



TyneCoastCollege

Assessment Policy – Further Education

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Principal
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group	V.7	December 2023	December 2026	Principal

Review: 3 years

POLICY NUMBER 8

1.0 Policy Statement

Assessment is the process of monitoring candidates/learner's progress against the Awarding Organisation's criteria in order to ensure that all candidates/learners' work meets the national standards. It provides a continuous check on the quality of work produced by a candidate/learner. The College is committed:

- 1.1 To ensure that all students are fairly, accurately and regularly assessed in a consistent manner.
- 1.2 To meet and exceed the requirements placed upon us by the awarding organisations and our own student charter.
- 1.3 To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
- 1.4 To ensure internal quality monitoring supports academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

2.0 Scope

For the purpose of this policy, the term assessment encompasses all forms of activity that checks and validates the learners' work. It may be implemented through the systems as required or laid down by examining or awarding organisations; or it may occur through observation of student activities, marking written work, assignment or any other form of evidence presented by a learner or candidate.

This policy covers all users of Tyne Coast College services. The term 'curriculum staff' is used throughout as a generic term that encompasses teachers, lecturers, trainers, assessors, tutors, instructors and all others involved in the assessment and/or verification/moderation/2nd marking of learner work.

Any assessment task or activity that contributes to the students' final achievement in a programme of study will fall within the scope of this policy. It covers the work of teachers, lecturers, trainers, assessors, tutors, instructors and all others involved in the assessment and/or verification/moderation/2nd marking of learner work.

Assessment of course work is a key component of the college's quality assurance systems to ensure accurate assessment decisions; and fair and informative feedback to learners.

This policy relates to Further Education (FE). A separate policy exists for Higher Education.

3.0 Legislation

There is no current legislation applicable to this policy.

4.0 Responsibilities

- 4.1 This Policy requires active commitment from all curriculum staff to ensure that:
- a) Records of assessment are kept in a secure location and accessed by staff authorised to do so.
 - b) All activities are planned and executed in accordance with all current policies and procedures laid down by the College and the Awarding Organisations.
 - c) All evidence is assessed and recorded to Awarding Organisation's requirements and or guidelines.
 - d) All curriculum staff work is subject to quality assurance and will be monitored by the course internal moderator/verifier.

5.0 Actions to Implement the Assessment Policy

This policy requires that:

- 5.1 Assessment must be applied consistently by all members of the curriculum team.
- 5.2 All assessment must be carried out by suitably qualified/experienced curriculum staff acceptable to the College and the Awarding Organisations.
- 5.3 Every programme with work that is internally assessed and which contributes to the final assessment outcome of a learner is subject to effective and valid assessment procedures.
- 5.4 The assessment of learners' work must be carried out to the Awarding Body requirements, including any requirement to hold minuted assessment panels.
- 5.5 Learners will be clearly informed of the planned schedules and whether the outcomes of each assessment are diagnostic, formative and/or summative.
- 5.6 Curriculum staff must inform learners when each assignment brief is issued of submission deadlines and the penalties for not meeting them.
- 5.7 Curriculum staff must use clear and consistent language to describe the levels achieved in informal and formal assessments.
- 5.8 All learners/candidates must have their progress regularly reviewed by the curriculum staff and appropriate oral and written feedback given.
- 5.9 Assessment must take into account, all types of evidence as laid down by the Awarding Organisations' scheme requirements.
- 5.10 Each programme must have identified members of curriculum staff who will assess or mark the candidates/learners' work for that programme.
- 5.11 Where trainee or inexperienced assessors or internal verifiers undertake assessments, all their assessment decisions must be verified by a qualified assessor or internal verifier (IV) and countersigned.
- 5.12 Assessment must be carried out continuously throughout the year or as dictated by the Awarding Organisation's guidance. In addition to this, each programme will identify appropriate periods of time when internal verification/moderation takes place. These times will be included in a course calendar, which should be kept on the course file.
- 5.13 Any evidence that is produced must meet the requirements of the Awarding Organisations and College FE processes.
- 5.14 The evidence must be recorded on appropriate documentation, which takes into account the requirements of Awarding Organisations and the College FE Quality processes.

