

Assessment Policy and Procedure

Version V1.1

Assessment Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that assessment methodology is valid, reliable, and does not disadvantage or advantage any group of students or individuals. It is also to ensure that the assessment procedure is open, fair, and free from bias and for national standards and detailed assessment decisions be recorded accurately.

2. Definitions

Abbreviations and Acronyms

E: Vision	UKCBC's Student Management System
LMS	Learning Management System
ULearn	UKCBC's LMS
UKCBC	UK College of Business and Computing
PSA	

Terms

Assessor

The person qualified for making assessment decisions about whether students' work achieves the standard required for certification.

Internal Verifier

The person qualified to conduct quality checks on assessment processes and practice to ensure that they meet awarding body standards and that all students have been judged fairly and consistently. An Internal Verifier can be anyone involved in the delivery and assessment of the programme that is able to give an expert opinion.

Formative assessment

Formative assessment is used to review student progress during course of study and inform improvement.

Summative assessment

The definitive assessment of the learner's achievement and must be to the BTEC standard. This assessment informs a unit grade where appropriate.

Learning outcomes

What the learner should know, understand or be able to do as a result of completing the unit.

Unit content

The unit content gives you the substance to devise and plan the programme of learning needed for the learning outcomes to be successfully achieved

3. Scope

This policy applies to:

- All students at UKCBC
- UKCBC Assessors
- UKCBC Internal Verifiers
- Lead Internal Verifier
- Department Programme Leaders

The following are affected by this policy:

- All students at UKCBC
- UKCBC Assessors
- UKCBC Internal Verifiers
- Lead Internal Verifier

The following must understand this policy:

- All students at UKCBC
- UKCBC Assessors
- UKCBC Internal Verifiers
- Lead Internal Verifier
- Department Programme Leaders
- UKCBC Administration
- UKCBC Student Services

The Academic Dean has the ultimate executive responsibility for the effective development and implementation of the Assessment Policy.

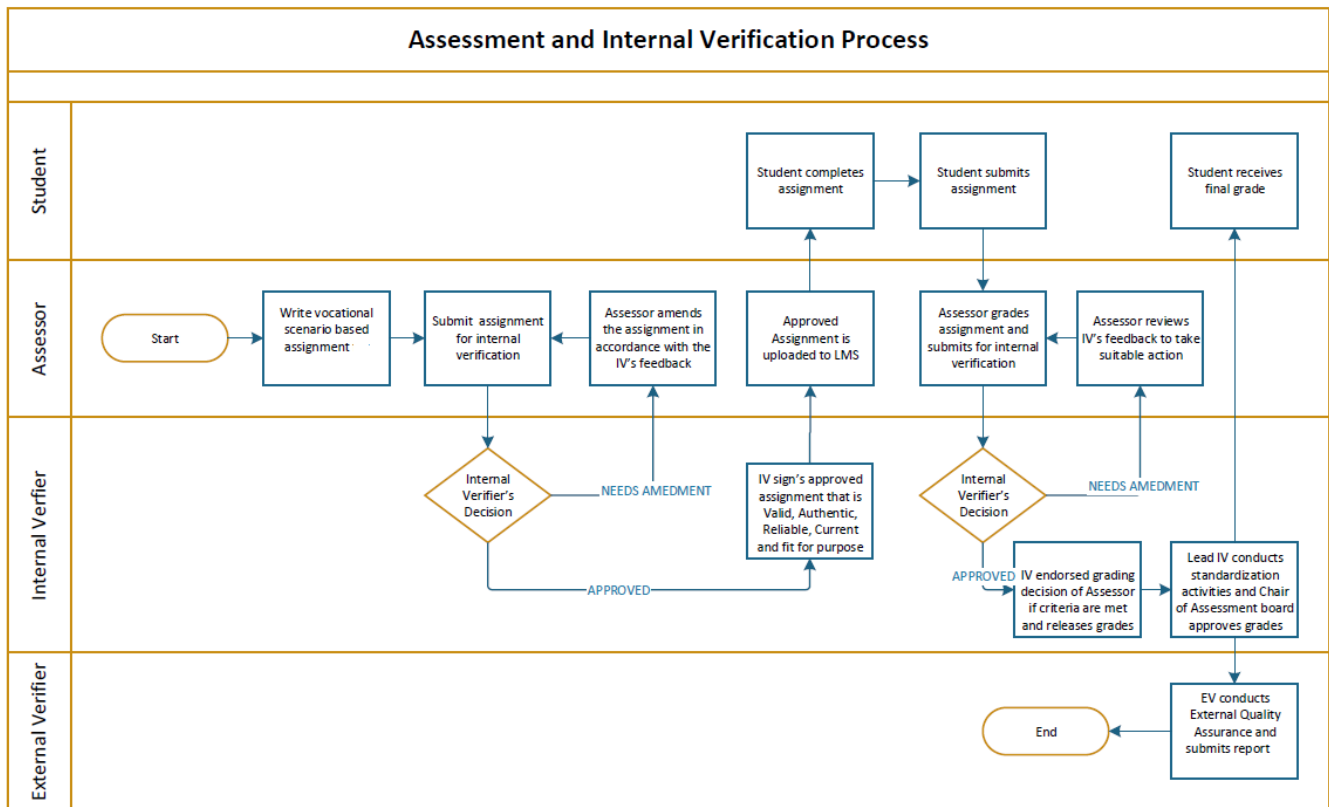
4. Policy Statement

UKCBC will:

