

POLICY

Title: HND/C Assessment and Submission Regulations

POLICY HOLDER: HE Office

SMT OWNER:

VERSION NO: 21

LAST REVIEWED: March 2023

REVIEW PERIOD*: Annual

*The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

This document is meant for electronic viewing and is maintained as part of the college document control procedure. It is uncontrolled if viewed in hardcopy, printed format.

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.



Amendments log

Review date	Version	Changes	Originated by	Approval
April 2024	21	<ul style="list-style-type: none"> • Template updated • Contents page added • Alignment with HE Assessment policy and HE Academic Misconduct Policy • Correction of submission time o 11.59 • Updated acceptable file types • Removal of Excess word count section (was 2.1.6) • Clarification of what a bona fide attempt is • Term MAP added • Term unit has been replaced with module. 	S.Ratcliffe	

Contents

1.0 Rationale of HND/C Submission of Assignment and Assessment Regulations ...	4
2.0 Protocol for Submission of HND/C Assignments.....	5
3 Anonymous Assessment.....	10
4 Assessment of Learning Outcomes and Stages in Assessment	10
5.0 Overall Module Grading Award Criteria.....	12
6.0 Programme Progression Points.....	12
7.0 HND/C Awards Board	13
Appendix 1 Assignment Brief Front Sheet (example)	14
Appendix 2 HND/C Module Assessment Board Regulations	15
Appendix 3 HND/C Awards Board.....	17

1.0 Rationale of HND/C Submission of Assignment and Assessment Regulations

This HND/C Submission of Assignment and Assessment Regulations is guided by the following: (a) QAA Quality Code, (b) City College Norwich 'Specification Centre Guide for Higher National Programmes' and other relevant College policies, and (c) Pearson Education Ltd BTEC higher level programme assessment requirements, for example as stated in the Pearson Education Ltd BTEC Centre Guide to Assessment (Level 4 to 7) – 2015-16 and Pearson Education Ltd BTEC Guide to Internal Verification – 2016/17.

1.1.1 Objectives of City College Norwich HND/C Submission of Assignments and Assessment Regulations are:

- a) To facilitate learning
- b) To ensure understandable and common procedures in assignment submission
- c) To enable students to receive formal and informal feedback on performance and achievement
- d) To establish a measure of the standard of performance achieved
- e) To ensure the maintenance and achievement of academic standards
- f) To support quality assurance processes and conduct assessment within Pearson Education Ltd BTEC assessment and verification guidelines

To achieve these objectives, the sections that follow provide information covering:

- Protocol for submission of HND/C assignments
- Anonymous assessment
- Assessment of learning outcomes and stages in assessment
- Overall module grading criteria
- HND/C Module Assessment Board Regulations (Appendix 2)

2.0 Protocol for Submission of HND/C Assignments

2.1.1 Online Submission of Assignments

Following the development and implementation of an electronic Achievement Tracking System (ATS) all student assignment work offered up for formal assessment shall be submitted using the College's online electronic portal (located in the Student's ILP on Blackboard). Exceptions to this requirement are outlined in this document in section 2.4.1 and 2.5.2.

The ATS accepts Microsoft documents and anything in .pdf format. These files have a normal maximum file size limit of 20mb. Video and other file types can be larger (up to 100mb) – please refer to the table with current file types and size limits. The College system cannot read files created on and/or submitted from Apple devices (Mac Books / iPhones / iPads). Files submitted from these devices will be treated as NON-SUBMISSION – FAIL.

Included are details of acceptable files types that can be opened and read through ATS. Please ensure that one of these file types is being uploaded.

Furthermore, e-ILP's/ATS does not recognise Mac files such as Pages. These will need to be saved as another compatible file type before upload.

Accepted file types:

Document (20Mb)	Document Exceptions (100Mb)	Sound (100 Mb)	Video (800 Mb)
.doc	.ppt	.mp3	.mpg
.docx	.pptx	.wma	.mp4
.wbk	.pps	.wav	.mts
.rtf	.xls	.m4a	.wmv
.txt	.xlsx	.mid	.mov
.pdf	.csv	.mpa	.avi
.pps	.mgmf		.flv
.zip	.dwg		.3gp
	.asf		
	.srt		

[ATS Uploads File types and sizes.pdf](#)

For further information about submission requirements please refer to the HE/HND Student Handbook section entitled: 'Guidance on College Procedures for the Submission of Assignments and Coursework.' This document can be found on Blackboard (HE @CCN).

