



Assessment Policy

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1. Introduction

- 1.1 The rationale of the assessment policy is the need to ensure that the College meets its obligation to assure assessment practice is in accordance with **national standards** e.g. (NVQ code of practice), **awarding body requirements** (or partner institutions for higher education) and the Joint Council for Qualifications' *General and Vocational Qualifications General Regulations for Approved Centres*.
- 1.2 The roles and responsibilities of Lecturers, Assessors, Internal Verifiers and External Verifiers and Examiners are recognised as being essential to the delivery and quality assurance of all programmes.

2. Aims of this Policy

- 2.1 To ensure that blended learning delivery meets the guidelines set by awarding organisations.
- 2.2 To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

3. Scope of this Policy

- 3.1 For the purpose of this policy, assessment is taken to include all college-assessed work, which contributes towards external Awarding Body assessment decisions, with the exception of higher education programmes. The Policy does not cover outside public examinations where the examining boards' own procedures will apply.
- 3.2 Assessments for Higher Education courses with partnership institutions follow the assessment policy of the awarding Higher Education institution. Students on Higher National BTEC programmes are subject to the College's *Higher Education Assessment Policy*.
- 3.3 Cheating and Plagiarism are outside the scope of this policy; they are covered by the College's *Maintaining Student Responsibility (MSR) Conduct Procedure* and the *Malpractice & Maladministration Policy*.

3.4 Initial and diagnostic assessment (literacy and numeracy) is outside the scope of this policy and is covered by the *English and Maths Policy*.

4. Principles: Non-Competence Based Programmes e.g. Vocational Diplomas and A Levels

4.1 An assessment schedule will be made available at induction and will be reviewed regularly.

4.2 Formal assessment opportunities are identified on tutors' schemes of work. Assessment opportunities may be delivered through a range of approaches including online delivery.

4.3 Assessment of learners' needs (skills, knowledge and behaviours) at the start of their programme informs the teaching and learning and curriculum support delivered.

4.4 Learners are expected to work to the deadlines set out in their assessment schedule (or year planner) and should be made aware from the outset of the consequences if they miss deadlines. It is important that all learners are assessed fairly and consistently, and that tutors do not give individual learners an unfair advantage by giving them additional time to complete their assignments.

4.5 Students' work extending to a page or more (or 5 slides for a Powerpoint presentation) should be submitted electronically via Turnitin. This generates an Originality Report which identifies potential plagiarism cases. The Originality Report can be used as evidence in MSR Conduct Procedures and submissions to awarding bodies and supports the related decision making process (see the Malpractice and Maladministration Policy).

4.6 In extenuating circumstances* a deadline extension may be authorised at the tutor's discretion where submission within this timescale would be reasonable taking into account those circumstances (see Appendix 1). Authorisation of a deadline extension requires written permission and should be at least 2 working days before the submission deadline. If a learner is successful in their application for an extension, the tutor must record the revised deadline and ensure they adhere to it.

**Extenuating circumstances are exceptional factors outside of a learner's control that have adversely affected their performance within their course/programme of study. These factors may have prevented them from attending examinations or other timed assessments or to miss assessment submission dates. Examples are illness, accidents or serious family problems. Everyday occurrences such as colds or known conditions such as hay-fever will not qualify unless the effects are unusually severe and this is corroborated by a medical note.*

4.7 Assessments are carried out regularly and outcomes reported within 3 weeks with written and verbal feedback.

4.8 In respect of **BTEC vocational diplomas**, the Lead Internal Verifier can only authorise a resubmission, using the Extension form (Appendix 1), if **all** of the following conditions are met:

- the learner has met initial deadlines set in the assignment, or has met an agreed deadline extension;

- the learner has attempted to complete all tasks set and minimum effort will be required to improve the grade and therefore justify the resubmission opportunity;
- the tutor judges that the learner will be able to provide improved evidence without further guidance;
- the assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by the learner.
- **See the flowchart (Appendix 2) for an overview of the process.**

If a learner has not met these conditions, the Lead Internal Verifier must not authorise a resubmission. In this instance the learner will be subject to the College's Maintaining Student Responsibility Academic Procedures.

