



# DERBY COLLEGE GROUP POLICY

## PROCEDURE

# HE Assessment and Feedback Procedure

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## Procedure:

### 1. Timing of Assessment

**Assessment:** A minimum of 6 weeks should be allowed between production of the draft documents and publication to the students to enable the internal and external scrutiny processes to be followed prior to distribution to students.

**Examinations:** A minimum of 8 weeks should be allowed between production of the draft documents to enable internal and external scrutiny prior to the examination deadline.

Formal College examination periods are published on the College website. All examinations are expected to take place in College agreed weeks of the semester/year within which the module is delivered.

The examination timetables are prepared by the Examinations Office in liaison with programme teams.

Amendments to the timetable following publication should only be agreed under extreme circumstances, and in consultation with any students on which the changes will impact.

**Time Constrained Assessment (TCA):** Where TCAs are set using an examination format, the same considerations need to be taken into account as for examinations.

### 2. Scrutiny of Assessments

#### Assessment

The College requires all summative assessment to be considered via a formal process of approval before they are made available to students. This is to ensure that the assessments are of an appropriate and consistent standard. Those with responsibility for scrutinising the assessments must ensure that the assessment:

- is appropriate for the module and level of study;
- enables students to meet the learning outcomes;
- uses the correct module title, code, and assessment weighting;
- is complete in terms of instructions for students;
- uses correct grammar and spelling;
- refers to assessment criteria;
- is accompanied by marking guidance;
- Uses appropriate and consistent templates.

In addition the external scrutiny process ensures that that standards of assessments are comparable with other institutions in the sector.

External scrutiny applies to all summative assessment.

External Examiners will be requested to respond with any comments or recommendations, normally within 10 working days.

On receipt of the External Examiner's comments, the Module Leader must consider any recommendations and respond/make amendments appropriately.

Any suggested amendments to the assessment brief must be agreed with the Module Leader.

## **Examinations**

The College requires all examination papers to be considered through a formal process of approval before they are made available to students. This is to ensure that the examination questions are of an appropriate and consistent standard. Those with responsibility for scrutinising the examination paper must ensure that it:

- is appropriate for the module and level of study;
- enables students to meet the learning outcomes;
- conforms with the College's guidelines on format and presentation;
- uses the correct module title and code;
- is complete in terms of instructions for students;
- uses correct grammar and spelling;
- stipulates the marks attributed to each question;
- is accompanied by a marking scheme or model answers.

External Examiners are required to certify that they have received, read and moderated the examination paper.

External Examiners will be requested to respond with any comments or recommendations, normally within 10 working days.

Where an External Examiner proposes changes to be made to a draft examination paper, the changes should be annotated on the paper.

On receipt of the External Examiner's comments, the Module Leader must consider any recommendations and respond/make amendments appropriately.

### **3. Administration and submission of unseen examination papers**

Once approved and delivered to the Examinations Manager/Department by the Module Leader (at least three weeks prior to the examination taking place), under no circumstances must an unauthorised copy of an examination paper be maintained either electronically or in hard copy by any other member of staff, other than those authorised by the Examinations Manager/Department or Module Leader.

The Examinations Department is responsible for the receipt of (via email acknowledgement), and secure storage of the examination paper provided by the Module Leader. Storage will be in line as set out by JCQ Regulations. Arrangements for the printing of the required number of the examination question papers is the responsibility of the Examination Department under instruction from the Module Leader.

The Examinations Department provide secure storage following printing until their release to the Senior Invigilator (or appointed person) on the day of the examination. The Examinations Department operate a key signatory system where all access to stored material is released only via designated key holders via a designated chain of command. All access in and out of the secure storage is recorded.

An examination envelope cover sheet must be completed for each venue in which the examination is running. A copy of the cover sheet is issued to Module Leaders (and programme administrators) with examination dates. Examination envelopes with blank front covers can be obtained from The Examinations Department.

The Examinations Manager will ensure that an electronic copy of each examination paper is uploaded to The Examinations Office's online repository no later than two months following the completion of each assessment diet. Where, for whatever reason, it is not possible to convert all or part of an examination paper into electronic format, then a paper copy shall be held by The Examinations Office. All examination papers will be held by the Examination Office for a period of six years for internal reference purposes, or by the period that is outlined in the relevant partner Data Retention Schedule.

## **4. Distribution of assessments to students**

### **Assessment**

Students must be provided with a written assignment brief for every element of assessment.

Reassessment briefs must be provided in a timely manner, following the agreed procedure for doing so.

### **Timed Constrained Assessments**

Timed Constrained Assessments are managed by the programme team. This includes the secure production and dissemination of papers to students in a suitably arranged venue.

### **Examination Papers**

The Examinations Office will produce and distribute papers to students with the aid of the invigilators at each venue.

The Module Leader, or delegate, is required to be at the main examination venue at least 10 minutes prior to the commencement of the examination and be available for at least the first half-hour the examination is timetabled to take place.

Any delegate must be familiar with the learning outcomes of the programme and the content of the examination.

The Module Leader, or delegate, must remain for the period of perusal time identified for the examination to clarify any anomalies with aids and materials that may arise and be available by telephone for the duration of the examination to answer any questions.

In the situation where an examination is being run simultaneously at another delivery site, the Module Leader, or delegate, must be contactable by telephone.

## **5. Submission of assessments by students**

The Assignment Brief will clearly state the procedure for submission. Further detail may be included in the Programme Handbook or equivalent.

