

**2015 / 2016**

**POSTGRADUATE CERTIFICATE IN EDUCATION**

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**PROFESSIONAL GRADUATE CERTIFICATE IN  
EDUCATION**

**(PGCE)**

**2015 / 2016**

## PGCE (PRIMARY)

### REGULATIONS

The University grants a **Professional** Graduate Certificate in Education (Primary) to students who successfully complete the programme with either 120 credits at H level or 90 credits at H level and 30 at M level.

Students who successfully complete the programme with 60 credits at M level and 60 credits at H level will be awarded the **Postgraduate** Certificate in Education (Primary).

Students who successfully complete the programme and satisfy all other necessary conditions may be recommended for qualified teacher status to the General Teaching Council for England (GTCE) by the authorities of the College.

#### 1 Admission

1.1 The programme of training and subsequent examination are open to

1.1.1 Holders of a first degree of a United Kingdom higher education institution or equivalent qualification (normally upper second class honours or above) as specified by the TDA (or successor body)

1.2 Applicants will be expected to provide evidence of a level of competence in the understanding and use of the English language and of mathematics and science appropriate to a teacher. This is taken to be shown by the acquisition of passes at Grade C or above in the GCE 'O' level or GCSE examination, or at Grade 1 in the CSE examination, in Mathematics, English Language and science or their equivalents. Details may be obtained from the Registry at Goldsmiths College.

1.2.1 Applicants wishing to participate in the Modern Foreign Language option will either have a degree in which an element was either in French, German or Spanish or an "A" level (or equivalent) in French, German or Spanish normally at Grade C or above, or can demonstrate good communication in both spoken and written French, German or Spanish.

1.3 All short-listed applicants will be interviewed. In addition, Foreign Language applicants will also be interviewed in their specialist language.

1.4 All applicants will be expected to:

- have the intellectual and academic capabilities needed to meet the required QTS Standards;
- possess the appropriate qualities, attitudes and values expected of a teacher;
- can read effectively and are able to communicate clearly and accurately in Standard English;
- have met the Secretary of State's requirements for physical and mental fitness to teach. (Source: TDA 2007 ITT Requirements)

1.5 All applicants must undergo a background check to ensure that they do not have a criminal background which prevents them from working with children or young persons and that they have not been previously excluded from teaching or working with children.

## 2 Programme of study

2.1 The programme is for students intending to teach the primary age range.

2.2 Students are required to pursue a programme of study approved by the College extending over not less than one academic year of thirty-eight weeks full-time study, including school experience of not less than 90 days. The programme must, unless special exemption is obtained, be continuously pursued. Any interruption in a student's attendance through illness or other exceptional circumstances must be notified to the Academic Registrar of the College at the earliest opportunity.

2.3 The programme of study will have the following structure:

Module	Assessment	Module Code	Credit value
Curriculum Studies	4-5,000-word essay (or equivalent)	ED61029A (H) ED62029A (M)	30 M / H level
School Experience 1	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61031A	30 H level
School Experience 2	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61032A	30 H level
General Professional Studies Investigation (GPS)	4-5,000-word essay (or equivalent) (M level)	ED61030A (H) ED62030A (M)	30 M / H level

2.4 Under the scheme above the relevant Board of Examiners may at its discretion examine the course work of individual candidates and may examine a candidate orally.

## 3 Details of Examination

3.1 Every student entering the examination must submit a completed assessment confirmation form (ACF) in the Autumn Term.

