



## Royal College of Art Referral Policy

### Introduction

1. In the case of a student's work being within achievable reach of, but not meeting, the required criteria for an element of assessment, an assessment board or panel, with approval from ABCD, may 'refer' a student. This means that the student will have a second and final attempt at the element of assessment in question.

### Definition

2. A referral project must be a specific programme of work to be submitted for assessment by a specified date as set by the assessment board or panel.
3. The student's work must be judged against the assessment criteria for the element of assessment in question, and referral only recommended where the work has not met the required standard to be awarded a pass or pass subject to corrections *and* where, in the judgement of the assessment board or panel, the work required of the student to be able to demonstrate achievement of the relevant learning outcomes is no greater than that which can be reasonably expected to be retrieved within 14 weeks.

### Regulations

4. The deadline for a referral project to be submitted by the student must be no fewer than 10 weeks from notification of the decision to refer and no greater than 12 months of the original submission, must be prescribed by the Head of Programme, and approved by ABCD. No further re-submission may be made.
5. Where a student is required to pass an element of assessment to progress to the next stage of their Programme, then the student may not progress until a referred project has been confirmed by ABCD as a pass. In such circumstances the student may be required to take a leave of absence in order to rejoin the Programme at the point at which they were referred, in the subsequent year.

### Setting the Referral Project

6. It must be possible to complete the referral project using the resources and support available to the student during the referral period. It may be necessary to consult with the Buildings and Estates and IT, Library & Technical Services teams prior to setting referral projects to ensure that appropriate access to services is possible, and, if not, to set an alternative project or give an alternative deadline.

7. External Examiners shall be given the opportunity to comment upon referral projects prior to their confirmation.
8. Full details of the referral project, including deadlines and access to required resources shall be provided to the student in writing.

### **Support During the Referral Period**

9. During the referral period, the student must receive at least one tutorial to discuss the progress of their referral project. The Programme must identify a tutor for each referred student; it is the student's responsibility to contact the tutor and arrange a suitable time for the tutorial to take place. Tutorials shall normally take place on the College premises, but may, if agreed by both the student and tutor, take place away from the College.

### **Resubmission/Re-examination**

10. An assessment panel, with a constitution equivalent to that which made the original recommendation to refer the student, shall consider any referral submission, and make a recommendation to the ABCD.
11. Where a referral is made on a final examination for an award of the College, the recommendation to ABCD shall first be submitted to the School Examination Board (SEB) for consideration.
12. The assessment panel and/or SEB shall make one of the following recommendations:
  - Pass (the student has achieved the learning outcomes for the element of assessment)
  - Pass subject to corrections (the student has not achieved the learning outcomes for the element of assessment, but can demonstrate this achievement by making minor amendments to the work, within 3 weeks of notification of the decision)
  - Fail (the student has not achieved the learning outcomes and cannot make sufficient amendment within 3 weeks of notification of the result).
13. Where a candidate's referral submission is not submitted by the set deadline, the appropriate decision is a failure without opportunity for further re-submission or re-assessment.
14. Where the ABCD endorses a recommendation of pass subject to corrections then the Programme team shall write to the student to outline the corrections required, and the date that they must be submitted by. If the student does not submit the corrections by the deadline, or the submitted corrections do not meet the criteria outlined in the assessment board or panel's decision then the student shall be deemed to have failed the element of assessment.
15. Assessment panels must take into consideration any evidence of extenuating circumstances submitted by a student in reference to their referral resubmission, in accordance with the College's Extenuating Circumstances Policy.

### **Following Successful Referral**

16. If the ABCD confirms that the student has passed their referral project then the result for the element of assessment shall be regarded as a pass; there is no subsequent academic penalty for having been referred.
17. Where completion of an element of assessment is required for progression then the student, having passed the referral project, shall be eligible to progress at the next opportunity.
18. Where completion of an element of assessment is required for award then the student, having passed the referral project, shall be eligible for consideration for the award at the next available opportunity.

### **Extension to Referral Period**

19. Requests for extension to referral shall be considered in accordance with the Extenuating Circumstances policy.

Senate

June 2018