

ASSESSMENT STRATEGY

Assessments Which Contribute Directly to the Award of a Qualification

1. Stephenson College will comply with each awarding body's assessment requirements
1. Assessors planning and setting assessments shall ensure that an appropriate range of assessment methods are used for each programme to suit individual learners
2. All registrations and certification for qualifications and all entries for external examinations shall be made by the Programme Manager or tutor through the College Examinations Officer. NVQ certification will not be applied for within 10 weeks of registration
3. Each Programme Manager or tutor shall ensure that a system for providing APL/APEL is in place, which complies with the external/awarding bodies' criteria and is made known to learners
4. Each Programme Manager or tutor shall ensure that every learner is regularly kept informed about the method and purpose of assessment and what they need to do to achieve their qualification(s)
5. Assessment outcomes shall be used to review individual action plans and learning plans
6. Arrangements for planning and carrying out internal assessments shall ensure that these are fair, accurate, reliable and valid
7. Employers, sponsors and others with a legitimate interest shall be regularly informed of learners' progress
8. Assessment information shall be used to guide course and programme development
9. EALPS (Electronic Assessment & Learning Plans) will be used to record and monitor all learners progress.

Internal Assessments Leading to the Award of a Qualification

1. **Assessment Models**

The assessment model for each programme shall be drawn up and agreed by the Programme Team or tutor so that:

- the requirements of the awarding body are met
- a balanced programme of assessments is provided for learners to meet their individual needs

- assessment of individual modules is co-ordinated so that duplication of assessment is avoided and maximum use is made of evidence of knowledge, skills and/or competences
- learners have the opportunity to be re-assessed in the event of failure to meet minimum standards for success at the first assessment
- all learners are given equal opportunity to demonstrate their competence
- assessment outcomes are used to review individual action plans and learning plans

2. Assessment of Modules/Units

- 2.1 Each assessment brief shall be internally verified in accordance with the College internal verification/ moderation procedure before being administered to learners
- 2.2 Copies of each current module/unit assessment model, assessment brief and internal verification record shall be kept in the programme file
- 2.3 The Programme Co-ordinator shall make arrangements to ensure that, at the start of every course or semester, each learner is provided with details of the assessment model for each module or unit, including:
 - the form of each assessment
 - the topic(s) being assessed on each occasion
 - the issue and return date for marked assignments
- 2.4 Individual learners' assessment modules may be reviewed and modified as appropriate to meet individual needs
- 2.5 The assessments for each module or unit shall normally be marked by the lecturer(s) for that module or unit and assessment decisions shall be internally verified in accordance with the College internal verification/moderation procedure
- 2.6 Assignments should normally be submitted for marking by the dates given in the assessment models. An extension for the submission of an assessment may be agreed before the due date following negotiation between the learner, the module lecturer and the Programme Co-ordinator
- 2.7 Assessments submitted by learners on or before the agreed submission dates shall be marked and returned with feedback, including grades where appropriate, within 15 working days
- 2.8 Any learner seeking an extension to the submission date for an assessment in any module, must apply in writing to the Programme Co-ordinator, not less than 5 working days before the due submission date. This timescale need not apply in the case of an emergency
- 2.9 Failure to submit an assessment for marking by the agreed date may result in a period in excess of 15 days before its return with feedback
- 2.10 The Programme Co-ordinator shall monitor extensions of submission dates for assignments and ensure that the Programme Team meets and agrees appropriate action when such extensions give cause for concern
- 2.11 For assessments that are subject to academic misconduct refer to the procedural standard for Student Discipline.

3. Recording of Assessment Outcomes

- 3.1 The teacher shall maintain an up-to-date record of the assessment outcomes for each learner being assessed. Following each assessment the assessor shall inform the Programme Co-ordinator of the grade obtained by each learner
- 3.2 The Programme Co-ordinator shall maintain an up-to-date record of assessment outcomes for each learner on the programme
- 3.3 When a learner has completed all the assessments for a particular module, the teacher shall agree, with the Programme Team, the grade to be awarded
- 3.4 The Programme Co-ordinator shall ensure that the assessment outcomes for every learner are accurately reported on awarding body claim forms and checked for accuracy and appropriate units by a second checker(IV) before being passed to the College Examinations Officer for processing by the designated time
- 3.5 Assessment records will be retained for a period that meets awarding bodies' timescale for archiving and storage. NVQ assessment records will be stored for 3 years in accordance with NVQ codes of practice

Arrangements for External Assessments

The Programme Manager or tutor shall:

- obtain all relevant information about external assessment requirements for each programme
- ensure that each learner is informed of the assessment arrangements at the start of the programme or as soon as they become available
- ensure that details of each learner requiring external assessment are registered with the College Examinations Officer before the date specified by the Examinations Officer
- at the start of a programme involving external assessment, ensure that the College Examinations Officer is advised of its operation
- check the accuracy of the assessment registration and entry details held by the awarding body

The College Examinations Officer shall:

- advise Programme Managers/tutors of the registration and entry requirements, including deadlines, for external assessment. For NVQs, claims cannot be made within 10 weeks of registration.
- issue registration and entry forms for external assessment to each Programme Manager for completion
- ensure that all learners identified by a Programme Manager or tutor for external assessment are correctly registered and entered with the appropriate awarding body by the published deadline

- make arrangements to ensure that each external assessment is conducted in accordance with the awarding bodies' regulations/rules
- ensure that Programme Managers and learners are advised of the outcome of external assessments when they become available
- ensure that the accuracy of the assessment registration and entry details held by the awarding body is checked by the Programme Manager/tutor and any alterations required are communicated to the awarding body

Initial Assessment

- The Programme Manager or tutor shall ensure that initial assessment is carried out during induction and provides an accurate basis on which to plan an appropriate programme of work for each learner
- Initial assessment shall be used to identify each learner's additional support needs
- The Programme Manager or tutor shall liaise with the Learning Support Co-ordinator to arrange the provision of additional support for each learner
- The Programme Manager or tutor shall ensure that actions based on initial assessment outcomes are incorporated into individual learning plans
- Records of the outcomes of initial assessments shall be maintained by the Learning Support Co-ordinator and the Programme Tutor

Information Provided to Learners on Submission of Assessments for Programmes with Internal Assessments

Assessments on your programme have been designed to

- meet the requirements of the awarding body to provide you with an even workload throughout the year
- give you the opportunity to get high grades
- accommodate your individual assessment needs
- give all learners equal opportunity to be successful

It is important that you keep to the agreed schedule of assessments so that your workload doesn't become excessive at any time and you receive regular feedback on your progress. However, we understand that you may sometimes find yourself unable to meet assessment deadlines

In these circumstances it is our policy to offer as much support as we reasonably can to enable you to achieve without breaching any fundamental rules of assessment

If you find yourself in a situation where you are unable to meet an assessment deadline, you should:

- talk to your tutor about the problem
- write to your Programme Manager or tutor asking for an extension to your submission date. Ideally this should be done at least 5 working days before the due date
- negotiate a revised submission date with your tutor and Programme Co-ordinator
- make every effort to keep to the revised deadline