

## Higher Education Assessment Guidance for Students 19/20

### 1. Introduction

Nottingham College is committed to ensuring that students receive consistent and accurate assessment with appropriate feedback.

Our commitment to you:

- clear and accurate information will be provided about your course, including what you will need to do to succeed, and how you will be assessed.
- we will give you timely and accurate information about examination and the examination regulations.

The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of their course and achieved the standards required to gain their award.

Assessment methods and procedures must meet the criteria of the specific awarding body/validating university and encompass the key criteria of validity, reliability and fitness for purpose.

### 2. Terminology

*Diagnostic assessment* provides an indicator of a student's aptitude and preparedness for a course and identifies possible learning problems.

*Formative assessment* is designed to provide students with feedback on progress and inform development, and may not contribute to the overall assessment.

*Summative assessment* provides a measure of achievement or failure made in respect of a student's performance in relation to the intended learning outcomes of the course.

### 3. Assessment (tutors should refer to the full HE Assessment Policy for further details)

Assessment is the process by which decisions are made about a student's learning, progress and achievement.

The assessment process, principles and procedures should be explicit, valid and reliable.

Each course has a course leader. The course leader is responsible for ensuring that the following standards are met:

- 3.1 All assessments to meet the requirements of the awarding body/validating university in terms of quality, appropriateness and grading.
- 3.2 All lecturers are to be appropriately experienced/qualified, according to the requirements of the awarding body/validating university.
- 3.3 A variety of assessment methods should be used to support student learning and meet the needs of individual students, for example, case studies, peer-assessed activities, time-constrained assignments, extended assignments involving research, examinations, and work-based projects.
- 3.4 Assessments must be at a level appropriate to the qualification, in line with awarding body/validating university requirements.

- 3.5 Formative assessment may be utilised, within the guidelines of the awarding body/validating university, in order to monitor students' progress, provide feedback and support learning.
- 3.6 The principles of encouraging real tasks for real audiences should be central to the design of assessment activities.
- 3.7 Assessment materials must be fair, unambiguous and promote equality of opportunity.
- 3.8 All assessments to be internally verified, prior to issue to students.
- 3.9 All students to be informed of the assessment procedures during induction; to include method of assessment, frequency, volume and weighting (if applicable).
- 3.10 An assessment schedule covering all units/modules to be published in advance and made available to students at the start of each academic year; any amendments to be notified to all students. This is normally in the form of an Assessment Booklet.
- 3.11 Assessment schedules to be devised taking into account student workloads, submission dates and avoiding 'bunching' of assignments.
- 3.12 All assessment activities are to be accompanied by a standard assessment briefing sheet, detailing the assessment activity, the grading criteria and the submission date. Opportunities for common skill assessment to be identified where appropriate.
- 3.13 Each graded assessment activity to be accompanied by comprehensive, constructive written feedback, highlighting positive aspects of the work, areas for improvement and setting realistic and achievable goals.
- 3.14 Assessed work to be internally verified in line with the College internal verification policy prior to return to students.
- 3.15 All assessed work to be returned to students within agreed timescales; normally 15 working days.
- 3.16 All examinations must be carried out using standard college procedures.
- 3.17 The assessment process must be operated fairly and consistently within the course.
- 3.18 A record of grades attained for each assessment, for each student, to be recorded accurately and systematically.
- 3.18 Assessment grades for all students must be available for the meeting of the relevant examination board, which is held at the end of the academic year; where operational circumstances dictate, mid-year examination boards will be scheduled.

#### **4 Appeals procedure**

4.1 All students are to have access to the College HE Academic Appeals Procedure.

#### **5 Referrals**

5.1 A referral grade is given when a student has not met the criteria to achieve a pass grade in an assessment. In this situation an opportunity may be provided for the student to resubmit the assessment. Notification will be sent from the University Centre following consideration of results at the Examination Board.

#### **6 Submission of coursework**

6.1 All coursework submitted for assessment must be in the form detailed in the course handbook and must be handed into the designated assessment collection point by the specified time and date.