3.2 Work must be submitted for examination as follows (this is indicative; precise dates by which work must be submitted will be specified annually by the department):

Curriculum Studies	First week of the Summer Term
School Experience 1	Upon Completion of School Experience 1 in the Spring Term
School Experience 2	Upon Completion of School Experience 2 in the Summer Term
GPS	M level   By the last week of the Autumn Term

- 3.3 All study and assessment for Curriculum Studies and General Professional Studies will be undertaken at M level. If work submitted fails to meet the criteria to be awarded a pass at M level then it may be assessed against H level learning outcomes and grading criteria. If the said work meets the criteria to be awarded a pass at H level the student may either accept the pass at H level or elect to re-enter the examination at M level. Failure to meet either set of criteria will result in a student being graded as a fail in that piece of work.
- 3.4 In determining the proficiency of students in practical teaching the Board of Examiners shall take into account the report of all those involved in the assessment of the student's performance whilst on School Experience
- 3.5 In order to be awarded the Certificate a student must satisfy the relevant Board of Examiners in all parts of the examination, including the standards specified by the TDA (or successor body) for the award of Qualified Teacher Status.
- 3.6 In the assessment of coursework and practical teaching, the final decision shall rest with the Sub-Board of Examiners
- 3.7 Every candidate seeking the award of Qualified Teacher Status must provide evidence of satisfactory completion of the Skills Tests organised by the TDA (or successor body) by an agreed date prior to the meeting of the appropriate PGCE Sub-Board in addition to all of the above.

#### **4 Re-entry to examination**

- 4.1 The Board of Examiners will meet once in the spring term and once in the summer term.
- 4.2 Students who, at their first entry, do not successfully complete any element of assessment for the Certificate may with the approval of the relevant Board of Examiners re-enter the examination on one occasion only. Re-entry must be made at the next following examination for which the candidate is eligible unless permission to defer re-entry has been obtained from the Registrar of the College.
- 4.2.1 For work considered at the Spring Term meeting of the Board of Examiners, the next following occasion for re-entry will be in the summer term for consideration at the Summer Term meeting of the Board.
- 4.2.2 For work considered at the Summer Term meeting of the Board of Examiners, the next following occasion for re-entry will be in late summer.
- 4.3 Candidates who fail to satisfy the relevant Board of Examiners in the theoretical OR practical part of the examination may, at the discretion of that Board, and subject to the provisions of Regulation 4.2, be permitted to present themselves in that part only at the next examination or examinations and if they attain a sufficiently high standard shall be recommended by the Board for the award of the Certificate. Except where special permission has been obtained from the Registrar of the College such candidates must have been examined in both the theoretical and practical parts of the examination on the same occasion on their first entry to the examination.
- 4.4 In order to re-enter any part of the examination a student must fulfil the conditions imposed by the relevant Board of Examiners;

4.5 The relevant Board of Examiners shall have before it an assessment of the work of the student during the whole of the programme, which it may take into account at its discretion.

4.6 A student re-entering the practical part of the examination shall be required to undertake a further period of supervised School Experience and be examined therein. The length of this period of supervised School Experience shall be determined by the relevant Board of Examiners.

## **5 Publication of results and award of Certificate**

5.1 H and M level work will be marked according to the respective learning outcomes and grading criteria for the two levels

5.2 A certificate to be called either the 'Professional Graduate Certificate in Education (Primary)' or the 'Postgraduate Certificate in Education (Primary)' under the seal of the University will be delivered to each successful student.

## **6 Cases of unsatisfactory School based progress**

6.1 In respect of School Experience and other school based work the following special Regulations shall, as appropriate, replace the relevant provisions of the Goldsmiths College Regulations governing student progress review and appeals. In all other parts of the programme the foresaid College Regulations above shall apply.

### **6.2 Commencement of school experience and other school based work**

6.2.1 Any alleged case of unsuitability for the commencement of School Experience and other school based work shall, in the first instance, be dealt with promptly by discussion between the student and the relevant tutor, referring to the Head of Initial teacher Education (ITE) if either the staff member or the student deem it necessary to do so. A written record of the discussion will be made

6.2.2 If the Head of ITE believes the student is still not ready to commence his / her School Experience, then he / she shall write formally to the student, outlining the reasons for the concern about the student's progress, with a copy being sent to the Senior Tutor of the Department of Education of Goldsmiths College. The student will then be normally be given two weeks to address any such issues

6.2.3 This shall be followed, if necessary, by a letter (issued by the Head of Department, not less than two weeks after the letter from the Head of ITE) to notify the student of a recommendation to the Student Review Committee (the Committee) that the student be dismissed from the programme.

