (0 points). If the student fails at the resubmission stage, they will be permitted to progress to year 4 but will be required to repeat the Case Analysis coursework in that academic year, submitting a different case. The maximum mark permissible for the new case will be 50% (0 points).

MD 6.5 A student undertaking reassessment of a failed piece of year 3 Health, Culture and Society coursework will be required to resubmit the coursework during the same academic year. The maximum mark permissible for the resubmitted coursework is 50% (0 points). If the student fails at the resubmission stage, they will be permitted to progress to year 4 but will be required to repeat the Health, Culture and Society coursework in that academic year, submitting an essay on a different topic. The maximum mark permissible for the new case will be 50% (0 points).

MD 6.6 When all the results of reassessment are available the overall profile will then be considered following procedures detailed in **Consideration and confirmation of results**.

MD 6.7 The following exit awards will be available for students who leave the MBChB programme before the final year, as follows:

(a) BSc (Hons) Medical Sciences will be awarded to a student who has passed all of the components of years 1-3 of the programme but will not progress into year 4, or does not successfully complete year 4, for the following reasons:

- poor academic performance
- not wishing to continue with a career in medicine
- being found not fit to practise medicine

(b) The students' marks for the assessments are converted to a score using the formula where x_1 , x_2 and x_3 are calculated as described under MD 5.4 – MD 5.6. The scores of all students in the cohort are ranked and then divided into deciles. The BSc (Hons) degree will be classified according to the decile as:

Deciles 1 and 2 – first class

Deciles 3, 4, 5, 6 and 7 – upper second class

Deciles 8 and 9 – lower second class

Decile 10 – third class

(c) BSc (Hons) Advanced Medical Sciences will be awarded to a student who has passed all of the components of years 1-4 of the programme but will not progress into year 5, or does not successfully complete year 5, for the following reasons:

- poor academic performance;
- not wishing to continue with a career in medicine;
- being found not fit to practise medicine.

The students' marks for the assessments are converted to a score using the formula shown in paragraph MD 5.4. The scores of all students in the cohort are ranked and then divided into deciles. The BSc (Hons) degree will be classified according to the decile as:

Deciles 1 and 2 – first class

Deciles 3, 4, 5, 6 and 7 – upper second class

Deciles 8 and 9 – lower second class

Decile 10 – third class

MD 7 INCOMPLETE ASSESSMENT AND EXCEPTIONAL CIRCUMSTANCES

MD 7.1 For the purposes of these regulations 'exceptional circumstances' will mean properly evidenced and approved claims from students that demonstrate good cause as to why their performance and achievements have been adversely affected by means which have not been fully addressed through extension and other available assessment procedures.

- MD 7.2 For the purposes of these regulations 'good cause' will mean illness or other relevant personal circumstances affecting a student and resulting in either the student's failure to attend an examination, or submit coursework at or by the due time, or otherwise satisfy the requirements of the scheme of assessment of the MBChB programme; or, the student's performance in examination or other instrument of assessment being manifestly prejudiced.
- MD 7.3 A chronic medical condition, for which due allowance has already been made, will not itself be considered a good cause although a short-term exacerbation of such a condition might be so judged.
- MD 7.4 'Evidence' will mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the student for consideration as amounting to good cause. Such a report should include a supporting statement from an appropriate person. Where the report refers to a medical condition of more than five days' duration the report must be completed by an appropriate medical practitioner who would be requested to comment on how the medical condition concerned would be likely (if this were the case) to have affected the student's ability to prepare for or carry out the assessment(s) in question.
- MD 7.5 Where an incomplete assessment may be the result of good cause, it will be the responsibility of the student concerned to make the circumstances known to Lancaster Medical School and to provide appropriate evidence. Notification later than forty-eight hours after the examination, or after the date at which submission of the work for assessment was due, will not normally be taken into account unless acceptable circumstances have prevented the student from notifying the Medical School within this time.
- MD 7.6 Lancaster Medical School will have an Exceptional Circumstances Committee whose primary responsibility it is to consider claims of good cause for the MBChB programme. Any such claims would be subject to confirmation by the Examination Boards at a later date. The Exceptional Circumstances Committee would be required to meet at least once per annum prior to the final Examination Boards, but might usefully meet to consider claims of good cause on a more frequent basis. The Exceptional Circumstances Committee will produce minutes of its meetings to be submitted to the appropriate Examination Board. Guidance on the management and operation of Exceptional Circumstances Committees can be found in [General Regulations for Assessment and Award](#).
- MD 7.7 In considering claims of good cause:
- (a) the evidence provided by the student claiming good cause, and any relevant and available material submitted by them for assessment will be scrutinised;
 - (b) fairness to the individual student claiming good cause must be balanced with fairness to other students and the integrity of the assessment as a whole;
 - (c) in the event of the student having failed to attend an examination or examinations, or having failed to submit course material or other work for assessment at or by the due time, it will be determined whether the failure to attend or submit has been justified by good cause;

