

# Central Film School

2026-27

Central Film School

## Assessment, Reassessment & Progression

### 1. Introduction and Overview

- 1.1. Central Film School (CFS) delivers industry-focused creative programs with varied delivery models. Undergraduate degrees (excluding the Integrated Foundation Year) operate on an accelerated two-year fast-track framework. The Integrated Foundation Year follows a traditional one-year structure before students transition into the accelerated model. Postgraduate programs are offered as either one-year full-time or two-year part-time tracks.
- 1.2. Unlike traditional three-year university frameworks where reassessment and progression occur over the summer, the transition window between levels on a CFS accelerated degree can be as brief as four weeks. This compressed timeline places high operational demands on marking, internal and external moderation, results ratification, and Exam Board. This document establishes standard procedures to ensure academic rigour, satisfy validating partner requirements, and secure fair, transparent, and equitable outcomes for all students.

### 2. Core Principles

- 2.1. Governed by the CFS Academic Board, this policy applies to all stages of assessment design, scheduling, and ratification based on the following rules:

- **Grade Release Timelines:** Grades must be released to students no later than six weeks following the submission deadline.
- **Progression Restrictions:** Students who fail to meet the minimum credit (CATS) requirements after reassessment, following decisions at an Exam Board, are barred from attending subsequent classes. At-risk students will be notified prior to the relevant Exam Board.
- **Proactive Brief Design:** Reassessment briefs must be drafted concurrently with initial assessment briefs at the start of each module, ensuring immediate release to students who do not secure a passing mark.
- **Strategic Scheduling:** Timetabling and module delivery structures must systematically accommodate these feedback and reassessment windows.

### 3. Definitions of Key Terms

- 3.1. **Reassessment & Retake:** A reassessment occurs when a student's submitted piece of work is graded below the passing mark, , the student doesn't submit or is found to have committed academic misconduct. The student is granted an additional attempt at one or more failed elements. A retake occurs when the original assessment and reassessment have scored below the pass threshold, requiring a student to undertake study on the module when it is scheduled to run with the next available cohort.
- 3.2. **Mode of Assessment:** The type of assessment method used, i.e. presentation, essay, on-set observation etc.
- 3.3. **CATS [Credits]:** The numerical value placed on a module that defines the credit awarded to a learner, in recognition of the achievement of designated learning outcomes at a specified level.
- 3.4. **Credit Deficit:** The total CATS points of modules failed at any level
- 3.5. **Good Academic Standing:** The academic status of a student, where the number of credits a student has achieved exceeds the minimum requirement for progression to the next level.
- 3.6. **Moderation:** The process by which CFS and Falmouth University scrutinise a sample of student work to ensure academic rigour..

## **4. Summative Assessment**

- 4.1. To facilitate prompt grading at the end of Levels 4 and 5, final modules should utilise on-site assessment modes (e.g., panel presentations, oral exams, on-set observations) where practical. If written essays are necessary at the end of a level, academic staff must ensure markers are explicitly prepared for compressed turnaround times during tutor recruitment.
- 4.2. All module guides, assessment briefs, reassessment briefs, and submission portals are hosted on Google Classroom. Staff will routinely remind students of deadlines and provide extra tutorial support upon request. Students tracking toward a credit deficit exceeding the 60 CATS progression threshold will be identified early and directed to Pastoral Support and Personal Tutors.
- 4.3. Deadlines are determined by the Director of Curriculum & Courses, Course Leaders, and Module Tutors.
- 4.4. Provisional module results must be published within 6 weeks of the submission deadline (allocating 5 weeks for first/second marking and 1 week for processing).
- 4.5. External Examiners require a minimum of 20 working days for moderation. Sample sizes must comprise 10% of total submissions or 6 pieces of work (whichever is greater), plus all failed submissions. Samples are transferred to External Examiners immediately following second marking.
- 4.6. Exam Boards occur within the first 7 weeks of level 5 and 6, scheduled in alignment with Falmouth University. Official Level Transcripts must be distributed to students within 7 days of board ratification.

## **5. Reassessment**

- 5.1. If group-based or on-set modes of assessment cannot be replicated for reassessment, alternative individual assessment modes that fulfill the original learning outcomes may be utilised, subject to internal, and where appropriate, external consultation.
- 5.2. All reassessment grades are capped at the passing mark (40 for undergraduate; 50 for postgraduate).
- 5.3. Due to accelerated timelines, early reassessments are provided before the formal Exam Board. This practice serves to maintain academic momentum, minimize student stress, preserve progression timelines, and reduce year-end administrative bottlenecks. Reassessments must be fully graded and

processed in time for ratification at the designated Level Exam Board.