6.2.4 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department, shall either permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue on his or her school experience until and unless the appeal is upheld.

6.2.5 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

### **6.3 Continuation of school practice and other school based work**

- 6.3.1 Following representations from the school at which a student is engaged on school experience or other school based work, or from College tutors, the Head of the Department of Educational Studies may require a student immediately to withdraw from that school and may recommend to the Student Review Committee (the Committee) that the student be dismissed from the programme.
- 6.3.2 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department of Educational Studies, shall permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue with his or her School Experience until and unless the appeal is upheld.
- 6.3.3 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

## PGCE (SECONDARY)

### REGULATIONS

The University grants a **Professional** Graduate Certificate in Education (Secondary) to those students who successfully complete the programme with either 120 credits at H level or 90 credits at H level and 30 at M level.

Students who successfully complete the programme with 60 credits at M level and 60 credits at H level will be awarded the **Postgraduate** Certificate in Education (Secondary)

Students who successfully complete the programme, and satisfy all other necessary conditions may be recommended for qualified teacher status to the General Teaching Council for England (GTCE) by the authorities of the institution at which they followed their programme.

#### 1 Admission

1.1 The programme of training and subsequent examination are open to

1.1.1 holders of a first degree of a United Kingdom higher education institution or equivalent qualification (normally upper second class honours or above) as specified by the TDA (or successor body)

1.2 Students will be expected to provide evidence of a level of competence in the understanding and use of the English language and of mathematics appropriate to a teacher. This is taken to be shown by the acquisition of passes at Grade C or above in the GCE 'O' level or GCSE examination, or at Grade 1 in the CSE examination, in both Mathematics and English Language, or their equivalents. Details may be obtained from the Registry at Goldsmiths College.

1.3 All applicants will be required to complete a written task, take part in a group task, be interviewed and provide evidence of their competence regarding subject knowledge.

1.4 All applicants will be expected to:

- have the intellectual and academic capabilities needed to meet the required QTS Standards;
- possess the appropriate qualities, attitudes and values expected of a teacher;
- can read effectively and are able to communicate clearly and accurately in Standard English;
- have met the Secretary of State's requirements for physical and mental fitness to teach. (Source: TDA 2007 ITT Requirements)

1.5 All applicants must undergo a background check to ensure that they do not have a criminal background which prevents them from working with young children or young persons and that they have not been previously excluded from teaching or working with children.

#### 2 Programme of study

- 2.1 The programme is for students intending to teach the secondary age range (11-18, and in some cases 11-16).
- 2.2 Students are required to pursue a programme of study approved by the College extending over not less than thirty-six weeks full-time study, including school experience of not less than 120 days. The programme must, unless special exemption is obtained, be continuously pursued. Any interruption in a student's attendance through illness or other exceptional circumstances must be notified to the Student Centre at the College on the first day of absence.
- 2.3 The programme of study shall include professional training in schools, modules in the teaching of a specialised subject or subjects, the consideration of a range of issues relevant to the professional preparation of teachers, and cross-curricular modules chosen from a range of options.
- 2.4 The programme will have the following structure:

Module	Assessment	Module Code	Credit value
Subject Studies 1	4-5,000-word essay (or equivalent)	ED61025A (H) ED62025A (M)	30 M / H level
School Experience 1	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61033A	30 H level
School Experience 2	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61034A	30 H level
General Professional Studies Investigation (GPS)	4-5,000-word essay (or equivalent)	ED61027A (H) ED62027A (M)	30 M / H level

