College Policies and Procedures

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| **Assessment Regulations for Students studying for Pearson HNC/D Awards at South Essex College** **of Further and Higher Education 2019-20** |

**November 2019**

Table of Contents

[Policy Statement 3](#_Toc531770667)

[Scope 3](#_Toc531770668)

[Responsibilities 3](#_Toc531770669)

[Intermission 4](#_Toc531770670)

[Achievement and Award of Credit 4](#_Toc531770671)

[Resubmissions 5](#_Toc531770672)

[Late Submission 5](#_Toc531770673)

[Failure of a Unit 6](#_Toc531770674)

[Progression 6](#_Toc531770675)

[Assessment Board 6](#_Toc531770676)

[Terms of Reference 6](#_Toc531770677)

[Order of Discussion 7](#_Toc531770678)

[Disclosure of Results 8](#_Toc531770679)

[Extenuating Circumstances 8](#_Toc531770680)

[Academic offences 8](#_Toc531770681)

[Right of Appeal 8](#_Toc531770682)

[Internal Verification 8](#_Toc531770683)

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| 1. | Policy Statement | | | |
|  | The College is committed to ensuring that standards of assessment are explicit valid and reliable. That assessment is conducted with rigour, probity and fairness, meets the requirements of the awarding organisation and promotes quality and equality. | | | |
| 2. | Scope | | | |
|  | These regulations apply to all Pearson BTEC HNC/HND awards offered by South Essex College. The regulations are based on *BTEC Centre Guide to Quality Assurance and Assessment 2019-20 (Levels 4 to 7)* and the QAA Quality Code. These regulations must be read alongside the latest iteration of the *BTEC Centre Guide to Quality Assurance and Assessment*. Where there is any apparent conflict between the two documents, the latest iteration of the *BTEC Centre Guide to Quality Assurance and Assessment* prevails.  These regulations are reviewed annually and will normally come into effect at the beginning of an academic year or soon after publication of the latest iteration of the Pearson guides relating to assessment. These Assessment Regulations, and any proposed amendments, are approved by the College's Higher Education Committee. | | | |
| 3. | Responsibilities | | | |
|  | The College will ensure that students have access to the Pearson BTEC HNC/HND Regulations and ancillary assessment policies and procedures. These include:   * Academic offences; * Extenuating circumstances; * Complaints; * Appeals; * Intermission; * Special Examination (Assessment) Arrangements.   **Programme Leader:** This is the person designated by the College (including department or faculty) to take overall responsibility for the effective delivery and assessment of a relevant BTEC HN programme. The Programme Leader my also act as an Assessor and/or Internal Verifier, with some quality assurance related restrictions. Programme Leaders will, among other things, be expected to prepare for their programme a:   * Student programme handbook including assessment schedule; * Programme specification.   **Personal Tutor:** This is the person who has responsibility for acting as the Personal Tutor for individual students and small groups of students.  **Internal Verifier:** This is the person who will:   * Conduct quality checks on assessment processes and practices to ensure that they meet national standards and that all students have been judged fairly and consistently; * Provide an expert second opinion;   It is good practice for all Assessors to be involved in internally verifying each other. An internal verifier **cannot** internally verify their own assignments or assessment decisions. There can be an internal verifier considered as the Lead IV, but this does not need to be registered with Pearson.  **Assessor**:This is a person responsible for the assessment of students and acts under the guidance of the Programme Leader, who will direct an Assessor to appropriate training, support and standardisation. An assessor will normally devise assignment briefs, deliver the programme of study and assess the evidence produced by students against the assessment criteria in the programme specification.  **Students**: Student responsibility includes:   * To understand and comply with the assessment;   regulations for the BTEC HNC/HND course, ancillary policies and  procedures;   * Submit work for assessment as required; * Submit any relevant information on extenuating circumstances which they believe may have affected their performance in accordance with the   extenuating circumstances policy. | | | |
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| 4. | Intermission | | | |
|  | Intermission (a break in study) orpermanent withdrawal from the programme may be necessary if circumstances prevent the student from continuing their studies. This must be discussed as soon as possible with the student and the Programme Leader, so that the correct procedures are followed. Refer to the Intermission guidance and form on website. <http://www.southessex.ac.uk/higher-education/higher-education-policies> | | | |
| 5. | Achievement and Award of Credit | | | |
|  | Each unit shall be graded as:  Pass – the student has achieved all the unit pass criteria;  Merit – the student has achieved all the unit pass and merit criteria (RQF) /grade descriptors (QCF);  Distinction – the student has achieved all the unit pass, merit and distinction criteria (RQF)/grade descriptors (QCF);  Defer – the student has accepted extenuating circumstances;  Refer – the student has failed to achieve a pass grade after summative assessment;  Fail – the student has failed to achieve a pass grade after assessment and referral  Grades will be confirmed by the Assessment Board (Exam) Board. | | | |
| 6. | Resubmissions | | | |
|  | For full guidance, please refer to the *BTEC Centre Guide to Quality Assurance and Assessment 2019-20 (Levels 4 to 7)*. | | | |
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|  | QCF | | RQF | |
|  | Only one opportunity for resubmission will be permitted (new assignment). | | One resubmission is allowed if a student does not achieve a pass on first submission (same assignment). | |
|  | Resubmissions must not be capped at Pass, although if a student who submitted their work late is offered a resubmission, this **is** capped at pass. | | The reassessment opportunity will be capped at Pass for that unit. | |
|  | A student may request or be offered a resubmission if they have not met all of the criteria (Pass, Merit or Distinction) available in an assignment. | | A student will not be entitled to be reassessed in any component for which a Pass or higher has already been awarded. | |
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| 7. | **Repeat Units**  For full guidance, please refer to the *BTEC Centre Guide to Quality Assurance and Assessment 2019-20 (Levels 4 to 7)*. | | | |