### **Submission dates**

Submission dates should be set within the recognised term time, excluding Bank Holidays. It is considered good practise to ensure submission dates correspond to normal patterns of attendance particularly for programmes that are part-time or work-based.

Submission dates should be set in a timely manner to ensure that there is a sufficient period between submission and the Board of Examiners (or equivalent) so that marking and moderation can take place.

Changes to submission dates should only be made where it would be in the best interests of

the students, for example forced closure of the College due to adverse weather conditions.

Submission dates for reassessment are agreed by the Board of Examiners; these may be provisionally advertised in advance of the Board to aid students in managing their studies.

### **Submission deadlines**

The College submission deadline is that all assessments must be **received before 12:00am (midnight)** on the Thursday of the week the assessment is due.

- **E-submissions:** work must be **received by the server before 12:00am** (last received time is 11:59:59) UK time whether GMT or BST on the due date.
- **Hard copy submissions:** must either be **received before 12:00am** either by registered delivery or to the agreed submission point/space, or have evidence via the Postal Service that the document was posted on or before the published deadline. Students should be aware that in some circumstances, it will not be possible to receipt their submission after college opening hours and they should ensure that the submission is made within good time during the working day (08:30 – 17:00).

For part-time or evening courses a suitable alternative time may be set, following the protocols above.

In the event that College systems are not accessible on the due date/time, the due date will be extended by 24 hours and students will be formally notified.

In the event of a technical problem preventing a student from submitting an assignment, (which is not caused by a failure of the College's systems), the onus is on the student to seek support and guidance and submit as soon as practically possible.

Students are expected to submit an assessment and any additionally required evidence in accordance with the assessment brief.

### **Late submission**

It is important that all students are assessed fairly and consistently and strict adherence to submission dates published in advance is a crucial component of effective assessment procedures. This stipulation applies equally to both formative and summative assessment.

Arrangements for formative assessment will be determined within programmes and may vary dependent on the nature of the formative task required and the method of feedback. The submission of summative work which counts towards programme outcomes is, however, more closely regulated.

Students must take responsibility for submitting the correct piece of work by the deadline. The submission of a draft copy in error cannot be used in mitigation for an assessment offence allegation.

The College recognises that situations can sometimes arise which are beyond a student's control resulting in them not being able to meet the published summative submission deadline. Any such circumstances must, however, be addressed in an official manner through the College's Mitigating Circumstances policy with corroborating evidence being required to support the application.

If an assignment is submitted after the published deadline date, and a student does not have validated mitigating circumstances for an extension, the assessment will be assessed but will be penalised in accordance with the awarding organisation's/institution's tariff.

## **6. Marking of assessments**

All assessment will be marked against the agreed marking scheme and assessment criteria.

Whilst it is normal practice for assessment to be marked by a single marker, alternative practice may apply. E.g. when cohort sizes are large and multiple markers might be required.

All final year projects/dissertations should be blind double marked.

Module Leaders will be required to produce staff identity cards upon collection of completed examination scripts for marking. Members of staff are also required to sign out the examination scripts and by doing so are agreeing to ensure that they are kept secure and confidential at all times.

The College operates a policy of anonymous marking for all examinations and for other assessment where the method of assessment would facilitate this.

For assessments that are presentation/studio based the marking process should be conducted in a clear and transparent way, and to enable moderation.

Where a marker suspects academic malpractice by a student or group of students within an assessment the Academic Misconduct policy should be followed.

Marks for assessments will be provided as percentages, except where assessment has been validated as pass/fail.

All marks are provisional until they have been duly constituted Board of Examiners (or equivalent). Confirmed marks will only be released to students once award recommendations have been ratified by the degree awarding body.

## **7. Feedback to students**

Students will receive written feedback on all summative assessment. Where oral feedback is given, for example following a presentation, this should be considered supplemental.

Feedback should:

- support the judgement of the marker and the mark awarded;
- enable the student to identify deficiencies in the work and specific areas for improvement;
- highlight strengths in the assessment;
- be digital rather than hand written.

Markers may also make annotations on scripts, if this is to be returned to students.

For examinations, feedback may be either:

- Individual feedback using an Assessment Feedback form, or
- generic feedback on the performance of each examination provided to all students registered for the assessment.

It is the students' responsibility to organise collection of their examination answer booklets. Only student answer booklets will be returned, examination question papers will not be returned.

Student assessed work should be returned with a provisional grade, subject external quality

assurance processes. All student assessed work which is submitted to the specified deadline will be assessed within a period of 21 working (term-time) days from the submission deadline. The submission of a 'provisional grade' should be clearly stated on the assessment documentation and explained to the student.

The assessment process will include the provision of appropriate written feedback to the student and the internal verification of a sample of assessed pieces of work. The internal moderation process should be completed within the 21 days stated in this procedure.

If there is a delay, for whatever reason, this must be clearly communicated to all students, with a revised date when this will be available.

It should be emphasised to students that the marks remain provisional until confirmed by a Board of Examiners (or equivalent).

## **8. Moderation of assessments**

Each module will be internally and externally moderated.

## **9. Retention and return of assessment scripts**

Where assessments are submitted as hard copy, these may be returned to students following ratification of the results.

Where a student fails to collect hard copy assessment, or for examination scripts, the College will dispose of this work six months following the Board of Examiners at which the work was presented.