### 3 Details of Examination

- 3.1 Every candidate entering the examination must submit a completed assessment confirmation form (ACF) in the Autumn Term.
- 3.2 Work must be submitted for examination as follows (precise dates by which work must be submitted will be specified annually by the department):

Module	Final Hand in date	Return date
Subject Studies 1	January	Mid February
GPS	April/May	May/June
School Experience 1	Assessed at the end of December	
School Experience 2	Assessed at the end of June	

- 3.3. All study and assessment for Subject Studies and General Professional Studies will be undertaken at M level. If work submitted fails to meet the criteria to be awarded a pass at M level then it may be assessed against H level learning outcomes and grading criteria. If the said work meets the criteria to be awarded a pass at H level the student may either accept the pass at H level or elect to re-enter the examination at M level.

- Failure to meet either set of criteria will result in a student being graded as a fail in that piece of work.
- 3.4 In determining the proficiency of students in practical teaching the Board of Examiners shall take into account: the report of all those involved in the assessment of the student's performance whilst on School Experience
  - 3.5 In order to be awarded the Certificate a candidate must satisfy the Sub-Board of Examiners that he/she has reached a satisfactory standard in all parts of the examination, including the standards specified by the TDA (or successor body) for the award of Qualified Teacher Status.
  - 3.6 In the assessment of coursework and practical teaching, the final decision shall rest with the Sub-Board of Examiners.
  - 3.7 Every candidate seeking the award of Qualified Teacher Status must provide evidence of satisfactory completion of Skills Tests organised by TDA (or successor body) by an agreed date prior to the meeting of the appropriate PGCE Sub-Board in addition to all of the above
- 4. Re-entry to examination**
- 4.1 The Board of Examiners will meet once in the spring term and once in the summer term.
  - 4.2 Students who, at their first entry, do not successfully complete any element of assessment for the Certificate may, with the approval of the relevant Board of Examiners, re-enter the examination on one occasion only.
    - 4.2.1 Re-entry must be made at the next following examination for which the candidate is eligible unless permission to defer re-entry has been obtained from the Registrar of the College.
    - 4.2.2 For work considered at the Spring Term meeting of the Board of Examiners, the next following occasion for re-entry will be in the summer term for consideration at the Summer Term meeting of the Board.
    - 4.2.3 For work considered at the Summer Term meeting of the Board of Examiners, the next following occasion for re-entry will be in late summer.
  - 4.4 Candidates who fail to satisfy the relevant Board of Examiners in the theoretical OR practical part of the examination may, at the discretion of that Board, and subject to the provisions of Regulation 4.2, be permitted to present themselves in that part only at the next examination or examinations and, if they attain a sufficiently high standard, shall be recommended by the Board for the award of the Certificate. Except where special permission has been obtained from the Registrar of the College, such candidates must have been examined in both the theoretical and practical parts of the examination on the same occasion on their first entry to the examination.
  - 4.3 In order to re-enter any part of the examination a student must: fulfil the conditions imposed by the relevant Board of Examiners;
  - 4.4 The relevant Board of Examiners shall have before it an assessment of the work of the student during the whole of the programme, which it may take into account at its discretion.

- 4.5 A student re-entering the practical part of the examination shall be required to undertake a further period of supervised School Experience and be examined therein. The length of this period of supervised School Experience shall be determined by the relevant Board of Examiners.

## **5 Publication of results and award of Certificate**

- 5.1 H and M level work will be marked according to the respective learning outcomes and grading criteria for the two levels
- 5.2 A certificate to be called either the 'Professional Graduate Certificate in Education (Secondary)' or the 'Postgraduate Certificate in Education (Secondary)' under the seal of the University will be delivered to each successful candidate.

## **6 Case of Unsatisfactory School based Progress**

- 6.1 In respect of school practice and other school-based work the following special Regulations shall, as appropriate, replace the relevant provisions of the Goldsmiths College Regulations governing student progress review and appeals. In other parts of the programme the aforesaid College Regulations above shall apply.