6.2 Where a student submits work after the official deadline (specified time and date) the following criteria will be applied when marking the work:

6.2.1 Where a student is taking a first attempt at a module and submits work after the official deadline (specified time and date) indicated in the assessment schedule, the work will only be marked if submitted within five working days of the official deadline.

6.2.2 Where a student is making a first attempt and submits work late, but within the five working days, the maximum mark awarded will be 40%. Where the quality of the assessed work falls below the minimum acceptable level, a mark of 0–39% will be awarded as appropriate.

6.2.3 Students who have been granted a time extension (see 6.3 below) for the first attempt will have the same criteria (6.2.1 and 6.2.2) applied to their work.

6.2.4 Where a student is making a first attempt at a module but submits work after the deadline given in the specified time extension, a mark of 0% will be awarded. Feedback/comment will be made on the work for learning purposes and returned to the student with a zero mark.

6.2.5 Where a student is making a referred or retake attempt at a module they must submit work by the official deadline and will not be allowed a time extension. Work received after this deadline will be awarded a mark of 0%. Feedback/ comment will be made on the work for learning purposes and returned to the student with a zero mark.

6.3 A **time extension may be granted in exceptional circumstances** to submit work after the official deadline. Students must apply in writing using the form provided (see Appendix 1) **at least five college working days prior to the submission date**. Extensions will be granted at the discretion of the course tutor, based on the evidence submitted in the extension application.

#### **7 Applications for Special Consideration**

7.1 A student may make an application for Special Consideration when **serious and unforeseen circumstances** have affected their ability to complete an assessment or affected the grade they have achieved in an assessment. Each application will be considered by the appropriate examination board. When the examination board increases grades the external examiner must ratify this decision.

7.2 Each case is taken on merit, however examples of Special Consideration applications more likely to be accepted are:

- problems caused by a serious or significant illness
- critical illness or death of a close relative or dependant
- serious adverse personal circumstances which could not be foreseen.

7.3 **Applications for Special Consideration must be made within ten working days of either an assessment deadline or an examination using the standard *Special Consideration* form** (see Appendix 2). Send the completed form to your course leader at the campus at which they are based. A copy of the form is also to be sent to the Head of Academy. For further information on completion of the Special Consideration form see guidelines below.

7.4 **Supporting evidence for any application for Special Consideration must be provided and given directly to your course leader.** Applications without supporting evidence will not normally be considered. Where supporting evidence is to follow, submit the form and produce the evidence as soon as possible.

## 8 **Internal verification/moderation**

8.1 Course leaders will implement the internal verification and moderation guidelines using the appropriate course documentation.

## 9 **Examination boards**

9.1 The examination boards will be held in July at the end of the academic year to consider the grades of all students; where operational circumstances dictate, mid-year examination boards will be scheduled.

9.2 **First year students on a two-year course:** The examination board will consider the grades of each student individually and recommend whether a student should pass and progress to year two of the course. Decisions will also be made regarding any outstanding work or work which has not been completed to a pass standard.

9.3 Any first year student who has a deficiency of 60 credits or more (for a Foundation Degree or BA course) or 50% of the coursework and examinations (for an HND or HNC course) will not normally be allowed to resit examinations or submit coursework and will be unable to progress to year two of the course.

9.4 **Final year students:** The examination board will consider the grades of each student individually and recommend whether a student should pass and graduate. Decisions will also be made regarding any outstanding work or work which has not been completed to a pass standard.

9.5 Any final year student who has a deficiency of up to 60 credits (for a Foundation Degree or BA course) or 50% of the coursework and examinations (for an HND or HNC course) will not normally be given the opportunity to resit examinations or resubmit coursework.

9.6 A second examination board will be held in September of each year to consider the grades of any students who have retaken examinations or resubmitted coursework in the period since the original examination board.

## 10 **Plagiarism**

10.1 All students are to be made aware of the College plagiarism statement prior to the issue of the first assessment. See Academic irregularities section for more information.

## 11 **Additional assessment information**

11.1 Any additional course-specific assessment information will be detailed in the course handbook and made available to students at induction.