- ensure that assessment methodology and the role of the assessor are understood by all UKCBC staff
- ensure assignments include a range of assessment methods (e.g. case study, assignment, projects, simulations, role-play, observation of task performed, skills test, oral questions, recognition of prior learning) to provide learners variety of opportunity to meet the learning outcomes and assessment criteria
- ensure that all assignments are internally verified and fit for purpose, before it is given to students to that they can produce appropriate evidence for assessment
- ensure that learners and staff involved in the assessment process have access to required resources including labs, hardware and software throughout the assessment process to perform assessments accurately and appropriately
- advise learners and staff involved in the assessment process about the technical needs for carrying out and submitting the assessment
- provide technical support and advice to learners and all staff involved in the assessment process throughout the length of the programme
- assess students' evidence using only the published assessment and grading criteria
- ensure that assessment decisions are impartial, valid and reliable
- develop assessment procedures that will minimise the opportunity for malpractice
- maintain accurate and detailed records of assignment brief verification and assessment decisions
- annually provide samples for external verification, as required by the awarding body
- monitor external verifier reports and undertake any remedial action required
- share good assessment practice between all UKCBC programme teams
- ensure that learners take the authorised Pearson Set Assignment for the set assignment unit for the units requiring it
- Ensure that assessment processes in ACCA is in line with the ACCA global practices and are being updated accordingly to meet the required standardized processes.
- Ensure that all English Classes assess students' progress according to Learning Oriented Assessments (LOA)

5. Assessment Process

The diagram is showing the assessment process required in BTEC Courses as this is what Pearson requires.



IV- Internal Verifier | EV – External Verifier | LMS – Learning Management System

6. Assessment Procedure

Pearson Awarding Body

A. Formative Assessment

- 6.1. For all units, learners undertake both formative and summative assessment.
- 6.2. Formative assessments are conducted regularly in the class which are in the form of quizzes, online test, classroom discussion, online discussion, class activities etc. The formative assessments are not graded but used by Assessor to evaluate learner performance and progress.

B. Learner Authentication

UKCBC follows a very stringent process to ensure learner authentication for both on campus assessment and eAssessments. For on-campus assessments the learners must carry their UKCBC student ID card. The Student ID card has photo in it. Students are issued student ID cards only when they have completed all admission criteria. When learners conduct assessments/ PSA examinations online they must attend a live proctored session. For validating the authenticity of eAssessment, Assessors may conduct viva-voce with video recording. If the assessment is taken in a work environment, witness testimony will be required

C. Summative Assessment

- 6.3. Summative assessment undergoes internal and external quality assurance process.
- 6.4. Before preparing a formative assessment, Assessor conducts pre-assessment to evaluate learner needs.
- 6.5. Assessor prepares vocational scenario-based assignments covering the unit learning outcomes and assessment criteria and considering learner needs. The assignment brief is customized for any learner with special needs based on the Reasonable Adjustment Policy.
- 6.6. Assessor then sends the draft assignment brief to Internal Verifier for quality assurance.
- 6.7. The Internal Verifier checks the assignment brief to ensure that it is valid, information given are accurate, reliable and current. The assignment brief should also match with the awarding body requirements. The Internal Verifier provides feedback to the assessor for any possible improvements. When Internal Verifiers finds the assignment brief fit-for-the-purpose, the assignment is approved and sent back to the assessor.
- 6.8. The assessor uploads the approved assignment brief to ULearn.
- 6.9. Learners are provided formative feedback and support in accordance with the Learner Support policy.
- 6.10. The learners must submit their assignment on or before the due date.
- 6.11. Assessors grade students' work in 10 working days. Validity, authenticity, sufficiency, currently and achievement of learning aims are checked, and constructive written feedback provided through ULearn.

D. Pearson Set Assignment (PSA) Guidelines for Pearson Set Assignment

1. Student should be present in the campus on the scheduled dates and their identity will be authenticated.
2. Mobile phone of the student strictly to be switched off and handed over to instructor.
Access to computer and internet is provided as per the awarding body guidelines for PSA
- 3 The learner must have a required resources for attempting the PSA.
4. Student will be required to sign and submit the acknowledgement and declaration forms for the activities.
5. The PSA will be conducted in a Medium or Low controlled environment under supervision of an invigilator.

Medium control

This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the assignment.