### **6.2 Commencement of school experience and other school based work**

- 6.2.1 Any alleged case of unsuitability for the commencement of School Experience and other school based work shall, in the first instance, be dealt with promptly by discussion between the student and the relevant tutor, referring to the Head of Initial teacher Education (ITE) if either the staff member or the student deem it necessary to do so. A written record of the discussion will be made
- 6.2.2 If the Head of ITE believes the student is still not ready to commence his / her School Experience, then he / she shall write formally to the student, outlining the reasons for the concern about the student's progress, with a copy being sent to the Senior Tutor of the Department of Education of Goldsmiths College. The student will then be normally be given two weeks to address any such issues
- 6.2.3 This shall be followed, if necessary, by a letter (issued by the Head of Department, not less than two weeks after the letter from the Head of ITE) to notify the student of a recommendation to the Student Review Committee (the Committee) that the student be dismissed from the programme.
- 6.2.4 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department, shall either permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue on his or her school experience until and unless the appeal is upheld.
- 6.2.5 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

### **6.3 Continuation of school practice and other school based work**

- 6.3.1 Following representations from the school at which a student is engaged on school experience or other school based work, or from College tutors, the Head of the Department of Educational Studies may require a student immediately to withdraw

from that school and may recommend to the Student Review Committee (the Committee) that the student be dismissed from the programme.

- 6.3.2 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department of Educational Studies, shall permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue with his or her School Experience until and unless the appeal is upheld.
- 6.3.3 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

# PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION (SECONDARY – FLEXIBLE)

## REGULATIONS

The University grants a Professional Graduate Certificate in Education (Secondary) to those students who successfully complete the programme with either 120 credits at H level or 90 credits at H level and 30 at M level.

Students who successfully complete the programme with 60 credits at M level and 60 credits at H level will be awarded the Postgraduate Certificate in Education (Secondary)

Students who successfully complete the programme, and satisfy all other necessary conditions may be recommended for qualified teacher status to the General Teaching Council for England (GTCE) by the authorities of the institution at which they followed their programme.

### **1 Admission**

1.1 The programme of training and subsequent examination are open to:

1.1.1 holders of an approved degree which is acceptable to the College;

1.1.2 applicants who, though not holders of an approved degree, are able to satisfy the College that their previous education and experience qualify them to rank on the same level as graduates.

1.2 Students will be expected to provide evidence of a level of competence in the understanding and use of the English language and of mathematics appropriate to a teacher. This is taken to be shown by the acquisition of passes at Grade C or above in the GCE 'O' level or GCSE examination, or at Grade 1 in the CSE examination, in both Mathematics and English Language, or their equivalents. Details may be obtained from the Registry at Goldsmiths College.

1.3 All applicants will be required to complete a written task, take part in a group task, be interviewed and provide evidence of their competence regarding subject knowledge.

1.4 Applicants may be admitted onto the programme at the beginning of the Autumn and the Spring term.

1.5 All applicants will be expected to:

- have the intellectual and academic capabilities needed to meet the required QTS Standards;
- possess the appropriate qualities, attitudes and values expected of a teacher;
- can read effectively and are able to communicate clearly and accurately in Standard English;
- have met the Secretary of State's requirements for physical and mental fitness to teach. (Source: TDA 2007 ITT Requirements)

1.6 All applicants must undergo a background check to ensure that they do not have a criminal background which prevents them from working with children or young

persons and that they have not been previously excluded from teaching or working with children.

## 2 Programme of study

2.1 The programme is for students intending to teach the secondary age range (11-18, and in some cases 11-16).

2.2 Students are required to pursue a programme of study approved by the College extending over not more than two academic years, including school experience of not less than 120 days. The minimum requirement in each year of the programme is 16 sixteen weeks full-time study, including school experience of not less than 60 days, unless an exemption is granted by the department (see 2.3 below).

