



Assessment Policy and Procedures

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Purpose

This Policy provides guidance to students and academic staff on assessment and academic progress.

Policy Statement

The School of Business & Management (SBM) will ensure that the processes of assessment and academic progress are applied fairly and consistently across the College and that these procedures comply with the requirements of external awarding bodies.

Scope

This policy applies to all formal/summative assessments and describes procedures to ensure the integrity of the assessment process and satisfactory academic progress.

Responsibilities

- The IQA is responsible for the implementation and development of this policy.
- Academic staff and students are responsible for the effective operation of this policy.
- Tutors are responsible for ensuring that they follow procedure and standardisation.
- Tutors are responsible for ensuring that students are aware of what is expected on them during each unit.
- Course coordinators are responsible for monitoring the effectiveness of this policy.
- Centre manager/Course coordinators are responsible for the administration of awarding body external examinations or assignment submission.

Description of Assessment and Re-Assessment Procedure

Internal assessment – number of attempts

- Students will normally be allowed two attempts to achieve a satisfactory standard in any one assessment. Exceptionally, and at the discretion of the Head of Academics, the student may be allowed a third attempt which must be undertaken by a date agreed with the Academic Head.
- Where a student is absent at the time an assessment is offered, or does not submit an assessment on time, this will be recorded as one attempt unless the absence was previously approved by the member of staff conducting the assessment or evidence of

a genuine reason for absence or lateness can be given, for example, a medical certificate.

- Where appropriate, an alternative instrument of assessment will be used for any reassessment.

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- Assessment evidence will be retained by the College for the purpose of moderation and will only be returned to the student at the discretion of the College and only after completion of the moderation process.
- Where assessment activity is taking place with the College, it is the responsibility of the Centre Manager to ensure that adequate arrangements are made for the supervision of the assessment activity and the authentication of student assessment evidence.
- The student should be made aware of any requirements they will be expected to fulfil for authentication purposes.

External assessment

- Head of Academics will communicate directly with appropriate awarding bodies to ensure that the required administrative procedures for examinations are adhered to and that required deadlines are met.
- Students are responsible for ensuring that they are familiar with the requirements of the Examination Board.

Special assessment arrangements

- Where a student is likely to have difficulty in demonstrating attainment through the standard assessment arrangements, it may be possible to request and provide alternative assessment arrangements in line with the student's specific needs.
- Where such a need is identified, either by the candidate or a member of College staff, this should be communicated to the Course Coordinator who is responsible for liaising with the awarding body to gain approval for the use of alternative assessment arrangements.
- All assessments are confidential.
- It is the responsibility of the Course Coordinators to issue electronic format assessment materials to teaching staff when obtained from the Secure Area.

- Academic staff are responsible for maintaining the confidentiality by ensuring that they are stored in a secure location and by controlling the issuing of assessment papers to students.

Moderation

- It is essential that assessment decisions made by lecturers are to national standards. To ensure that all assessors for the same qualification apply the assessment process consistently for all candidates and that the final assessment mark is accurate, reliable and recorded, a system of moderation is in place.
- Moderation is conducted on a sampling basis by appropriate College staff –internal moderation and by the awarding body – external moderation, for Level 1-4.
- Additionally for Levels 5 and above, moderation will also be carried out through a system of double marking of summative assignments and examinations. The course tutor will mark the assignment/examination to a pre set criteria. Then pass on the same assignment/examination to another tutor, who will also mark to the same criteria. The marks are averaged out and this will be the final mark assigned, subject to awarding body verification.
- It is the responsibility of all academic staff to participate in the moderation process by keeping the necessary records, attending moderation meetings and submitting marked student assessments, as requested.
- Results for internally assessed units are final only after internal and/or external moderation.
- All assessment evidence, which has been internally moderated, will be retained until the end of the session so that it is available, if required, for internal audit.
- All other assessment evidence and records should be kept for scrutiny by external moderation or until after the awarding body's completion dates, whichever is the sooner. The individual teaching faculty may, however, specify later dates, either as general faculty practice or for particular units where, for example, assessment is integrated across more than one unit.

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Progression

- The success criteria of a course, which extends beyond one session will be defined and clearly communicated to all students entering the course. Students, who intend to continue to follow the same course by the same mode of study, will be expected to achieve the criteria for succession in order to gain access to the following year of the course.
- The Academic Head may exercise discretion where exceptional circumstances apply. However, this has to be recorded with the exceptional circumstances stated.
- The achievement of a particular unit(s) may be deemed mandatory within the same duration as delivery where it would be impractical to offer the unit with the next batch of course.

Deceit

- Plagiarism and other forms of cheating are not tolerated.
- If a student is suspected of cheating or caught cheating for example: suspected of submitting an assessment that is not wholly his or her own work (plagiarism), copying in a supervised assessment, using unauthorized aids in supervised assessments or falsifying work placement records the Student Disciplinary Procedure will be invoked.
- SBM uses the Moodle platform, and all assignments/exams are submitted through the portal, which has been programmed to detect plagiarism, cheating, the use of AI (such as chat GBT), in order to detect and minimize education dishonesty.

Academic Progress

- Continued satisfactory academic progress throughout a student's course of study is required.
- Academic progress will be monitored through an Individual Learning Plan or Reviews.
- Continual failure to submit course work to the required standard and/or deadlines or to achieve summative assessments or failure to meet the agreed requirements of any support or recovery plan will lead to a student being withdrawn from their course of study.
- If a student fails to maintain the required attendance as per college policy can impact on the assessment decisions.