

Approval Date & Version: July 2019, Ver. 4.9
Approved by: Academic Board (AB)
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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent. The provider designs and/or delivers high quality courses.
UKQC- Advice and Guidance	<ul style="list-style-type: none"> Assessment
Awarding Body Reference	<ul style="list-style-type: none"> Programme Specifications London Met Academic Regulations London Met Quality Manual Pearson BTEC Recognition of Prior Learning Policy
Other reference Points	<ul style="list-style-type: none"> NCL Quality Assurance Manuals NCL Student Terms and Conditions Student Handbooks/ Course Handbooks
	<ul style="list-style-type: none"> Assessment Decision Review Request Policy Extenuating circumstances/ Mitigating Circumstances Policy (EC/MC Policy) Personal tutoring and Student Support Policy and Procedures Teaching and Learning Policy
	<ul style="list-style-type: none"> Feedback to Students on Assessments- A Guide for Assessors (NCL Document)

1. Aims of the Policy:

1.1. This policy aims to outline the guidance around assessment brief, assessment decisions, internal verification processes and breach of academic regulations.

2. Policy:

The overarching policy statements of the College on assessments are listed below which have been prepared by reflecting on the guiding principles outlined in UKQC Advice and Guidance: Assessment

2.1. The College shall operate processes to ensure that learning outcomes are consistent with the requirements of the relevant national qualifications framework descriptors.

2.2. The College shall ensure that policies and procedures for marking assessments and moderating marks are clearly articulated, consistently operated and regularly reviewed.

2.3. The College shall ensure that the assessment measures the extent to which students achieve the learning outcomes both at, and beyond, the threshold level.

2.4. The courses offered by the College shall make use of external examiners who are expected to provide independent confirmation that the assessment processes have been

applied appropriately and ensure that qualifications have been awarded equitably and in accordance with the national standards.

3. Principles on assessments

3.1 All assessments in Nelson College London are based on the following principles:

- 3.1.1. **Authenticity:** All assessment activity must have processes in place to ensure that the achievement is the student's own work.
- 3.1.2. **Validity:** The method of assessment and the evidence provided must be appropriate and capable of demonstrating the achievement of learning outcomes and related assessment criteria of the provision at the appropriate level.
- 3.1.3. **Reliability and consistency:** The assessment decisions must be reliable and consistent. The assessment decisions are reliable in that they indicate the achievement of learning outcomes. The assessment decisions are consistent regardless of when the assessment occurs or who does the marking.
- 3.1.4. **Fitness for purpose:** Assessment must be fit for the students and their learning.

4. Policy on Assessment Briefs and Assessment Criteria:

- 4.1. Students must be provided with written assessment guidelines describing the nature of the task, the format for presentation and the assessment criteria for all items of assessment. This normally takes the form of an assessment (or assignment) brief, and provides clear information for students on what they are expected to do, how they are expected to go about it and how their work will be marked.
- 4.2. Assessment briefs should include:
 - 4.2.1. assessment criteria - the basis on which the quality of a student's work will be graded
 - 4.2.2. any specific constraints or requirements, e.g. word limits, and the need for good academic practice, e.g. referencing of sources
 - 4.2.3. details of any marking scheme (if used) and/or grade criteria
 - 4.2.4. Submission procedures and deadlines, and the consequences of late, incomplete or non-submission.
- 4.3. In establishing assessment criteria, the course teams ensure that they are benchmarked against College's grade descriptors, and take account of subject benchmark statements as appropriate.
- 4.4. Assessment criteria are subject to internal/ external scrutiny before publication to students in order to assure academic standards.
- 4.5. Assessment criteria should be discussed with students in classes, and feedback to students on their assessments should be informed by assessment criteria.

5. Guidance on Internal Verification/Moderation:

- 5.1. Internal verification, or quality assurance of assessment, is a part of an overall quality system at Nelson College London.
- 5.2. Internal verification has two components. One focuses on internal verification/review of assessment brief whilst the other is concerned with accuracy and consistency of the assessors' judgements on student work.

- 5.3.** Internal verifier must ensure that every learner's work is internally verified at least once during the course of study.
- 5.4.** Records of the internal verification activities for assessment decisions must be maintained and made available to the Chief Internal Verifiers or Head of Quality Assurance. In the case of London Metropolitan University, verification is also done on a sample basis by external examiners.
- 5.5.** The marking and moderation responsibilities in relation to the IV/Assessors shall be carried out by people who have subject knowledge in the field of study and is competent in assessing student's knowledge and skills.
- 5.6.** 5.6 The College reserves the right to undertake academic integrity checks of any assessments submitted before or after the assessment panel convene and take appropriate actions.