2.3 Following completion of the Needs Analysis and Induction, students with prior experience and relevant qualifications may be exempted from elements of the programme, provided the department is satisfied that the student has achieved the relevant standards for the award of Qualified Teacher Status. Exemptions may not be granted from the Final Teaching Practice, Profile Tutorials and the final assessment, which are compulsory elements for all students.

2.4 There are three modules which are divided into progressive stages across the programme. The modules are:

- (i) General Professional Studies
- (ii) School Experience
- (iii) Subject Studies

The chart below illustrates the staged approach used to scaffold progression through the Flexible PGCE.

	GPS	SE	SS1	SS2
Stage 1	Introduction to key topics. 4 GPS areas	School induction and Needs Analysis	Introduction to subject studies including IWB and voice workshops	
<b>Training plan profile tutorial</b>				
Stage 2	Self study and workshops focussing on one of the 4 GPS areas	School Experience 1		Development of subject studies
			<i>assignment</i>	
<b>End of SE1 profile tutorial</b>				
Stage 3	Enquiry Project	School Experience 2		
	<i>assignment</i>			<i>assignment</i>
<b>End of SE2 /CEDP profile tutorial/ Final Assessment</b>				

- 2.5 All modules must, unless special exemption is obtained, be continuously pursued. Any interruption in a student's attendance through illness or other exceptional circumstances must be notified to the Student Centre at the College and the programme tutor on the first day of absence. Student and tutor collaboratively plan the student's route through the programme which is then recorded on the student's Individual Training Plan [ITP]. If a short period of 'time out' is required, this may be granted provided that the programme can still be completed within two academic years. The Individual Training Plan is re-visited throughout the programme and updated following profile tutorials.
- 2.6 The programme of study shall include professional training in schools, modules in the teaching of a specialised subject or subjects and the consideration of a range of issues relevant to the professional preparation of teachers and cross-curricular modules chosen from a range of options
- 2.7 The programme will have the following structure:

<b>Module</b>	<b>Assessment</b>	<b>Module Code</b>	<b>Credit value</b>
Subject Studies 1	4-5,000-word essay (or equivalent)	ED61025A (H) ED62025A (M)	30 M / H level
School Experience 1	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61033A	30 H level
School Experience 2	A portfolio of evidence demonstrating the attainment of the Standards for Qualified Teacher Status	ED61034A	30 H level
General Professional Studies Investigation (GPS)	4-5,000-word essay (or equivalent)	ED61027A (H) ED62027A (M)	30 M / H level

### **3 Details of Examination**

- 3.1 Work must be submitted for examination as follows (this is indicative and may change according to school dates):

Subject Studies 1	The first submission date for the essay will be four weeks after the end of School Experience 1 precise date to be confirmed on the students ITP.
	The final submission date will be at a date to be confirmed by the Department but within a period of maximum 10 weeks, precise date to be confirmed on the student's ITP
GPS	First submission will usually be at the end of School Experience 2 precise date to be confirmed on the student's ITP.
	Final submission date will be one week before the Exam Sub Board of the term in which the student is to be recommended for QTS.
School Experience	The assessment of teaching practice and professional competence will be held at the end of each of the two School Experiences

3.3 All study and assessment for Subject Studies and General Professional Studies will be undertaken at M level. If work submitted fails to meet the criteria to be awarded a pass at M level then it may be assessed against H level learning outcomes and grading criteria. If the said work meets the criteria to be awarded a pass at H level the student may either accept the pass at H level or elect to re-enter the examination at M level. Failure to meet either set of criteria will result in a student being graded as a fail in that piece of work.

3.4 In determining the proficiency of students in practical teaching the Board of Examiners shall take into account the report of all those involved in the assessment of the student's performance whilst on School Experience

3.5 In order to be awarded the Certificate a candidate must satisfy the Sub-Board of Examiners that he/she has reached a satisfactory standard in coursework and in professional competence including the standards specified by the TDA (or successor body) for the award of Qualified Teacher Status. There are three PGCE Sub-Boards a year at which the PGCE certificate may be awarded.