- (d) in the event of the student having submitted work for assessment by examination or otherwise, it will be determined whether such work has been manifestly prejudiced by good cause. If such prejudice is established the work affected will normally be deemed not to have been submitted.

- MD 7.8 Where it is determined that the evidence presented supports the student's claim that their academic performance was affected by good cause during the academic year, or by circumstances which occurred during the summative examination period, the student will be automatically granted the right to take the resit examinations in August as if they were the first attempt, should they fail one or more components of the summative examinations. Should the student then fail the reassessment, they will be permitted to repeat the whole year of study. In this repeat year, they will sit those assessment components which were failed in the previous academic year in the summative exam period as if they were the second attempt. If the OSCE examination had been previously passed, it will be taken again in order for the students' clinical skills to be kept current.
- MD 7.9 Where it is determined that the evidence presented supports the student's claim that their academic performance was affected by good cause by circumstances which occurred during the resit examination period, the student will be automatically granted the right to repeat the whole year of study. In this repeat year, they will sit those assessment components which were failed in the previous academic year in the summative exam period as if they were the second attempt. If the OSCE examination had been previously passed, students must pass again to progress to the next academic year, in order to demonstrate continuity of clinical skills. Similarly, if students suspend studies after the summative exams (and before resits) students will also need to pass the OSCE examination to progress to the next academic year, in order to demonstrate continuity of clinical skills as well as any other outstanding assessment components.
- MD 7.10 Where it is determined that the evidence presented supports the student's claim that their academic performance was affected by good cause during a period of coursework such as a four-week Special Study Module, meaning that they were not able to complete the coursework or were awarded a fail mark, they will be permitted to take a further Special Study Module during the summer which will be treated as the first attempt. Should this coursework be failed, another Special Study Module will be sat during the summer as the second attempt if there are sufficient weeks available to do this. If there is insufficient time, the student will be automatically granted the right for a further attempt at the Special Study Module but will suspend studies rather than repeat the year; it is not possible for the student to progress into the next year until the Special Study Module has been passed. A student in this position will not be required to resit the OSCE examination.
- MD 7.11 Students who have not passed all of the assessments by the completion of the resit examination period have their studies terminated with the right to appeal. If the appeal is successful then the only option for students on the MBChB programme is to repeat the whole year of study. It is not possible for any failed components to be carried into the next year of study, with the exception of the year 3 Professional Practice, Values and Ethics coursework (see paragraph MD 6.4) and the year 3 Health, Culture and Society coursework (see paragraph MD 6.5).

MD 7.12 Where it is determined that the evidence presented does not support the student's claim that their academic performance was affected by good cause during the academic year, or by circumstances which occurred during the examination periods, or during a period of coursework, the student's original assessment result will stand and they will have to resit any failed assessment components as the second and final attempt for the year. If they fail at the resit stage, their studies will be terminated.

MD 7.13 A student who is permitted by an Academic Appeals Panel to repeat the year will have to sit all assessments (except for coursework if previously passed), but will be granted the same number of attempts as the rest of the cohort i.e. will be permitted the August resit opportunity). For the purposes of ranking, the student will receive the points relating to their first attempt:

- 0 points for the failed components
- The first attempt marks for those components which were passed.

When taking previously passed components in the repeat year, students must pass each component again in order to progress to the next year. However, as stated above, they will receive ranking points relating to their first attempt, hence it is not possible to gain higher points in the repeat year.

