



Assessment Policy

1. Policy Statement

The aim of the Policy is to ensure that all assessments produce valid, authentic, reliable and sufficient evidence to make sound assessment decisions.

The assessment process remains open to inspection and both internal and external verification at all times, ensuring all students receive fair and accessible assessment.

2. Scope

This policy applies to all forms of assessment in all programmes offered by the College and are designed to meet the standards required by the Ofqual General Conditions of Recognition, JCQ Instructions for Conducting Examinations, QAA Quality Code (for Higher Education Programmes), and appropriate Awarding Organisations specifications and requirements.

This policy covers all stakeholders involved during the registration, assessment, quality assurance and claiming of externally accredited qualifications.

In the instance that an Awarding Organisation or HEI has a policy or procedures that supersedes this, then their policy and procedure will take precedence.

3. Definitions

Formative Assessments: These ongoing assessments provide regular feedback on student progress and inform adjustments to teaching strategies. Examples include quizzes, class discussions, and short assignments. These do not count towards a student's overall grades.

Summative Assessments: These assessments measure student achievement at the end of a learning unit, module, or programme. Examples include exams, reports or assignments, presentations, projects, and portfolios. These can be set by the Awarding Organisation or the College with approval from the Awarding Organisation.

Internal Examinations : These assessments are designed and/or administered by college staff and contribute to a student's overall grade. These will usually be sampled through the College quality assurance procedures and the Awarding Organisation.

External Examinations: These assessments are set and marked by external awarding organisations and are mandatory for certain qualifications.

4. Responsibilities

Oversight: The Quality Department is responsible for the overall oversight of the assessment policy.

Policy Compliance: The Vice Principal C&Q/Director SEQS is responsible for ensuring that the policy is implemented and complied with across all departments.

Implementation:

Heads of Dept/Programme Managers/Programme Leaders/Lead IVs (or similar): Responsible for ensuring that assessments are designed and implemented in accordance with this policy and awarding organisation



The Additional Learning Support team are responsible for managing the Exam Access Arrangements process for internally or externally set examinations. Where a reasonable adjustment is required for a summative assessment for example project, portfolio, assignment or report, the Quality Team will be the first contact and will liaise with the Awarding Organisation to seek advice and approval to amend assessments.

9. Academic Integrity

The College expects all staff and students to maintain high standards of academic integrity. Cheating, plagiarism, malpractice, maladministration, or any form of dishonest behaviour will be dealt with seriously according to the College's Positive Attendance, Behaviour and Commitment to Study (ABC) Policy, Student Code of Conduct, Malpractice/Maladministration Policy.

For the purpose of this document 'malpractice' is defined as:

a. Any act, or failure to act, that threatens or compromises the integrity of the assessment process or the validity of a qualification and its certification. These are outlined in detail in the Malpractice & Maladministration Policy but include:

- i. maladministration and the failure to maintain appropriate records or systems;
- ii. the deliberate falsification of records or documents for any reason connected to the award of a qualification;
- iii. acts of plagiarism or other academic misconduct; and/or
- iv. actions that compromise the reputation or authority of the College and/or its employees

The College treats all cases of suspected malpractice seriously and will investigate all suspected and reported incidents of possible malpractice. The College ensures that they are handled in accordance with JCQ or appropriate Awarding Organisation or HEI policy.

Responsibilities associated with Malpractice and Maladministration:

- a. All staff and students must report suspected malpractice immediately to their line manager who in turn must report this to the Head of Quality Assurance
- b. Investigations into student malpractice will be handled in accordance with JCQ or appropriate Awarding Organisation or HEI policy and investigated by a named manager
- c. Findings of investigations will be considered in line with the relevant Staff or Student Policy (St-12.2 (v)4 (an)-12.3 (t)-1. (l)3(he))



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Senior Manager responsible:	Vice Principal Curriculum & Quality