



## Contents

## **Purpose**

The

Meeting agreed timelines  
the ability to plan/organise time effectively  
the ability to work to industrial/commercial practices that include implicit timelines

2.6 Unless there are exceptional circumstances as to why the student could not submit Mitigating Circumstances, then the student can appeal against the assessment decision. **(Refer to the Higher Level 4/5 Appeals, Regulations and Procedures document).**

### **3. College Responsibilities**

It requires active commitment from all staff assessors, internal verifiers/ quality assurers, Heads of Area, Curriculum Leaders and any other members of the course team to ensure that:

- 3.1 Records of assessment are kept in a secure location and accessed by staff authorised to do so.
- 3.2 All activities are planned and executed in accordance with all current procedures laid down by the college and the Awarding Organisation.
- 3.3 All



## **7. Feedback to Students Following Assessment**

### **7.1 Students can expect:**

Feedback within a time limit specified by the relevant course team and within 15 working days of the scheduled submission or in some cases, for example, within 4 working weeks, as specified by an awarding body. Each course should specify when expect feedback.

Full and clear feedback on assessments/assignments with clear written guidance on what has gone well and how the student can improve

### **7.2 Feedback to students should always be recorded and should state clearly:**

The standard achieved by the student

Which criteria/learning outcomes have been met and which have not

Feedback should always be specific to the criteria being assessed, have constructive, developmental comments that allow for future higher attainment and highlight any incorrect spellings

## **8. Internal Verification/Quality Assurance Procedures**

8.1 Each course team should have an agreed internal verification/quality assurance strategy in line with the guidelines in the college Assessment and Internal Quality Assurance Handbook. This should ensure quality and consistency of assessment across the programme team.

8.2 Internal verification/quality assurance strategies should also make reference to specific Awarding Organisation guidelines.

8.3 Strategies should ensure that internal verification/quality assurance is on-going throughout the course (not end-loaded) with times included in a course calendar, and that all assessment activities are verified before issue to learners.

8.4 The college Assessment and Internal Quality Assurance Handbook provides full guidance and information and can be found on the Intranet via Moodle and HE Student Homepage.

## **9. Monitoring and Evaluation**

Course teams will monitor and evaluate assessment practice through:

9.1 Internal verification/quality assurance procedures

9.2 External verification/quality assurance reports

9.3 Feedback from students via student module and end of year course surveys/evaluations

9.4 Student feedback at course / programme committee meetings

9.5 Feedback from internal quality audits

9.6 Student achievements and destinations