

All unit staff involved in assessment are expected to attend the Assessment Board. Where a valid reason prevents attendance, a unit report and all results must be passed to the Programme Coordinator in good time and notification of non-attendance should be recorded. In the event of the unavailability of some of those listed above, the Director of Higher Education (or designate) shall have authority to decide if the Assessment Board may take place. Meetings must be quorate in accordance with
nt.

No student may be a member of an Assessment Board or attend any examiners' meeting other than as a candidate for assessment. If, however, a person who is otherwise qualified to be an examiner for a programme, such as a member of staff or an approved External Examiner, is also registered as a student on another programme, that shall not in itself disqualify that person from carrying out



To achieve a Pearson BTEC Higher National Certificate qualification, a student must have:

completed units equivalent to 120 credits at level 4
achieved at least a pass in 105 credits at level 4

Compensation provisions for the HNC

Students can still be awarded an HNC if they have not achieved a Pass in one of the 15 credit units completed, but have completed and passed the remaining units.

Conditions for the award of the HND

To achieve a Pearson BTEC Higher National Diploma qualification, a student must have:

completed units equivalent to 120 credits at level 5
achieved at least a pass in 105 credits at level 5



Work reassessed under administrative fee arrangements will be subject to the same assessment regulations as for resubmissions.

Where students fail to achieve sufficient credit for certification at the intended level, Programme Coordinators should make every effort to ensure that alternative accreditation can be claimed (e.g. HNC instead of HND)

References

[QAA UK Quality Code for Higher Education: Assessment](#)
[BTEC Centre Guide to Quality Assurance and Assessment \(Level 4-7\)](#)

