



# ASSESSMENT SCHEDULES AND THE RETURN OF ASSESSED WORK POLICY (HE STUDENTS)

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## **1. PURPOSE OF POLICY**

1.1 The purpose of this policy is to provide clarity about scheduling of assessment and thus support the effective management of assessment at programme and institutional level. The two specific aspects of assessment scheduling are as follows;

### **1.2 Assessment scheduling**

Coordination of assessment deadlines and reaching effective decisions about the amount and timing of assessment is an essential part of ensuring assessment is fit for purpose. Well planned assessment scheduling enables both staff and students to plan and undertake their workload more effectively. Students need clear information about the timing of individual assessments, how individual assessments relate to each other and their timing in the overall programme of learning.

### **1.3 Return of assessed work**

Students need constructive feedback about their work during the learning process to enable them to improve. Students are more likely to value feedback when it is of use to them, for example, during the module/unit and before their next assessment than at the end of the module.

1.4 This policy identifies the responsibilities for ensuring assessments are planned and delivered according to an explicit schedule and that students receive timely assessment feedback.

## **2. SCOPE**

2.1 This policy applies to all higher education programmes funded by the Office for Students (OfS) which are delivered by, or on behalf of, Nescot. Exceptions will be only where this policy is superseded by the academic regulations of a University or awarding body with which Nescot has a partnership, collaborative or working agreement. At the time of writing this includes awards of University of West London, Open University, University of Greenwich, Kingston University, Chartered Institute of Environmental Health, University of the Arts London and Pearson.

2.2 This policy details only the responsibilities and procedures to be followed for preparation, distribution and adherence to assessment schedules and the return of assessed work. Other responsibilities associated with assessment are not within the scope of this document. Policies associated with assessment which relate to activities addressed in this policy are listed in section 4.

## **3. PROCEDURE (roles and responsibilities should be clearly allocated within the procedural narrative)**

### **3.1 Assessment scheduling**

Assessments must be scheduled to, as far as possible, reduce clustering of assessment at particular times of the year and therefore reduce the burden for students and staff.

#### **3.1.1 Heads of Department are responsible for;**

3.1.1.a Ensuring that programme coordinators, module/unit coordinators, assessors, internal verifiers/moderators and double/second markers undertake their roles.

3.1.1.b Ensuring assessment activity for each programme in their Department is planned, timely and undertaken according to the procedures identified in the associated policies.

### **3.1.2 Programme co-ordinators are responsible for;**

Planning programme assessment requirements well in advance of the start of the academic year in which the programme of study takes place. This includes, in liaison with module/unit coordinators, internal verifiers/moderators and double markers, responsibility for designing an assessment schedule which minimises bunching of assessments and reflects due consideration across the programme of;

- assessment structure
- assessment timing
- assessment methodology

Responsibilities specifically related to scheduling assessments in advance of the academic year or semester will include;

- 3.1.2.a Reviewing the schedule of assessments across all the modules comprising the programme
- 3.1.2.b Agreeing dates for moderation of assessment tools and assessment decisions with the programme team.
- 3.1.2.c Collating information from the programme team about when assessments will be set and the submission dates across modules
- 3.1.2.d Setting the date by which students can expect to receive their assessment feedback for each assessment.
- 3.1.2.e Preparing a clear assessment schedule using the Nescot form HEAS1 in appendix 1, which includes;
  - Module and assignment title
  - Module number
  - Assessor (s)
  - Assessment type
  - Date set
  - Submission date
  - Internal verifier/moderator/double marker name
  - Internal verification date
  - Date by which assessed work will be returned to students with feedback
- 3.1.2.f Ensuring an accurate assessment schedule is provided in programme handbooks distributed at the beginning of the programme of study or academic year as appropriate.
- 3.1.2.g Accommodating learning support needs for individuals' students within the assessment schedule by reviewing the schedule, collating information about special support needs any students may have and;
  - Where appropriate, provide support and ensure others within the programme team are aware of their responsibilities in providing specific support
  - Advising and supporting individual students in their arrangements with those outside the programme team to ensure additional support to meet the needs of each student is in place
  - Reviewing with the students whether the support is timely and effective in meeting their needs and making further recommendations if appropriate
- 3.1.2.h Providing clear information about all programme assessment requirements and making these available to all students formally, in programme handbooks and/or module/unit guides at the beginning of the academic year or programme of study. Information will include;
  - how and when assessment takes place
  - any associated additional costs
  - any special arrangements for assessed coursework, examinations or tests
  - any specialist or alternative ways of assessing/examining learners with learning difficulties/and/or disabilities

### **3.2 Return of assessed work**

Assessment feedback must be provided to students in sufficient time to enable them to improve their subsequent performance. Feedback will normally be within 20 working days of the final submission date and in all cases as detailed on the assessment schedule and assignment brief.

#### **3.2.1 Heads of Department are responsible for;**

3.2.1.a Monitoring programme teams' adherence to planned assessment schedules when providing feedback to students

#### **3.2.2 Programme coordinators, module/unit coordinators and assessors will be responsible for;**

3.2.2.a Providing assessment feedback to students within the timescale detailed on the assessment schedule and assignment brief. Unless prohibited by the awarding body the minimum requirements for feedback are:

- A provisional mark or grade
- Written feedback, explicitly linked to the intended learning outcomes and the assessment criteria, which identifies major strengths and clear recommendations for improvement (if appropriate)

#### **3.3 Director HE is responsible for;**

Overseeing the academic management of Departments with HE programme responsibilities, in the context of assessment scheduling and return of assessed work this will include;

3.3.1.a Supporting each Head of Department in their effective management of the implementation of all assessment procedures in programmes in their Department.

#### **3.4 Academic Registrar is responsible for;**

3.4.1.a Supporting the effective scheduling of assessment and return of assessed work through evaluation of implementation and reporting as part of annual monitoring.

3.4.1.b Providing staff development on this policy and the roles within it.

## **4. ASSOCIATED DOCUMENTS**

- HE Assessment Moderation Policy
- HE Assessment Policy
- QAA Code of Practice
- HE Assessment schedule



# HE Assessment schedule

Academic year.....

Programme title.....year.....

Week start date	Module title & assignment title	Module number	Assessor(s)	Assessment type e.g. essay, practical, presentation	Date set	Submission date	Internal verification/ moderation/ double marking date	Internal verifier / moderator/ double marker	Date assessment returned (3 weeks after submission)

<b>Half term</b>									

<b>Half term</b>									