

## ASSESSMENT POLICY

Our aim is to ensure that each of our learners is given the best possible chance of success through our policies and working practices, and that access to assessment is appropriate, transparent and fair.

On qualification-led courses, our aim is for 100% successful completion of a course by every active learner (defined as a learner actively involved in preparing work for assessment). Our aim is a Pass mark for all who submit work for assessment. Our grades are, in the first and second instances, Pass, Refer. A Fail grade will only be given if a learner's work fails to meet the required standards on the third submission.

The scope of this policy is:

- Any assessment carried out by The Business School assessors/verifiers regardless of method.

### Promoting Achievement

In organising a course, we will liaise closely with employers and individual learners to ensure that learners are on the correct level and length of course, dependant on their previous attainments, their current job role, the organisation needs and the learner's aspirations. In general, this will mean attainment at one level below<sup>1</sup> the intended course plus appropriate English language and numeracy against the Common European Framework or Ofqual/SQA Register of Qualifications. (See specific entry arrangements within the RPL policy). Decisions on entry may also be made on consideration of experience and current job role, and support from employers may be sought to confirm this.

During induction, learners are given clear information about the requirements from the course, including assessment information, and trainers/tutors are expected to develop professional, friendly and supportive relationships with learners.

Tutorial arrangements required by Awarding Organisations will be followed as a minimum – mainly through documentation and information on the VLE - and additional informal tutor contact is expected throughout studies.

### Monitoring Achievement

The Operations Director is responsible for maintaining records of achievement for learners, based on assessment and verification records. We adopt the following principles:

- For assignment-based qualifications, we adopt a 2 submission principle – trainers will give feedback up to twice, before awarding a Fail mark (subject to awarding organisation requirements)
- All submissions must be complete (i.e, include learner work against each of the outcomes/objectives within the assignment) and must adhere to the word count advised
- Whilst understanding learner's need for reassurance, the submission of partially completed work for assessment via assessor emails is discouraged – all work should be

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<sup>1</sup> CILT qualifications are not available at Level 4 and therefore entry onto the Level 5 course is at two levels below.

submitted through the formal (VLE) means either as a draft or final submission to ensure clear audit trails are maintained and system integrity is not jeopardised.

- All work should be submitted, whether draft, final version or revised version, via the VLE system to ensure maintenance of audit trail for quality purposes. Learners should not submit work directly to a tutor or assessor unless in exceptional circumstances. In this instance, only Business School email addresses should be used, and the Operations Director notified, including reasons.
- Rejection of assignments based on word count will be based on +/- 15%.
- Other work to be assessed (for example, management reports, personal statements) must be complete before submission and submitted at the same time.
- All work submitted will be subject to feedback from the assessor – this will be based on<sup>2</sup>:
  - How criteria have been covered
  - What may be improved
  - If criteria have not been met, clear guidance on what is required (without 'leading' the learner)
  - Outputs from plagiarism reports.
- Assessors will ensure that, where they have been completed, plagiarism report scores are given within the marksheet.
- Copies of plagiarism reports should not be uploaded onto the VLE – they are available via the Quetext system only by licensed personnel. If a learner requires a copy of their plagiarism report, they should request this from the assessor.
- Internal quality assurance will also provide feedback to assessors on what they and learners need to do to improve.
- If a Fail mark is awarded, learners will not be able to re-submit except on agreement with the Operations Director, and this may incur additional charges for additional support, re-registration. In these circumstances, it is likely a full re-write will be required
- Late submissions will be accepted if learners have communicated in writing (email) that they will not be able to meet any agreed deadline in advance, and have suggested an alternative date to be agreed by the assessor. Please refer to the Registration Policy, in particular information of registration extension.
- As part of our assessment process, routine plagiarism checks will be undertaken through our chosen, licensed software (Quetext), in support of the cover sheet completed by each learner stating their submission is their own work. Plagiarism reports from sources other than this will not be accepted as evidence. Please refer to our Plagiarism Policy for further details.

These principles are monitored and evaluated through internal quality assurance, standardisation, internal audit and management review activity and are reviewed on an annual basis.

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<sup>2</sup> At lower levels, it is often challenging to be able to state how criteria are covered, but assessors should endeavour to identify standards. Examples include "marketing mix is clearly described"; "could be improved by inclusion of an example of the theory presented"

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