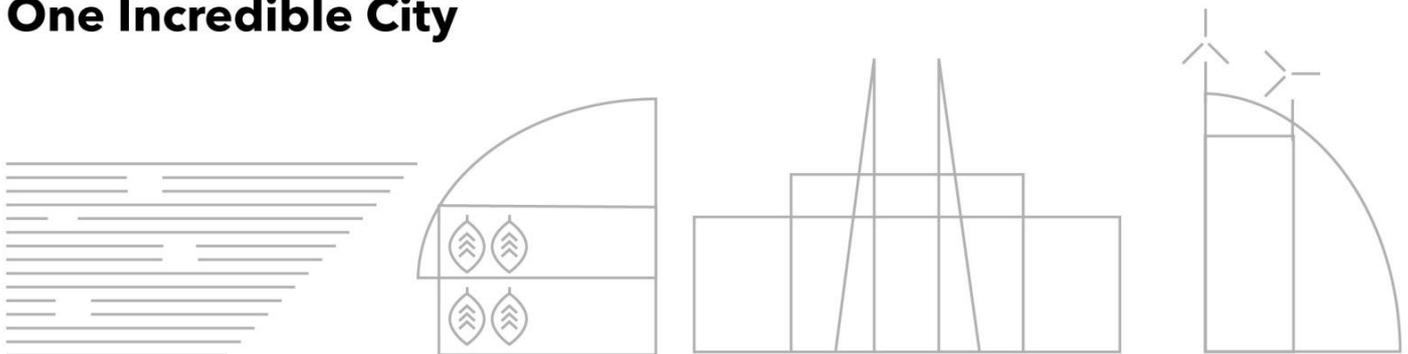


HE Assessment Policy and Procedure From September 2015

**4 Excellent Campuses
1000s of Opportunities
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Document Information:

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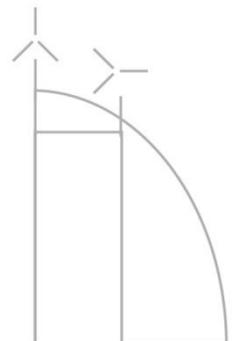
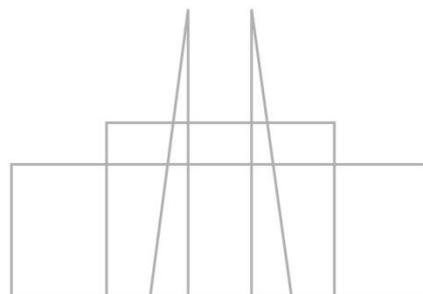
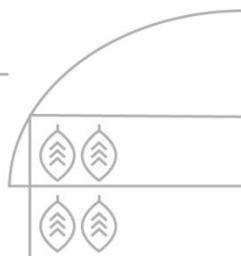
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1. Assessment Policy Statement

- 1.1. All students are entitled to experience the benefits of effective, reliable, valid and accessible assessment.
- 1.2. Assessment includes all activities that check and validate student's work or skills, including:
 - formative assessment (assessment for learning)
 - summative assessment (assessment of learning)
- 1.3. The College will ensure that all HE students have access to assessment:
 - that is inclusive, personalised and challenging, so that students reach levels of achievement better than predicted by their prior attainment
 - that is appropriate, consistent, regular and fair, and does not discriminate against any student
 - that supports students to take responsibility for their own learning
 - that meets the requirements of the College Charter and relevant regulatory bodies, including:
 - The Quality Assurance Agency for Higher Education's [UK Quality Code Chapter B6: Assessment of students and accreditation of prior learning](#)
 - [Sheffield Hallam University Assessment Regulations](#)
 - Edexcel regulations relating to assessment and [Edexcel BTEC HNC/D regulations](#)
 - relevant sections of the University of Sheffield assessment regulations
 - decisions that are valid and reliable and meet external standardisation and verification requirements

2 Scope of the Policy

- 2.1 This policy applies to:
 - All Students studying at the Sheffield College University Centre.
 - All staff and partners carrying out assessment on behalf of the College or related to the College.

3 Types of Assessment

Assessment may be formative or summative. Formative assessment allows students to receive developmental feedback on their work. Once work is marked it becomes summative and forms part of students grade/mark profile.

4 Access to Fair Assessment

- 4.1. All HE students are entitled to have access to fair assessment.
- 4.2. The College follows QAA and Awarding Body guidance regarding reasonable adjustments and special considerations.
- 4.3. Central and local Exams staff will ensure that teachers, trainers and support staff know and understand this guidance and the procedures relating to it.

- 4.4 Teachers, trainers and assessors will follow the procedures, and design assessment instruments that give all candidates the fairest possible opportunities to show attainment.
- 4.5 Internal verifiers will check that assessments give all students equal opportunities to show attainment, and that there is no discrimination or bias in the design or format.
- 4.6 all assessment instruments are approved by the External Examiner before being distributed to students.

5. Assessment Feedback

All HE students are entitled to be given feedback that:

- is timely: within 3 weeks of the hand-in date
- points out and praises what students have done well
- shows students where they have gone wrong and explains how they can improve
- is tailored to meet the needs of the individual
- is directly linked to observable evidence and to the learning outcomes and assessment criteria
- is specific, with clear action points and targets for next time
- is usually written or as well as verbal, to help students who forget what was said
- shows the progression and development of learning during the course.

6. External Examiner

- 6.1. Awarding Bodies are responsible for the appointment of External Examiners.
- 6.2. However, QAA require HE providers to manage the assessment standardisation and verification process, including the procedure for dealing with External Examiner(EE) recommendations.
- 6.3. EE recommendations are included in the annual review action plan and monitored through the year.
- 6.4. Marks/Grades can only be submitted to Review boards once the EE has released them as meeting the required standards.

7. Summative Assessment Submission

- 7.1. Where practical and appropriate students are required to submit work electronically through Turnitin, or another approved system.
- 7.2. Students will receive the deadlines for assignment submission at the beginning of the academic year. Whilst every effort will be made to plan the assessment schedule to avoid bunching towards the end of the module/unit, this may not always be possible. Therefore it is essential that students organise their time appropriately.
- 7.3. Students are required to meet deadlines unless they have been granted extenuating circumstances.

8. Consequences of late summative assessment submission

- 8.1. Students registered on Sheffield Hallam University Awards need to consult [Sheffield Hallam University Assessment Regulations](#) which are updated annually.
- 8.2. For students registered on Pearson Higher Nationals work submitted late will not be marked and will be treated as a non-submission for the purposes of the Review board.
- 8.3. Students registered on The Open University Awards are subject to the 'Regulations for Validated awards of The Open University' which are located on the college website.