If resubmission has been authorised by the Lead Internal Verifier the following procedure must be applied:

- The Lead IV must record resubmission approval on the assessment form which should be signed and dated by the Lead IV with the resubmission deadline clearly stated.
- The learner will be given a deadline for resubmission within 10 working days* of receiving the results of the assessment.
- Resubmission of evidence must be undertaken by the learner with no further guidance from tutors and should be accompanied with a signed and dated declaration of authenticity.

** 15 working days must be within term time, in the same academic year as the original submission.*

4.9 Cross marking, Internal Verification and Standards Moderation on non-competence based programmes will conform to awarding body requirements.

5. Principles: Competence Based Programmes

5.1 Assessment opportunities are negotiated, planned and agreed with learners.

5.2 All assessments meet the demands of the appropriate national standard.

5.3 Assessment of learners' needs and prior learning (skills, knowledge and behaviours) at the start of their programme informs the teaching, learning, assessment and curriculum support delivered.

5.4 Assessments awarded to learners are fair and meet the appropriate national standard and awarding body requirements.

5.5 Assessment is accurately planned, sequenced, recorded and tracked throughout a programme of study.

5.6 Assessors and Internal Verifiers, for competence-based programmes (e.g. NVQs) will be occupationally competent and will have, or be working towards Assessment and Verification qualifications (Certificates in Assessing and Assuring the Quality of Assessment)

5.7 Internal verification on competence-based programmes (e.g. NVQs) will conform to National standards.

6. All Programmes

- 6.1 Candidates are aware of their right to appeal against an assessment decision as set out in the Academic Appeals Procedure.
- 6.2 The processes associated with assessment are the responsibility of the Lead Internal Verifier and are overseen by the Academic Standards Group, and implementation of these principles is at curriculum team level.

7. Related policies

- *Managing Student Responsibility Conduct Procedure*
- *Managing Student Responsibility Academic Procedure*
- *Internal Verification Handbook*
- *Academic Appeals Procedure*
- *Malpractice & Maladministration Policy*
- *Assessment Policy*
- *Higher Education Assessment Policy*
- *Blended Learning Policy*
- *Teaching and Learning Strategy*

Resubmission and Extension Authorisation Request Form



This form is for the use of tutors who wish to provide a learner with a resubmission opportunity (where all submission rules have been met) or extend the deadline for submission of an assessment because of extenuating circumstances, either before or during the assessment period.