6. Policy on Assignment Submission:

- 6.1.** Assignments are to be submitted on or before stipulated dates. Failure to do so without prior authorisation will result in non- acceptance of the assignment in that term and a 'Referred' status will be recorded in the results

7. Policy on Late Submission/Extenuating/Mitigating circumstances

- 7.1** Extenuating/Mitigating Circumstances are circumstances which are unexpected, significantly disruptive and beyond the control of students that affect their ability to meet an assessment deadline or affect performance in assessment.
- 7.2.** Please see Extenuating/Mitigating Circumstances Policy and Procedures for further information

8. Policy on Feedback to students and Return of Assessments:

- 8.1.** In normal circumstances, assessment items should be marked and returned to students with feedback within 4 -6 weeks of the date of submission. Where, for valid reasons, this cannot be achieved, the member of staff concerned should consult with the course/programme leader and where appropriate their line manager; agree an alternative date, and inform the students affected of the revised date of return. In such circumstances, it may be desirable to provide students with feedback in advance of the return of the assessment item and determination of the provisional grade.
- 8.2.** Staff should enter grades for marked coursework assessment items onto the VLE as soon as possible after the work for the whole group has been marked. Students must be advised that all grades for assessment items remain provisional until confirmed by the Academic Assessment Panel and therefore a provisional 'fail' grade can be turned into a 'pass' grade or vice versa. In the case of London Met, all marks are provisional, and subject to the scrutiny by the University.
- 8.3.** Effective and timely feedback (i.e. commentary on performance identifying strengths and ways in which improvements could be made with an emphasis on feedforward) should be given to students for all formative and summative assessments. See assessment feedback to students guide for further information.

9. Confirmation of Assessment Decisions:

9.1 There is a two-stage process for considering the assessment taken by a student in any given year or other defined period of study.

9.1.1. **Stage 1** involves a meeting of the Academic Assessment Panel after every term to review the results for the modules taken and to confirm recommendations regarding the grade achieved by each student.

9.1.2. **Stage 2** involves the Progression Board meeting once a year who review the student's entire profile of module results, confirm progression or award recommendations and, if appropriate, the classification of each student. Progression Board normally meet at the end of the academic year. See Progression Board Policy for further information

10. Publication of Results:

10.1. Academic Department is responsible for the publication of official results to students following the meeting of Academic Assessment Panel. Publication of results will be made electronically via the secure student portal (VLE)

10.2. It is the student's responsibility to ascertain his or her results.

10.3. Examination Officer will provide the student with an official transcript when a student completes their studies. In the case of London Met, the Academic Team will issue the transcripts once the marks have been agreed (and received), by Nelson College London

11. Re-assessment:

11.1. For HND programmes, re assessment links usually open a day after the academic assessment panel has taken place.

11.2. For HND programmes, if a student is referred or misses on some of the 'Pass' criteria in a submission, he/she has to resubmit again using the same assignment brief covering the missing criteria during the resubmission time.

London Metropolitan University

11.3. For courses awarded by the London Metropolitan University (LMU, reassessment for coursework, project or portfolio based assessments shall normally involve the reworking of the original task. For examinations (if any), reassessment shall involve the completion of a new task.

11.4. Reassessment dates fall during the reassessment period in July of the same Academic Year.

11.5. When a student has failed both the original assessment and the reassessment for a module, the student shall normally be entitled to retake the module on one occasion. A student on an undergraduate degree programme shall not normally be permitted to register for more than a total of 360 credits at Levels 5 and 6 combined.

11.6. Retaking a module counts as a separate registration for the purposes of this regulation. A student who retakes a module is required to re-enrol for the module, pay any tuition fee required for such enrolment, follow the course of tuition offered and attempt all the items of assessed work, including any which he or she may previously have passed.

11.7 A student who undertakes such a reassessment will have their mark capped at a bare pass for the component (40%) and will have no further assessment opportunity in that component during the summer resit period.

12. Academic Misconduct:

12.1. Academic misconduct covers a range of offences which collectively can be described as cheating. The following is not an exhaustive list and the College reserves the right to include any other type of cheating under the terms of this policy:

- 12.1.1.** Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, thereby not properly acknowledging the original source. This particularly relates to material downloaded from the Internet or copied from books, journals or magazines
- 12.1.2.** Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work done by another learner as their own including work paid for from professional sources
- 12.1.3.** Impersonating another candidate in an examination, introducing unauthorised materials into the exam room, unauthorised communication during an exam and obtaining an advanced copy of an 'unseen' exam paper.
- 12.1.4.** Falsely claiming extenuating circumstances to gain an unfair advantage in assessment outcomes

12.2 Reporting alleged Malpractice

If the assessor suspects any student with a possible breach of assessment regulations including assessment malpractice, the following actions must be taken:

- 12.2.1.** Relevant assessor completes the assessment malpractice form and sends it to the Programme Leader
- 12.2.2.** The Programme Leader decides whether a case can be argued for the malpractice following discussion with the Academic Manager.
- 12.2.3.** If an arguable case exists, the Programme Leader, or nominee, invites the relevant student for an assessment malpractice meeting
- 12.2.4.** If following the meeting malpractice has been established a range of penalties dependant on the offence may be applied.
- 12.2.5.** The penalty will be proposed by the Programme Leader, or nominee.