3.6 In the assessment of coursework and practical teaching, the final decision shall rest with the Board of Examiners

3.7 Every candidate seeking the award of Qualified Teacher Status must provide evidence of satisfactory completion of Skills Tests organised by TDA (or successor body) by an agreed date prior to the meeting of the appropriate PGCE Sub-Board in addition to all of the above

#### **4 Re-entry to examination**

4.1 Students who, at their first entry, do not successfully complete any element of assessment for the Certificate may with the approval of the relevant Board of Examiners re-enter the examination on one occasion only. Re-entry must be made at the next following examination for which the candidate is eligible unless permission to defer re-entry has been obtained from the Registrar of the College.

4.2 Candidates who fail to satisfy the relevant Board of Examiners in the theoretical OR practical part of the examination may, at the discretion of that Board, and subject to the provisions of Regulation 4.1, be permitted to present themselves in that part only at the next examination or examinations and if they attain a

sufficiently high standard shall be recommended by the Board for the award of the Certificate. Except where special permission has been obtained from the Registrar of the College such candidates must have been examined in both the theoretical and practical parts of the examination on the same occasion on their first entry to the examination.

- 4.3 In order to re-enter any part of the examination a student must fulfil the conditions imposed by the relevant Board of Examiners;
- 4.4 The relevant Board of Examiners shall have before it an assessment of the work of the student during the whole of the programme, which it may take into account at its discretion.
- 4.5 A student re-entering the practical part of the examination shall be required to undertake a further period of supervised School Experience and be examined therein. The length of this period of supervised School Experience shall be determined by the relevant Board of Examiners.

## **5 Publication of results and award of Certificate**

- 5.2 H and M level work will be marked according to the respective learning outcomes and grading criteria for the two levels
- 5.3 A certificate to be called 'Professional Graduate Certificate in Education (Secondary)' or the Postgraduate Certificate in Education (Secondary)' under the seal of the University, will be delivered to each successful candidate.

## **6 Case of Unsatisfactory School based Progress**

- 6.1 In respect of school practice and other school-based work the following special Regulations shall, as appropriate, replace the relevant provisions of the Goldsmiths College Regulations governing student progress review and appeals. In other parts of the programme the aforesaid College Regulations above shall apply.

### **6.2 Commencement of school experience and other school based work**

- 6.2.1 Any alleged case of unsuitability for the commencement of School Experience and other school based work shall, in the first instance, be dealt with promptly by discussion between the student and the relevant tutor, referring to the Head of Initial teacher Education (ITE) if either the staff member or the student deem it necessary to do so. A written record of the discussion will be made
- 6.2.2 If the Head of ITE believes the student is still not ready to commence his / her School Experience, then he / she shall write formally to the student, outlining the reasons for the concern about the student's progress, with a copy being sent to the Senior Tutor of the Department of Education of Goldsmiths College. The student will then be normally be given two weeks to address any such issues
- 6.2.3 This shall be followed, if necessary, by a letter (issued by the Head of Department, not less than two weeks after the letter from the Head of ITE) to notify the student of a recommendation to the Student Review Committee (the Committee) that the student be dismissed from the programme.

6.2.4 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department, shall either permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue on his or her school experience until and unless the appeal is upheld.

6.2.5 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

### **6.3 Continuation of school practice and other school based work**

6.3.1 Following representations from the school at which a student is engaged on school experience or other school based work, or from College tutors, the Head of the Department of Educational Studies may require a student immediately to withdraw from that school and may recommend to the Student Review Committee (the Committee) that the student be dismissed from the programme.

6.3.2 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department of Educational Studies, shall permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue with his or her School Experience until and unless the appeal is upheld.

6.3.3 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.