**Appendix K**

**For insertion into Module Guides:**

**Examination Board Process**

Once your assignments for this module have been marked and checked internally and by the external examiner(s), the marks are then approved by the Programme Examination Board, which meets at the end of each semester or assessment period.

In relation to this module, the Programme Examination Board is specifically tasked with approving:

1. The mark for each individual assessment for each student;
2. The overall module mark (percentage and grade) for each student;
3. Internal module compensation (see below) for students who are eligible. **(Delete if not applicable to this module)**

**Internal Module Compensation (Delete whole section if not applicable to this module)**

Internal module compensation can be applied if you achieve the pass mark for the module but have not passed each individual assessment. This would mean that you would not be required to resubmit the failed assessment.

The Academic Regulations allow internal module compensation in the following situations:

1. For substantive assessments (those which contribute 35% or more to the overall module mark), you must achieve a mark of at least 30% at undergraduate level or at least 40% at postgraduate level, and a pass mark for the module overall;
2. For non-substantive assessments (those which contribute less than 35% to the overall module mark), internal compensation is allowed regardless of the mark achieved provided that you achieve a pass mark for the module overall.

More details on the Examination Board process can be found in the Programme Handbook.