|  |  | |  | |
|  | QCF | | RQF | |
|  | A unit can be repeated if the centre and the Assessment Board decides it is an appropriate course of action. | | A unit can be repeated if the centre and the Assessment Board decide it is an appropriate course of action. | |
|  | The unit must be studied again. | | The unit must be studied again. | |
|  | The unit must be capped at a Pass grade. | | The unit must be capped at a Pass grade. | |
|  | The College position has been that a unit can only be repeated once. | | The unit can only be repeated once. | |
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| 8. | Late Submission | | | |
|  | The development of employability skills is an important part of the course. It is important that students are not advantaged by having additional time to complete assignments.  Where an assessment is submitted after the published deadline and where extenuating circumstances form has not been submitted, this will be treated as a non-submission. Students will be offered a single reassessment at the next available opportunity. Merit and Distinction criteria will not be included in the reassessment brief. Where an extenuating circumstance has been accepted by the College the grade is not capped unless the task is already “Referred.” | | | |
| 9. | Failure of a Unit | | | |
|  | A student who does not achieve the requirements to pass a unit has failed that unit**.** The circumstances in which a unit can be failed are:   * Following first attempt and referral, the student has not made any   valid attempt in one or more assessment tasks i.e. non-submission;   * Following referral, the student does not achieve the minimum overall   pass criteria in a unit;   * Where failure in a unit is the sanction set by an academic offence.   If a student fails a unit one retake will be permitted. Retakes will be capped at a “Pass.” Where a unit is failed due to an academic offence, a student may be given a sanction that means the student is not permitted to retake the unit. | | | |
| 10. | Progression | | | |
|  | Where a student passes all units for a given academic year, the student will normally progress to the next stage or level.  Where a student has not passed all the units but has had extenuating circumstance accepted at either the first assessment or a reassessment point (deferral), then they will be allowed to progress with a further opportunity at reassessment, at the discretion of the Assessment Board.  Where a student has failed a unit/s then normally they will be provided with  the opportunity to re-take the unit/s as if for the first time, and not be  allowed to progress until these units have been passed. | | | |
| 11. | Assessment Board | | | |
|  | 11.1 | Terms of Reference Assessment Boards are authorised to:   * Agree unit grades; * Agree progression of students onto the next stage of the programme; * Agree the awards to be made to students; * Agree any accepted extenuating circumstances; * Note any academic offences; * Identify referrals and deferrals; * Consider comments of the External Examiner; * Confirm the nominated team representative who will enter student marks on to Pearson (Edexcel) online.   The membership of the Assessment Board shall be as follows:   * The Chair (usually the Dean of HE); * CMA Compliance and Information Manager (Higher Education) or the equivalent; * Programme Leader; * Unit Leaders/Internal Verifiers for the unit(s) being considered; * External Examiner.   A full list of members of the Assessment Board must be signed by all members and the Assessment Boards.  The quorum for a meeting of an Assessment Board shall be four members, including the External Examiner, whose attendance is normally required. Exceptionally, where an External Examiner is unable to attend, the meeting may go ahead in their absence, provided that their comments are sought prior to the meeting and reported to the meeting.  Departments may hold a pre-board to ensure that all the required information is available to the Assessment (Exam) Board. Dates for Assessment Boards shall be scheduled at the end of the academic year as published on the HE Assessment Year Planner. | | |
| 11.2 | Order of Discussion The Chair should clearly identify the courses of action open to the Assessment Board.  The unit assessment outcomes for each student should be conducted as follows:   * The grades for each student should be considered; * Any amendment to the grades will be agreed and recorded on the   grading sheet/grid;   * The overall unit assessment outcomes for the student will be   agreed.  Consideration of individual results should be conducted as follows:   * The grades of each student should be considered; * The consideration of extenuating circumstances should be conducted; * Any amendment to the grades will be agreed and recorded on the   grading sheet/grid;   * The overall unit results for the student will be agreed; * The decisions of the Assessment Board will be formally recorded in the minutes.   Tutors should take care not to disclose the confidential proceedings of  the Assessment Board and should guide individual students on what they now  have to do. Programme Leaders will inform students of the Assessment Board outcomes. | | |
| 11.3 | Disclosure of Results | | |
|  | Only designated staff are authorised to disclose results in accordance with College practice. | | |
| 12. | Extenuating Circumstances | | |
|  | A student may submit a request for consideration of extenuating circumstances in respect of their summative assessment.Refer to the Extenuating Policy and Form on website <http://www.southessex.ac.uk/higher-education/higher-education-policies> | | |
| 13. | Academic offences | | |
|  | Refer to the Academic Offences Policy <http://www.southessex.ac.uk/higher-education/higher-education-policies> | | |
| 14. | Right of Appeal | | |
|  | There is a single appeal process for students who wish to appeal against an outcome arising from:  Decisions relating to academic offences;  Decisions of Assessment Boards.    Refer to the Appeal Policy and form on website:  <http://www.southessex.ac.uk/higher-education/higher-education-policies> | | |
| 15. | Internal Verification | | |
|  | For guidance on internal verification, please refer to relevant section of the *BTEC Centre Guide to Quality Assurance and Assessment 2019-20 (Levels 4 to 7)*.  The College has central documentation for assignment top sheets and internal verification, which include alignment to QCF, RQF and FHEQ level descriptors. These should be used for internal verification. These will be reviewed shortly following publication of guidance on the Revised Quality Code 2018 in order to ensure and assure currency. | | |