- 5.15 Assessment briefs/schedules must reflect Awarding Organisations' specification command words, evidence type and other requirements, meet awarding body deadlines and be reviewed at least yearly to ensure they remain fit for purpose. Assessment briefs must be internally verified/moderated before distribution to learners. Learners must be informed of deadlines and penalties for not meeting these deadlines.
- 5.16 Internal verification/moderation must take place before assessment decisions are finalised and notified to students and certification claimed.
- 5.17 When required, Assessors must attend standards meetings and maintain a current Continuous Professional Development file as required by the College and Awarding Organisations.
- 5.18 Assessment will take into account the diversity of the learners:
- a. All assessments will be made objectively in accordance with Awarding Body criteria.
 - b. Barriers to learning or assessment will be reduced or removed where possible for learners with disabilities.
 - c. Where it is identified that a learner may need or benefit from different assessment methods and support, alternative solutions will be investigated and provided wherever possible.
 - d. Internally assessed work for FE courses, handed in on time, must be assessed and returned to learners with appropriate feedback, within a maximum of 15 working days. This period may be extended for work requiring internal verification/moderation and in other exceptional circumstances. If this return schedule is not met learners must be told why and a new date set. Workplace learning assessments should be returned at the following meeting with the learner. Final marked A/AS or GCSE coursework work must be returned to learners as per JCQ guidelines.
- 5.19 The Examinations Offices will publish information on Awarding Body/Joint Council Qualifications controlled assessments, as appropriate, for both programme work and examinations. Curriculum staff must comply with the controlled assessment task details from the awarding body and ensure that all learners know the relevant information for their programme or subject

6.0 Summative Assessment must be evidenced by appropriate documentation

- 6.1 The curriculum team must follow Awarding Organisation documentation or College devised documentation aligned to awarding body or RARPA requirements in relation to:
- achievement of assessment criteria
 - feedback on whether the learner has met the assessment criteria and suggested areas for improvement
 - tracking and maintaining records of assessment which count towards the final outcome
 - This list is not exhaustive and some Awarding Organisations may require other assessment processes with related documentation

7.0 Feedback to Learners

7.1 Formative feedback on homework/draft work must:

- meet the stated deadlines and be constructive
- include developmental action points to support learners to improve their knowledge, skills and behaviours as appropriate, and as a consequence, their work
- include feedback on the accuracy of spelling, grammar and punctuation

7.2 Summative feedback on assessed work must:

- meet the stated deadlines and be constructive
- detail achievement against learning outcomes
- detail achievement against target grades
- include developmental action points to support learners to improve their knowledge, skills, and behaviours as appropriate; and future work (where permitted by awarding body regulations)
- include feedback on the accuracy of spelling, grammar and punctuation.

8.0 Non-accredited provision must be appropriately assessed to meet the requirements of 'Recognising and Recording Progress and Achievement' (RARPA)

8.1 The assessment of learners' work must meet course and individual learning objectives.

8.2 Internally assessed work, handed in on time, must be assessed and returned to learners with appropriate feedback, within a maximum of 15 working days. This period may be extended for work requiring internal verification and in other exceptional circumstances. If this return schedule is not met by the lecturer learners must be told why and a new date set.

8.3 Assessment briefs/schedules must meet the deadlines set by the curriculum team.

9.0 Monitoring & Evaluation

9.1 Where appropriate, External Verification Reports will provide evidence of monitoring and evaluation. EV/EM reports must be forwarded on receipt to the Quality Manager who will maintain a central electronic copy of reports and send a copy to the appropriate manager within 5 working days (unless the report was received from that manager).

9.2 Evidence that both assessment and IV/moderation had taken place must be available for monitoring by the College Managers/Lead Verifier upon request.

9.3 Internal monitoring of assessment activity will be carried out via internal verifier/moderator/Lead Verifier.

10. The Learner's Responsibility:

10.1 Learners' responsibilities must be discussed with all learners, as part of the induction, at Awarding Organisation registration and when assessed assignments are issued. Curriculum staff are responsible for ensuring that learners are clearly aware of their responsibilities. Information must include advice on:

- the responsibility of the learner to submit the required work on time for assessment, to attend examinations and to provide, in advance, evidence of any exceptional personal circumstance which may have affected performance and may need to be taken into account
- if a learner fails to submit work for assessment and/or to attend examinations without good cause, the programme team has the authority to deem that the learner has failed that element of the programme
- if a learner is found to have committed academic malpractice or attempted to gain unfair advantage in an assessment, the programme team has the authority to deem that the learner has failed all or part of the assessment and to determine whether or not the learner shall be permitted to be reassessed
- the learner must raise, in a timely manner, any individual circumstances which may result in the learner needing support in the assessment process
- learners must keep a backup copy of work where possible

11.0 Appeal Against Assessment Decision:

If the learner feels that an assessment decision is unfair they have the right to initiate the appeals process (see policy - Appeal against an Assessment Decision).

12.0 Related Policies

All assessments must conform to:

Health and Safety

Equality and Diversity policies

Internal Verification Policy

Malpractice and Maladministration

Appeal Against Assessment Decision