MD 8 CONSIDERATION AND CONFIRMATION OF RESULTS

MD 8.1 Senate has ultimate authority to determine all results of assessment leading to Lancaster University credit and awards. It exercises its authority to make final decisions as to granting of all credit-bearing University awards, primarily through the Committee of Senate with non-standard cases considered and recommended by the Classification and Assessment Review Board.

MD 8.2 The Committee of Senate provides:

- (a) formal confirmation (or not) of recommendations from Boards of Examiners for the award to individual students of the MBChB degree of a particular class;
- (b) formal approval of recommendations from Boards of Examiners that students be awarded no degree with or without a further re-sit opportunity (i.e. Fails);
- (c) formal ratification of first, second, third, fourth and fifth year results in the MBChB degree, including the timing and nature of re-sit opportunities for failed elements.

Further procedural details are set out in the [General Regulations for Assessment and Award](#).

MD 8.3 For each year of the MBChB programme there will be an Examination Board comprising external and internal examiners which will be responsible for the assurance of standards through the exercise of their academic (and, where relevant, clinical/practitioner-based) judgement both directly in the assessment of students' work and indirectly in the design of specific forms of assessment. Clinicians who are nominated by Lancaster Medical School because they have primary responsibility for part of the medical degree programme including assessment will be entitled to be

members of examination boards and will be termed “internal examiners”. The constitution and terms of reference for examination bodies within the constituent elements of the University are set out in the section on Examination Boards in the [General Regulations for Assessment and Award](#).

- MD 8.4 The Examination Boards will receive decisions from the Exceptional Circumstances Committee. Examination Boards cannot, of themselves, reconsider or change decisions of the Exceptional Circumstances Committee. Examination Boards may challenge decisions of Exceptional Circumstances Committees by referring final decisions to the Committee of Senate via the Classification and Assessment Review Board, or equivalent body.
- MD 8.5 The Examination Boards for years 1-4 will consider and confirm marks derived from all assessments taken and examined in the academic year under consideration. The year 5 Examination Board will receive the results of assessments from years 1-4 and will consider and confirm the year 5 assessments. The year 5 Examination Board will make recommendations to the Committee of Senate with non-standard cases referred for consideration and recommendation via the Classification and Assessment Review Board as to the award of the MBChB degree (and the class of degree) within the approved degree programme classification scheme. Details of the role and operation of Examination Boards can be found in the [General Regulations for Assessment & Award](#).
- MD 8.6 The business of the Examination Boards will be minuted and the minutes will include a record of the External Examiner's adjudications, comments and recommendations, as well as particular decisions made by the Board. The minutes will also record the decisions of the Exceptional Circumstances Committee for each candidate considered by that committee (although detailed discussion of circumstances should not be undertaken at the Examination Board). The minutes must include a list of attendees (together with their status as external or internal examiners or assessor). This record of the proceedings of the Board will be restricted and made available only to: the participating examiners and assessors, the Vice-Chancellor and other officers of the University as appropriate; the Committee of Senate and the Classification and Assessment Review Board; and appropriate Academic Appeal and Review Panels as defined in the chapter on [Academic Appeals](#). Where the Examination Board has exercised its discretion in a particular case, as provided by these Regulations, the Committee of Senate via the Classification and Assessment Review Board will normally uphold its decision providing it had the support of the majority of the external examiners present at that Examination Board.

MD 9 PUBLISHED INFORMATION

- MD 9.1 The determination of results and the classification of University degrees are subject always to ratification by the Committee of Senate and will be regarded as provisional until ratified.
- MD 9.2 Immediately after the meeting of the relevant Examination Board, Lancaster Medical School may notify students of their provisional degree results.

MD 9.3 Within forty days of the ratification of degree results, students will be sent a transcript of their results together with a Higher Education Achievement Report, both of which will conform in scope and layout to principles agreed by Senate.

MD 10 EXCLUSION

MD 10.1 Students who, after undertaking agreed reassessment opportunities, fail to meet the stipulated criteria for progression or final award will be excluded from the University. Students are entitled to appeal against exclusion under the University's [Academic Appeals](#) procedures.