

## Higher Education Assessment Policy HE4

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

This policy recognises the College's commitment to an outstanding education.

It is informed by the requirements of the QAA Quality Code for Higher Education (specifically Part B: Chapter B6: Assessment of Students and Accreditation of Prior Learning).

Higher Education (HE) programmes are validated by university partners, with modules and the corresponding assessment strategies approved at validation. All programmes validated by the College's partner universities comprise a group of modules, each with its own learning outcomes and assessment schedule, which result in the full award. Assessment methods for each module are specified in the individual module descriptors (Harper Adams University and Leeds Trinity University) and module reference sheets (Royal Agricultural University). The rationale for any proposed change(s) to module assessment must be clearly evidenced in feedback from students, staff and external examiners and approved through the College's quality processes and the relevant validating partner in the year prior to delivery.

Each partner university employs external examiners to ensure the assessment process and methods are equivalent to those of other HE institutions in the UK. Full details of University assessment regulations are available on the College intranet, which contain details on the requirements for progression and awards.

### 2. DEFINITIONS

This policy and procedure refers, for the most part, to students enrolled on any higher education programme of study at the College.

2.1 All programmes are defined by a set of programme learning outcomes, which are aligned to module learning outcomes. A range of assessment methods are used within modules to provide an appropriate way of demonstrating achievement of modular learning outcomes.

2.2 Assessments are marked according to the relevant University's marking criteria, available on the College intranet. These marking criteria identify key criteria for the award of marks within a specified range.

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2.3 Credits are awarded for the successful completion of each module, which correspond to the levels identified in the UK Framework for Higher Education Qualifications.

2.4 Students with documented disabilities are advised to register with the HE Learning Support Co-ordinator, and will be permitted reasonable adjustment as agreed based on the individual's disability statement. Further information can be found in HE5: Guide for Disabled Students: Applicants to Higher Education.

### 3. PRINCIPLES

Askham Bryan College is committed to ensuring that its assessment practices and procedures are:

- Fair and accessible, with opportunity for reasonable adjustment where appropriate and approved by the HE Management team;
- Aligned to validated programme documentation, in accordance with the validating university's regulation, policies and procedures;
- Developed in accordance with the revised UK Quality Code 2018.

### 4. SCOPE AND LIMITATIONS

This policy must be used in conjunction with the validating universities policies and procedures, which are available on Moodle for all staff and students.

### 5. RESPONSIBILITIES

#### 5.1. The HE Management and Registry team will:

- Liaise with validating universities to ensure accurate and timely production of grading criteria and guidelines;
- Approve the use of grading criteria for all assessments, at undergraduate and postgraduate levels;
- Ensure that appropriate quality checks are conducted on moderated assessments, including a range of assessment types;
- Approve assessment plans for each programme of study, aligned to assessment periods published in validated module descriptors/reference sheets;
- Publish examination dates at least 3 months prior to the start of any academic year;
- Support course managers and module leaders via training and standardisation events.

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**5.2. Course Managers will:**

- Ensure accurate assessment plans are produced and submitted to the HE Registry office no later than 31<sup>st</sup> August in any academic year;
- Liaise with module leaders to ensure assessments, including examinations, are prepared in accordance with the validated programme documents;
- Ensure students are aware of their responsibilities regarding submission of and attendance at any assessment.

**5.3. Module leaders will:**

- Ensure that all assessment details are provided within the module handbooks in a timely manner to allow internal verification/moderation to take place;
- Produce examination scripts, plus model answers for internal verification no later than 31<sup>st</sup> August each academic year;
- Incorporate moderated assessments into module handbooks as appropriate no later than 31<sup>st</sup> August each academic year;
- Liaise with Course Managers regarding submission dates, in line with the validated timeline for submission of assessment, to ensure effective planning of work across the academic year;
- Input grades onto internal systems to track student performance and also for ensuring grades are inputted onto the validating University's student data management system where relevant (e.g. SITs, Quercus).

**5.4. Students will:**

- Ensure that coursework is submitted electronically to Turnitin on or before the prescribed submission deadline. Work submitted late will be subject to penalty as specified in the appropriate validating University's regulations. Work submitted by any other means not stipulated in the module handbook, will not be accepted;
- Be responsible for ensuring their work is submitted by the specified deadline and that confirmation of submission is obtained. It is also the student's responsibility to ensure a complete submission is made. Students will not normally be permitted to resubmit work if it later transpires that an incomplete submission was made;
- Be responsible for ensuring they understand the Academic Regulations of their validating university, which can be found on the College intranet. These academic regulations outline the penalties for late submission of work and will be strictly applied.

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## **6. MONITORING AND REVIEW**

The Director of Higher Education will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Academic Standards Committee in the summer period.

## **7. SUPPORTING/RELATED DOCUMENTS**

- University Academic Regulations:
  - Harper Adams University Academic Regulations. Available at: <https://www.harper-adams.ac.uk/apply/applicants/key-info.cfm>
  - Royal Agricultural University Academic Regulations. Available at: <https://www.rau.ac.uk/about/organisation/public-information/academic-information/academic-policies-and-procedures>
  - Leeds Trinity University Academic Regulations. Available at: [http://www.leedstrinity.ac.uk/Key%20Documents/Taught\\_Programme\\_Academic\\_Regulations\\_New\\_Students.pdf](http://www.leedstrinity.ac.uk/Key%20Documents/Taught_Programme_Academic_Regulations_New_Students.pdf)
- HE4a Higher Education Assessment Policy
- SCA21a OSCE Policy

## **8. REGULATIONS**

In all aspects of the Admissions process the College will comply with the following regulations:

- Validating University's regulations, policies and procedures, as appropriate
- The Disability Discrimination Act 2005
- The Data Protection Act 1998
- General Data Protection Regulations (GDPR)
- Equality Act 2010

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