This assessment policy should be read in conjunction with:

- HE Assessment Policy (for staff)
- Academic Appeals Procedure
- Academic Irregularities

**Appendix 1 - Application for extension to assessment submission date**

<b>Student Name</b>	
<b>Student ID Number</b>	
<b>Course</b>	
<b>Unit/module number and title</b>	
<b>Unit/module lecturer</b>	

<b>Assessment for which extension is requested:</b>    <b>Hand in date:</b>
<b>Full details of circumstances</b> leading to the request for extension to assessment submission date      
<b>Evidence</b> to support your request:      

<b>Signed (student):</b>	<b>Date:</b>
<b>Approved/Rejected by (lecturer):</b>	<b>Date:</b>
<b>Extension granted/revised submission date:</b>	

**Form and evidence to be sent/ provided to unit/module lecturer and HE team**

## Appendix 2 - Application for Special Consideration - Notes for Guidance

This form is to be used by any student who wishes to claim Special Consideration. By completing this form you are asking the Examination Board to consider problems that you have encountered.

### 1. How to fill in the form

Fill in every relevant space on the form carefully. If your form contains an error then it is possible that it will not get to the Examination Board.

**(a) Student Name** – give your names as you have registered them in your formal student record.

**(b) Student ID Number** – this is the number printed on your ID card

**(c) Course title**– give the name of your course in full, including year of study.

**(d) Units/Modules** –

- List each unit/module for which you would like consideration to be given
- Consideration will only be given to units/modules listed on this form
- Only list affected units/modules that will be assessed by the Examiners in the current academic year
- Include the submission date of the affected Coursework and/or Examination date to show which aspects of a unit's/module's assessment have been adversely affected by your circumstances.

#### Consideration of your claim

The following types of claim are **not** likely to be successful:

- Problems caused by poor personal organisation or time management
- A long term illness or disability where the College has already made concessions such as allowing additional time to complete coursework or examinations
- Where the problem is caused by English being your second language. You should seek advice from the International Office
- Complaints about 'bunching' of examinations and coursework deadlines

The following types of claim are more likely to be successful:

- Problems caused by a serious or significant illness
- Critical illness or death of a close relative or dependant
- Serious adverse personal circumstances which could not have been foreseen

### 2. Circumstances

Describe concisely the circumstances that have had an adverse effect on your studies. Describe clearly **how** the circumstances have affected your performance. Confine your remarks to the space given – continuation sheets will be disqualified.

### 3. Supporting Evidence

Supporting **evidence must be provided** and given directly to your Course Leader. Claims without supporting evidence will not normally be considered. **Where supporting evidence is to follow, submit the form and get the evidence as soon as possible noting the deadline below.** Please do not suggest that the College may approach your doctor for supporting evidence – this will not happen because

medical records are confidential. If your condition required medical treatment, please provide a medical certificate. It is entirely your own responsibility to obtain supporting evidence. This may include: doctor's medical certificate; death certificate; letter from a third party, i.e., counsellor.

**Send the completed Application for Special Consideration application and your supporting evidence to:**

Course Leader  
Nottingham College  
At the campus at which they are based.

Please also send a copy of the completed form to the Head of Faculty.

#### **Deadlines**

This form and supporting evidence must be received in good time for it to be presented to the Examiners at the end of year Examination Board. You can only make a claim in the current academic year. **You cannot make a retrospective claim.**

**You must make a claim within ten working days of either an assessment deadline or an examination.**

**Application for Special Consideration**

Student Name	
Student ID number	
Course title	

**Unit(s)/module(s) affected:**

Unit/module code	Unit/module title	Assessment title	Coursework submission date	Examination date

**Describe concisely the circumstances that have had an adverse effect on your study and the relevant dates:**

**Describe clearly how these circumstances have affected your performance:**

**Supporting evidence: included / to follow**

**Type of evidence**, e.g. Doctor's note

The information I have provided is correct and complete to the best of my knowledge and belief. I request that in accordance with the College regulations, the claim is forwarded to the examination board for their consideration.

Signed: ..... Date: .....

Name (printed): ..... Student ID number: .....

**Form and evidence to be sent to the Course Leader with a copy to the Head of Faculty**