12.3 Malpractice during examination or tests

12.3.1. If, during an examination (if any), an invigilator believes that a student has engaged in academic misconduct s/he shall normally inform the student and endorse the student's answer book as follows: with the time, and a brief description of the incident and with her/his initials. Any prohibited material will be removed and retained. The student shall then be permitted to continue, in a new answer book. A written report of the incident shall be made to the Programme/Course Leader by the invigilator or examiner concerned, as soon as possible and normally within seven working days of the incident.

12.4. Consequences of Academic Misconduct

12.4.1. Nelson College London does not tolerate cases of academic misconduct. These will be investigated and where appropriate, the college's disciplinary procedures will be applied. Students are advised that this can have an effect on their career prospects.

12.4.2. All students who are found to have engaged in academic misconduct with regards to assessments may be asked to develop their referencing skills.

12.5. Range of Penalties for HND programmes

- a) Counselling accompanied by a formal caution [Penalty 1].
- b) Assessment capped at 40% or bare pass for non-numeric grades [Penalty 2].
- c) Failure of the module and repeat the module [Penalty 3]
- d) Failure of the module and repeat the module which will be capped to bare pass [Penalty 4]
- e) Repeat the year [Penalty 5]
- f) Dismissal from the College [Penalty 6]

Penalties will be determined based on severity of offence. It is likely on a first offence that penalty (a) will be applied.

12.6. Penalties for LMU Programmes

12.6.1. The Table of Penalties applies to substantiated first offences of academic misconduct. A penalty for a second or subsequent substantiated allegation of academic misconduct will normally be one penalty level higher than that suggested below, or one level higher than the previously imposed penalty, whichever is higher.

Penalty 1:	Reprimand, a formally recorded warning kept on the student's record. The Module Leader shall mark the work, but the mark may be reduced to reflect a student's failure to address the assessment criteria in areas of collation of sources and their citation. The student may be required to redo the work on pedagogic grounds.
Penalty 2:	Failure in the item of assessment, with reassessment right where permissible. The assessment component mark will be capped at a bare pass.
Penalty 3:	Failure in the item of assessment, with reassessment right where permissible. The module result will be capped at a bare pass.
Penalty 4:	Failure in the module: the student must re-register for the same module at the next opportunity where the re-registered module result will be capped at a bare pass. Where a re-registration of the same module, or suitable alternative, is not permissible the student will not be able to continue on the course.
Penalty 5:	Failure in the module, the student must re-register for the same module and the reregistered module will be capped at a bare pass. Where a re-registration of the same module, or suitable alternative, is not permissible the student will not be able to continue on the course. Additionally the following penalty will be applied to the student's final award:

Undergraduate Honours - student's final classification will be reduced by one level

Foundation Degree – Distinction to Merit; Merit to Pass; Pass to Certificate in Higher Education

Masters - Distinction to Merit; Merit to Pass; Pass to PG Dip

Penalty 6: Expulsion. A student will not be permitted to exit with their named award, but may be permitted to exit with a lower award.

(Refer: General Student Regulations Section-9 Student (Conduct 2018-19); Schedule-2 for detailed tabular information on penalties to be imposed in Examinations or Test and Coursework)

12.6.2. If any penalties are applied, then these must be approved by the Academic Assessment Panel (for HND programmes) or Subject Standards Board (for LMU courses). The student will be notified of the decision.

12.7. Appeal against an outcome of an academic misconduct

12.7.1. A student may request in writing, within ten working days from the date of receipt of the notification 2 of the decision, a review of the allegation of academic misconduct against her/him. When requesting a review, a student may dispute the allegation and/or also make representations against the level of the penalty imposed.

13. Assessment Appeals:

13.1. A student can appeal against the assessment decision(s) within fourteen days of the assessment result release date by the Academic Assessment Panel (AAP)*.

13.2. All appeals against an internal assessment of grading decision will be subject to the process outlined in the Nelson College's Assessment Decision Review Request Policy.

14. Standardisation and Moderation of Marking:

14.1. In addition to IV process, the College holds standardisation meeting and markers training to ensure that academic standards are appropriate and consistent across the course teams to reflect assessment criteria, and that the assessment outcomes for students are fair and reliable.

14.2. In marking and grading of assessment of the University courses, the assessors and internal moderators shall follow the guidance and regulation of the University.

15. Ownership and Archiving of students' assessed work:

15.1. The material produced by students for assessment (essays, projects, computer disks, etc.) is the property of the College, and may be retained until confirmation of marks awarded by Examination Boards, possible appeals and quality audits.

15.2. Assessed coursework that has not been collected by the student will be retained by the College for six months after the relevant Examination Board, after which time it may be disposed of.