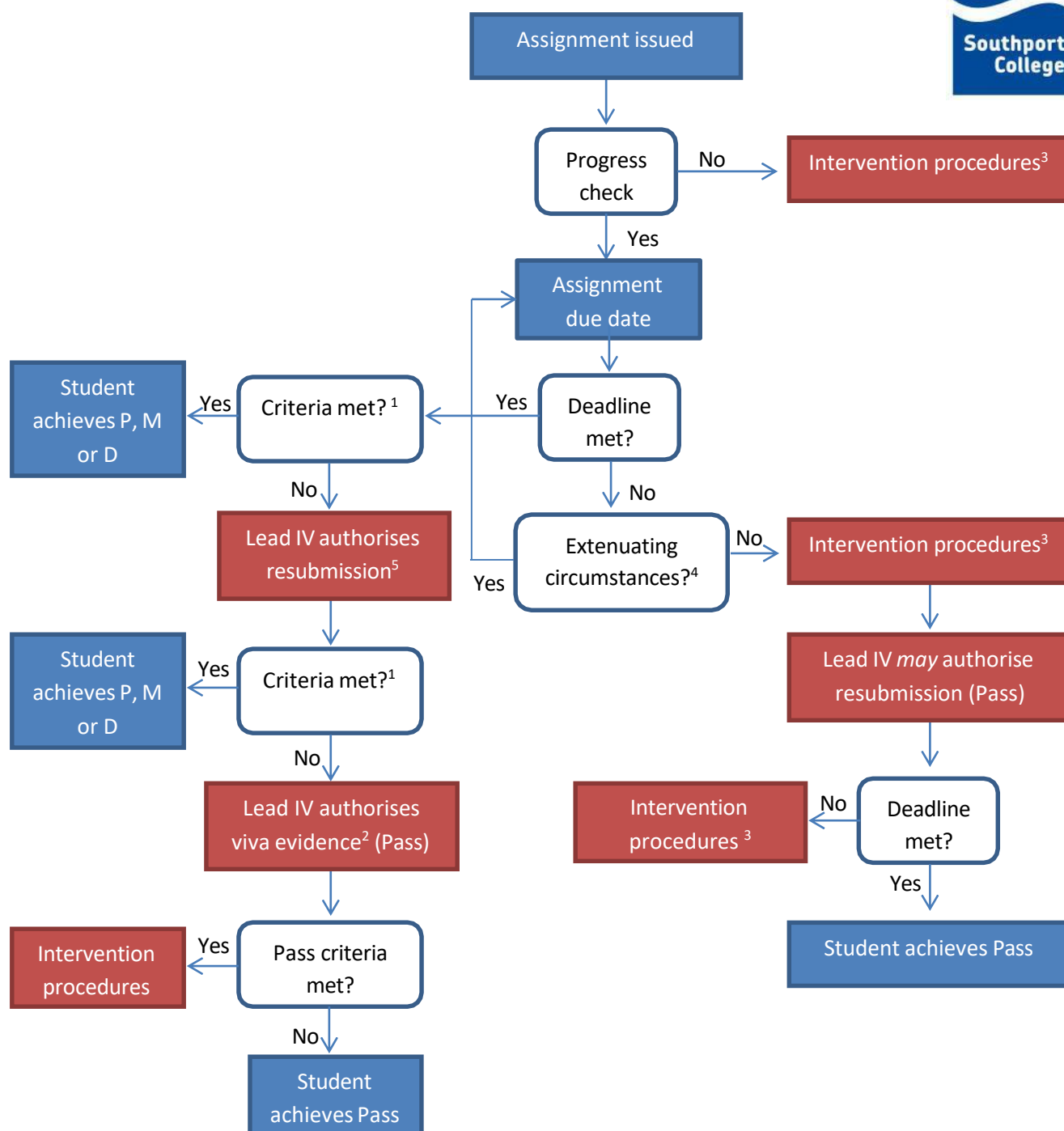
Both cases can only be authorised by the Lead Internal Verifier. This form must be completed by both the tutor and learner and should identify the reasons for the request. *Please note that extensions and resubmissions can be no longer than **15 working days**, within term time.*

When completed, this is an auditable quality assurance document that must be made available for internal and external standards verification.

Learner:		Tutor:	
Unit:		Original Submission date:	
Course:			
Purpose	resubmission	<input type="checkbox"/>	extension <input type="checkbox"/>
Reason for resubmission or extension: <i>(delete as appropriate)</i> I would like to extend this assignment end date / allow a resubmission because:			
Criteria for resubmission or extension: The learner agrees that the following conditions will be met:			
Agreed date for resubmission/extension <i>(delete as appropriate)</i>			
Student signature:		Tutor signature:	
Date:		Date:	
Decision of lead internal verifier: <i>(delete as appropriate)</i> I agree this resubmission / extension request. The learner has agreed to comply with the conditions specified in the criteria for resubmission or an extension.			
Signature of IV:		Date:	

Related Documents: Southport College Internal Verifier's Handbook, Assessment Policy

Submission flowchart for Level 2 & Level 3 assignments



Further detailed guidance check awarding body requirements

1. 'Criteria met' indicates that all Pass criteria is present and acceptable, and where applicable that all Merit/Distinction criteria is present and acceptable
2. Viva evidence = alternative assessment evidence, e.g. verbal questioning (if limited evidence required) or a new written task to supplement existing evidence
3. During interventions the Head of Department has the discretion to authorise the Lead IV to provide retake or submission of other unit evidence
4. Lead IV grants resubmission or extension providing extenuating circumstances criteria have been met
5. Lead IV permits resubmission providing: deadlines have been met, a substantial attempt at assessment evidence has been made, assessor feels students is capable without extra help, there is a signed declaration of authority and that resubmission takes place within 15 working days of feedback being provided