



## ACADEMIC PROGRESS FRAMEWORK

### Assessment Policy

#### 1.0 Purpose

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

#### 2.0 Policy Statement

Jewel & Esk College 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.

#### 3.0 Scope

- 3.1 This policy applies to all formal/summative assessments and describes procedures to ensure the integrity of the assessment process and satisfactory academic progress.
- 3.2 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

#### 4.0 Responsibilities

- 4.1 The Depute Principal is responsible for the implementation and development of this policy.
- 4.2 Academic staff and students are responsible for the effective operation of this policy.
- 4.3 The Quality & Qualifications Manager is responsible for monitoring the effectiveness of this policy.
- 4.4 College appointed Examination Officers are responsible for the administration of awarding body external examinations.
- 4.5 The Learning Manager – Learning Support is responsible for authenticating the need for any special assessment arrangements for internal and external

assessment, particularly in relation to our responsibilities under the Disability Equality Duty, and for seeking approval from the awarding body for implementation.

## **5.0 Assessment**

### **5.1 Internal assessment – number of attempts**

5.1.1 Students will normally be allowed no more than two attempts to achieve a satisfactory standard in any one assessment. Exceptionally, and at the discretion of the Faculty, the student may be allowed a third attempt which must be undertaken by a date agreed with the Head of Faculty and Quality & Qualifications Manager.

5.1.2 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.

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

5.1.4 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.

### **5.2 Merit – HN Units**

5.2.1 Where an HN Unit can be resulted at merit, a written merit statement that clearly identifies the criteria to be met for the award of merit will be communicated to the student.

### **5.3 Open/Distance learning assessment**

5.3.1 Assessment by open and distance learning will be no less valid, reliable or practicable than assessment for qualifications delivered in college.

5.3.2 Where assessment activity is taking place outwith the college it is the responsibility of the lecturer to ensure that adequate arrangements are made for the supervision of the assessment activity and the authentication of student assessment evidence.

5.3.3 The student should be made aware of any requirements they will be expected to fulfil for authentication purposes.

### **5.4 External assessment**

5.4.1 College Examination Officers will communicate directly with appropriate academic staff and Invigilators to ensure that the required administrative procedures for external examinations are adhered to and that required deadlines are met.

- 5.4.2 Students are responsible for ensuring that they are familiar with the requirements of the examination board and where and when the examination will take place.

5.5 Internal assessment of HN Graded Units

5.5.1 Each graded unit is unique in that it has different assessment arrangements, allowable levels of tutor support and remediation rules. It is therefore imperative that reference is made to individual unit assessment specifications that hold the National Standards and advice on assessment conditions.

5.5.2 Internally graded examinations must adhere to procedures laid down for external examinations in that internal invigilator(s) must be present and rules on unacceptable equipment and desk layout must be adhered to.

5.5.3 For full details of examination requirements reference should be made to the **SQA's Handbook for Invigilators** for the session in hand, available from the College's Examination Officer.

5.6 Special assessment arrangements

5.6.1 Where a candidate 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.

5.6.2 Where such a need is identified either by the candidate or a member of college staff this should be communicated to the Learning Manager - Learning Support who is responsible for liaising with the awarding body to gain approval for the use of alternative assessment arrangements.

5.7 SQA - National Assessment Bank (NAB) materials

5.7.1 NAB assessments are confidential.

5.7.2 It is the responsibility of staff within the Library Learning Centres to ensure the security of Library held materials and the issue of NAB and other electronic format assessment materials to Faculties obtained from the Secure Area of SQA's website.

5.7.3 The responsible person with access to NAB and other electronic assessment materials on the SQA secure site at Eskbank Library Learning Centre is Winnie Chambers.

5.7.4 The responsible person with access to NAB and other electronic assessment materials on the SQA secure site at Milton Road Library Learning Centre is Stephanie Rae.

5.7.5 Academic staff are responsible for maintaining the confidentiality of NABs by ensuring that they are stored in a secure and identified central location within the Faculty and by controlling the issuing of assessment papers to students.

## 6.0 Moderation

- 6.1 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.
- 6.2 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.
- 6.3 Results for internally assessed units are final only after internal and/or external moderation.
- 6.4 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 SQA'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.
- 6.5 For full details of the moderation procedure for SQA Awards staff should refer to the internal ***Quality Assurance in the Curriculum document Scottish Qualifications Awards – Moderation Procedures***.

## 7.0 Progression

- 7.1 The success criteria for each year of a course, which extends beyond one academic 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 success in one year in order to gain access to the following year of the course. For full-time courses, the success criteria for one year will allow for a maximum of two credits to be carried forward into the following year. For part-time courses, the success criteria for one year will allow for a maximum of one credit to be carried forward into the following year.
- 7.2 The Heads of Faculty may exercise discretion where exceptional circumstances apply. However, this has to be recorded with the Quality & Qualifications Manager and the exceptional circumstances stated.
- 7.3 The achievement of a particular unit(s) may be deemed mandatory within the same year as delivery where it would be impractical to offer the unit(s) in the following year of the course.

## 8.0 Deceit

- 8.1 Plagiarism and other forms of cheating are not tolerated.

- 8.2 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 unauthorised aids in supervised assessments or falsifying work placement records the ***Student Disciplinary Procedure*** will be invoked.

## 9.0 Academic Progress

- 9.1 Continued satisfactory academic progress throughout a student's course of study is required and is specified in the Student Attendance, Participation and Achievement Policy.
- 9.2 Academic progress will be monitored through an Individual Learning Plan.
- 9.3 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.

## 10.0 Appeals

- 10.1 Students have the right of appeal against assessment decisions, which may adversely affect their academic achievement, if they feel there are just grounds such as error, inconsistent judgment, misinterpretation or unfairness.
- A student may appeal against:
- the non-award of any unit;
  - the non-award of merit;
  - the non-award of the final qualification.
- 10.2 The appointed Internal Moderator for the Unit(s) in question will be responsible, in the first instance, for investigating an appeal against any assessment decision.
- 10.3 The Internal Moderator will investigate and re-mark the assessment(s), where appropriate, to ensure that the original outcome is valid and reliable.
- 10.4 The Internal Moderator should formally report the outcome of the re-marking of any assessment(s), with comment where appropriate, to both the assessor and the student.
- 10.5 Grounds for Formal Appeal
- The student will have the right to invoke the College's Student Appeals Policy and Procedures if they have evidence that the review by the Internal Moderator was incomplete or unreasonable.

## **11.0 Data Protection Act 1998**

11.1 Jewel & Esk College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the business of the College. The College will ensure that the eight principles on which the Act is based are made known to and observed by all College staff.

## **12.0 Review**

12.1 This policy will be reviewed in June each year.