Low control

These are activities completed without direct supervision. They may include research, preparation of materials and practice. Each set assignment unit will contain instructions in the Essential information for assignments section on how to conduct the assessment of that unit. Some set assignments will need to be taken with limited controls. Limited controls are described in each unit and may include the following conditions:

- Time: each assignment has a recommended time period. This is for advice only and can be adjusted depending on the needs of learners.
- Supervision: you should be confident of the authenticity of learner's work. This may mean that learners be supervised.
- Resources: all learners should have access to the same types of resources to complete the assignment.

- Research: learners should be given the opportunity to carry out research outside of the learning context if required for the assignment.

6. The Pearson Set Assignment should not be shared with learners prior to the start of the assessment period. Teachers/tutors are responsible for security of the PSA and materials. The PSA assessment are stored in a secured folder and only available to students on the day of the assessment.
7. The learners have to submit the evidence in electronic format through Turnitin submission in ULearn, the LMS. When any evidence is gathered in a hard copy format or models these are stored in a secured locker.
8. The learner grades are recorded on the ULearn submission Portal which is a secured learning management system.
9. If a student does not achieve Pass in the first submission, then he/she will be given a Resubmission opportunity.
- 10.. In case a student is given a retake opportunity, a new PSA that student has not done must be given.

ACCA

The ACCA do not give assessments as the assessments for this program is coming from the head office. To prepare students for the examinations, the UKCBC ACCA program engages their students with a mock exam to identify the strengths and their weaknesses and advises the student to study more on the areas which they need to improve.

English Programs

There are no formal assessments within the English Program. Internal evaluations of progress are carried out to identify areas for improvement for students but there is no formal assessment due to no formal qualification being awarded at the end of the program.

E. Unit Grade

The unit grade is based on the student's achievement against assessment criteria for the unit/course in summative assessment. Each assessment criterion is classified as one of *Pass*, *Merit*, and *Distinction*. The course grade is determined as follows:

- A *Pass* grade is awarded to students who satisfy all *Pass* criteria, but not all *Merit* and *Distinction* criteria.
- A *Merit* grade is awarded to students who satisfy all *Pass* and *Merit* criteria, but not all *Distinction* criteria.
- A *Distinction* grade is awarded to students who satisfy all *Pass*, *Merit*, and *Distinction* criteria.
- No grade is awarded to a student who fails to satisfy one or more *Pass* criteria or does not submit his/her work by the specified deadline (except for extenuating circumstances, such as serious illness.)

F. Resubmission and Grading

The resubmission deadline will be 15 days from the date of the grade release. The resubmission policy of Pearson which UKCBC follows is different for Level 2, 3 and Level 4, 5 and explained separately as detailed below.

Pearson Level 2 and Level 3

6.11. Students who do not submit on time may be given resubmission opportunity subject to approval of Lead Internal Verifier.

6.12. If a learner has produced substantial work towards achieving Merit or Distinction and the work is not plagiarized, then the student may be given a resubmission opportunity to achieve higher grade though this is subject to the approval of the Lead Internal Verifier. Otherwise, the result will be capped at a Pass.

6.13. Students who do not achieve a Pass in the re-submission also may be given a retake opportunity subject to the approval of the Lead Internal Verifier. Students who retake will be required to pay retake fees as confirmed by the UKCBC Finance department and required to do a new assignment. The result of the retake assignment will be capped at a Pass.

Pearson Level 4 and Level 5

6.14. Students who missing the final submission deadline may be given a resubmission opportunity if the student has submitted an Extenuating Circumstance Form and is approved by the Programme Leader before the assignment deadline.

6.15. The resubmission grade will be capped at a Pass.

6.16. If a student does not achieve a pass in the resubmission, then the student must repeat the course when it will be next delivered and must pay Repeat fees as confirmed by the UKCBC Finance department. The student is required to attend classes as per the UKCBC Attendance policy and submit a new assignment. The final grade of this assignment will be capped at a Pass and there is no resubmission opportunity.

F. Internal Verification and Assessment Board Meeting

6.17 Students' work will be internally verified as per the Internal Verification Policy.

6.18. An Assessment board meeting is conducted after the resubmission and retake grades are finalized to approve Grades and graduate list. Any student issues or appeals will be discussed, and decision made in the Assessment Board Meeting.

G. Recording of grades

6.17 The student grades are updated in the ULearn and after a decision is made on the grades in the Assessment Board meeting, the results are updated in the E: Vision system which is a centralized student management system of UKCBC.

7. References

Title	Link
Internal Verification Policy	
Reasonable Adjustment Policy	
Learner Support Policy	
Extenuating Circumstance Policy	
Attendance Policy	

8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
1.0	Sep-2021	Internal Verification Policy	SP	A new policy was written as there was no separate assessment policy.
1.1	Feb-2021	Internal Verification Policy	SP	A section on PSA added
1.2	Aug 2022		RVS	Updated the Scope