



Higher Education Assessment Policy 2023-2024

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

- 1.1. This policy recognises the College's commitment to an outstanding education. It is informed by the QAA Quality Code for Higher Education. Throughout this policy reference will be made to Askham Bryan College as 'University Centre Askham Bryan' (UCAB).
- 1.2. Higher Education (HE) Foundation Degree programmes are validated by University Centre Askham Bryan, with some programmes in teach out being validated by university partners, BSc programmes are validated by university partners, with modules and the corresponding assessment strategies approved at validation. All programmes 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 (UCAB/ 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 UCAB's quality processes and where appropriate the relevant validating partner in the year prior to delivery.
- 1.3. UCAB and 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 assessment regulations for each awarding body are available on the College intranet, which contain details on the requirements for progression and awards.

2. DEFINITIONS

- 2.1. This policy and procedure refer to students enrolled on any higher education programme of study at the College.
- 2.2. 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

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modular learning outcomes.

- 2.3. Assessments are marked according to the relevant validating institutions marking criteria, available on the UCAB intranet. These marking criteria identify key criteria for the award of marks within a specified range.
- 2.4. Credits are awarded for the successful completion of each module, which correspond to the levels identified in the UK Framework for Higher Education Qualifications.
- 2.5. Students with Disabled Student Allowance (DSA) documented disabilities are advised to register with the Higher Education & Mental Wellbeing Support Co-ordinator, and will be permitted reasonable adjustment as agreed based on the individual's disability statement. Further information can be found in the Guide to Accessing Learning Support in Higher Education.

3. PRINCIPLES

- 3.1. 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.
 - A student who believes that their ability to enter for assessment or that their assessed work has been affected by circumstances outside their control, may draw these circumstances to the attention of the Mitigating Circumstances Panel that will consider their validity.
 - Aligned to validated programme documentation, in accordance with the validating university's regulation, policies and procedures
 - Developed in accordance with the UK Quality Code for Higher Education.

4. SCOPE AND LIMITATIONS

- 4.1. This policy must be used in conjunction with the validating universities policies and procedures, which are available on the UCAB Hub and College website for all staff and students.

5. RESPONSIBILITIES

5.1. The UCAB Academic Services team will:

- Provide UCAB grading criteria and guidelines
- Liaise with validating universities to ensure timely provision of grading criteria and guidelines to the curriculum team
- Approve the use of grading criteria for all assessments, at undergraduate and postgraduate levels.
- Monitor that appropriate quality checks are conducted on moderated assessments, including a range of assessment types

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- Approve assessment plans for each programme of study, aligned to assessment periods published in validated module descriptors/reference sheets.
- Publish examination details at least 6 weeks in advance of the start of examination windows.
- Support Course Managers in the input of grades into internal systems
- Support Course Managers and Module Leaders via training and standardisation events.
- Review the assurance of standards in assessment as prescribed by Professional, Statutory and Regulatory Bodies (PSRB).

5.2. Course Managers will:

- Ensure accurate assessment plans are produced and submitted to the HE Registry office no later than 31st 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/ tutors will:

- Ensure that all assessment details are provided within the module handbooks no later than 31st August in a timely manner to allow internal verification/moderation to take place.
- Produce examination scripts, plus model answers for internal verification no later than 31st August each academic year.
- Incorporate moderated assessments into module handbooks before commencement of module 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.
- Ensure timely marking of submitted work in line with the published assessment plans
- Ensure that moderation processes take place for their modules
- Input grades onto internal systems to track student performance and to enable grades to be inputted onto the validating University's student data management system where relevant (e.g. ProMonitor, 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 students' 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

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was made.

- Be responsible for ensuring they understand the Academic Regulations of their validating institution, which can be found on the UCAB Teams Hub. These academic regulations outline the penalties for late submission of work and will be strictly applied.
- Ensure that work submitted is free from plagiarism and/or text generated from Artificial Intelligence websites or apps.

6. MONITORING AND REVIEW

6.1. The HE Academic Registrar will maintain oversight of the impact and effectiveness of these arrangements.

6.2. This policy and the implementation arrangements which underpin it will be reviewed every annually by the Head of HE Academic Services and Quality Assurance and via the HE Academic Standards and Quality Committee and HE Academic Board.

7. SUPPORTING/RELATED DOCUMENTS

- Academic Regulations:
 - University Centre Askham Bryan (UCAB) Academic Regulations Available at: [Higher Education - Policies - \(askham-bryan.ac.uk\)](https://askham-bryan.ac.uk/higher-education-policies)
 - 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>
- Higher Education Assessment Procedure
- OSCE Policy
- OSCE Procedure
- Guide to Accessing Learning Support in Higher Education
- HE Academic Appeals Policy
- HE Academic Appeals Procedure

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8. REGULATIONS

In all aspects of the Assessment Policy the College will comply with the following regulations:

- Validating University's regulations, policies, and procedures, as appropriate
- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- Equality Act 2010

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