- 5.4. If a student's deficit is more than 60 CATS, all reassessments must be submitted before the respective level's exam board. If a student fails to submit or scores between 0–39 on a reassessment, the attempt is failed, and a module retake is required before progression is permitted.
- 5.5. Permanent CFS academic staff should complete reassessment marking. If external module tutors must mark reassessments, workload agreements and deadlines must be finalised before module delivery commences to ensure swift processing.

## **6. Progression Regulations & Academic Standing**

- 6.1. Students cannot progress or be assessed at the next level if their trailing credit deficit exceeds 60 CATS. A student who fails a reassessment but keeps their overall deficit at or below 60 CATS may retake the failed module(s) during the next academic year (with attendance) or without attendance (capped at the passing grade), receiving one initial attempt and one potential reassessment attempt on that retake.
- 6.2. If a student's credit deficit remains above 60 CATS after the initial reassessment window, they lose Good Academic Standing and must immediately pause progression to arrange the required retakes.
- 6.3. Under UKVI regulations, international students on a Student Route visa who have their progression paused due to a credit deficit exceeding 60 CATS are required to temporarily pause their progression and complete and pass their retake modules from outside the UK. The School will withdraw initial student visa sponsorship in accordance with Home Office regulations. When arranging to return to active on-campus studies after clearing their deficit, international students must follow UKVI guidance and apply for a fresh Student Route visa.
- 6.4. Students who decline required retakes will be automatically withdrawn and considered for eligible exit awards.

## **7. Programme Variations**

- 7.1. Postgraduate Programs (Level 7)
  - Because postgraduate programmes operate entirely at Level 7, they are exempt from multi-level progression regulations.

- Marking must be finalised within 6 weeks of module completion.
- Full-time postgraduate marks are ratified at a single final Exam Board, whereas part-time tracks utilise annual boards to manage External Examiner workloads.
- External moderation samples follow the standard format (10% or 6 submissions plus all fails). Failed modules following a capped reassessment must be retaken with the next cohort (with attendance) or without attendance (capped at the passing grade); failure to do so results in course withdrawal or the issuance of an eligible Exit Award.

## 7.2. Integrated Foundation Year (Stage 0)

- Assessed at Level 4 - Stage 0, this year does not follow standard undergraduate level progression rules.
- Students must pass all modules to transition to the primary degree stage.
- Marking must conclude within 6 weeks of module completion.
- External Examiner moderation is not required for Stage 0; marks are instead internally moderated and ratified at the Level 4 Internal Progression Board.
- Reassessment briefs are issued immediately upon initial marking completion.
- Unresolved module failures following reassessment require a full module retake, failing which the student is withdrawn.

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| <b>Document Title</b>         | Assessment, Reassessment and Progression Procedures |
| <b>Document Reference</b>     | CFS-QAR-2026-004                                    |
| <b>Issuing Authority</b>      | CFS Academic Board                                  |
| <b>Author</b>                 | QARC                                                |
| <b>Document Approval Date</b> | 26 Aug 2026                                         |
| <b>Date Last Amended</b>      | 19 Jun 2026                                         |
| <b>Effective from</b>         | 26 Aug 2026                                         |
| <b>Review Date</b>            | 28 Jun 2027                                         |

| <b>Version History</b>                                                          |               |             |
|---------------------------------------------------------------------------------|---------------|-------------|
| <b>Purpose/Change</b>                                                           | <b>Author</b> | <b>Date</b> |
| Addition of 'Postgraduate Programmes' and 'Integrated Foundation Year' sections | QARC          | 27 Aug 2024 |
| Addition of clause 19.4 for part-time postgraduate programmes                   | QARC          | 2 Apr 2025  |
| Updated into new policy format for the 2025/26 Academic Year                    | QARC          | 7 May 2025  |
| Titles updated to reflect role name changes                                     | QARC          | 24 Jun 2025 |
| Ratified for the 2025/26 academic year                                          | AB            | 27/08/2025  |
| Policy updated for clarity                                                      | QARC          | 19/06/2026  |
| Ratified for the 2026/27 academic year                                          | AB            | 26 Aug 2026 |