1. Scope and Rationale

1.1 For the purpose of this policy, assessment is taken to include all college-assessed work for higher education programmes, which contributes towards external Awarding Body assessment decisions. The Policy does not cover outside public examinations where the examining boards own procedures will apply.

1.2 Assessment of Southport College students on Higher Education courses with partnership institutions is subject to the academic regulations and procedures of the awarding Higher Education institution. Southport College works in partnership with the Universities of Central Lancashire (UCLan), the University of Chester and the University of Cumbria; as such students must be informed of the partner universities’ respective assessment policies which are available here:

- UCLan: www.uclan.ac.uk/aqasu/academic_regulations.php
- University of Cumbria: http://www.cumbria.ac.uk/AboutUs/Services/AQD/AcademicReg.aspx

1.3 Students on Higher National BTEC programmes are subject to College policies and procedures. This policy applies to all BTEC HNC and HND awards offered by the College. The College reserves the right to make reasonable changes to the policy where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of an academic year but the College may introduce changes during the academic year when it reasonably considers these to be in the interests of students.

1.4 Cheating and Plagiarism are outside the scope of this policy; they are covered by the College’s Maintaining Student Responsibility (MSR) Conduct Procedure, the Malpractice Policy and the Plagiarism, Copying & Cheating Policy.

1.5 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.

1.6 The roles and responsibilities of Lecturers, Assessors, Internal and External Examiners are recognised as being essential to the delivery and quality assurance of all programmes.

3. Principles

3.1 An assessment schedule will be made available to students at induction and will be reviewed regularly and the College will ensure that students have access to the assessment policies and procedures. These include:
• Maintaining Student responsibilities (Academic) Procedures
• Complaints procedures
• Academic Appeals Procedure

3.2 The Course Leader will ensure that the assessment requirements for the course are published. This will include:
• Course handbook and programme specification
• Assessment schedule (including reassessment dates)
• Learning outcomes, assessment criteria, weightings and mode(s) of assessment for each unit
• Procedures for the submission of assignments, including the procedure for dealing with late submission of work, and indicative feedback dates
• Criteria relating to grading and marking schemes

3.3 Formal assessment opportunities are identified on tutors’ schemes of work and on assessment schedules for students.

3.4 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.

3.5 In extenuating circumstances (Appendix 1) a deadline extension may be authorised at the tutor’s discretion where submission within this timescale would be reasonable taking into account those circumstances. Authorisation of a deadline extension requires written permission. 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.

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

3.7 Cross marking, Internal Verification and Standards Moderation will conform to awarding body requirements.

3.8 In respect of BTEC Higher National programmes students are encouraged to develop good time management and it is important that students are assessed fairly and consistently, and that they are not advantaged through having additional time to complete assignments.

3.9 The generic merit and distinction grade descriptors are a qualitative extension of the assessment criteria for pass within each individual unit.

3.10 Learners may be given authorised extensions for legitimate reasons, such as illness at the time of submission. Work submitted after the published deadline and without an authorised extension will not be marked and will be recorded as “Did Not Submit”. Students will be offered a single reassessment at the next available opportunity. Merit and Distinction criteria will not be included in the reassessment brief. Students must be made aware of the consequences of failing to meet deadlines.
3.11 Punitive capping and downgrading grades to a “Pass” for late work is not acceptable unless the assessment criteria in the Merit/Distinction grade descriptors of the assignment brief require evidence of:

- meeting agreed timelines
- the ability to plan/organise time effectively
- the ability to work to industrial/commercial practices that include implicit timelines.

4. All Programmes

4.1 Candidates are aware of their right to appeal against an assessment decision.

4.2 The processes associated with assessment are the responsibility of the Lead Internal Verifier and overseen by the Quality Improvement Group, implementation of these principles is at curriculum team level.

5. External references

5.1 In respect of Higher education programmes this policy addresses the following chapters of the QAA UK Quality Code for Higher Education:

- Chapter A6: Assessment of achievement of learning outcomes
- Chapter B9: Academic appeals and student complaints

Related policies include:

- Academic Appeals Procedure
- English and Maths Policy
- Managing Student Responsibility Conduct Procedure
- Managing Student Responsibility Academic Procedure
- Plagiarism, Copying & Cheating Policy
- Malpractice Policy
- Recognition of Prior Learning Policy

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<tr>
<th>Policy written by:</th>
<th>19th April 2016</th>
<th>Date policy written:</th>
<th>Jesamine Kelly</th>
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<tr>
<td>Impact assessed by:</td>
<td>Jesamine Kelly</td>
<td>Date impact assessed:</td>
<td>19th April 2016</td>
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<tr>
<td>Policy approved by:</td>
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<td>29th April 2016</td>
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<tr>
<td>Date policy to be reviewed:</td>
<td>August 2016</td>
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Appendix 1

BTEC Higher National 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 can be no longer than 10 working days.

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

<table>
<thead>
<tr>
<th>Learner:</th>
<th>Tutor:</th>
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<tbody>
<tr>
<td>Unit:</td>
<td>Original Submission date:</td>
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<tr>
<td>Course:</td>
<td></td>
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</tbody>
</table>

Reason for resubmission or extension: (delete as appropriate)
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 (delete as appropriate)

Student signature: Tutor signature:

Date: Date:

Decision of lead internal verifier: (delete as appropriate)
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 HE Internal Verifier’s Handbook, Assessment Policy