2.1.2 Online Provisional Assignment Grade

All provisional grades for assessed student work, whether submitted using the online system or not, shall be entered, recorded and internally verified online.

The following provides guidance on online submission of assignments.

2.1.3 Deadline for Assignments First Submission

Students must submit an assignment by the given date on their ILP and College ATS. Assignment submission will normally be via the College's online electronic portal (located in the Student's ILP on Blackboard).

2.1.4 The deadline for submission will be 23:59 hours on the published due date.

2.1.5 Late Submission - 3 Working Days Rule

Because students will have 24/7 access, the deadline for late submission (with an adjusted lower grade) will be 3 working days (as opposed to calendar days) after the due date. After this time the system will disallow submission and the result will be presented. This has been updated to reflect the ATS set up and in line with other Level 4 and above programmes of study at the College.

When work is submitted late within the 3 working days late submission rule, the **natural mark is established. It shall be recorded in electronic feedback and if applicable on the front sheet of manually submitted work.** The natural mark shall then be automatically adjusted by reducing to the lower grade classification (for example from Merit to Pass).

2.1.6 Deadline for Pass (Outcome) Grade Resubmission Work

If a student's assignment is referred on the first pass outcome attempt, an opportunity is provided for a second submission.

If your assignment is referred on your first attempt, the second and final submission **MUST** ensure all outstanding Learning outcomes and criteria are included. Referral resubmission work should stand out clearly by the use of *italics*, **bold** or a different colour.

2.1.7 Submission of Assignments with Merit and Distinction Criteria

In the designated assessments (and exams where applicable) there will be only one attempt (submission) to achieve a Merit and/or Distinction grade. There is no opportunity to resubmit assignment (and exam) work that has not achieved a Merit and/or Distinction in an attempt to 'upgrade' work, unless there are approved extenuating circumstances in place.

2.2 Claims for Extra Time to Complete Assignment Work

- i) All claims for extra time to complete assignment work must go to the HE Office, via the Extenuating circumstances process. Students can opt to self certificate (up to two occasions per academic year, without evidence to request a 3 working days extension), or to provide an Extenuating Circumstances request, with supporting 3rd party evidence for the Chair of the ECs panel to review.
- ii) In the event that an extension is granted then the HE Office will access the 'Extensions' section of ATS and enter the revised submission date and give a summative reason for the extension. All extensions permitted due to EC's will be recorded by the HE Office.
- iii) In exceptional circumstances the Head of School of Higher Education or a member of the College Executive Team may authorise any extension beyond the time limit if, in all the circumstances, it is judged to be the right and proper thing to do and does not undermine or compromise the integrity of the award or the assessment process.

2.3 Non-submission of Assignment Work

2.3.1 A student's work shall be a non-submission where:

- (a) the required work is not submitted at all (in case of hard copy submission absence of a signed receipt or entry in the designated log book maintained in the Advice Shop or designated College reception area or appropriate area for submission, shall be sufficient evidence of non-submission for this purpose). Conversely the presentation of a properly authorised receipt or the existence of a record of submission in the designated log book shall be prima facie evidence that the submission was made at the recorded time;
- (b) it is work which under these Regulations should be submitted via the Advice Shop, or designated College reception area, but is handed in directly or sent electronically to a member of academic staff. (Nb the College recognises that some assessments cannot be submitted in this way e.g. presentations, artefacts and portfolios and these Regulations do not apply in these situations);
- (c) it is submitted through the proper channels but is submitted after the published deadline (and after the third working day as described in 2.1.5 Late Submission - 3 Working Days Rule above) and for which there is no authorised extension;
- (d) a student fails to attend, without prior notification or agreement, for an examination or other assessment task;
- (e) a student fails to make a bona fide attempt at an assessment task. A bona fide attempt is defined as a reasonable attempt at each learning outcome included in the assessment.

2.3.2 Non Submission of Assignment Work on the First Attempt

If a student does not submit assignment work by the arranged deadline on the first attempt, this will be recorded as a Refer. Here, deemed at a second attempt, a student may submit an assignment at a later date which is set and agreed at the next available Module Assessment board where that module is being considered. It may also be set by Chair's Action, post board if necessary to do so. If the student has approved Extenuating Circumstances, this may be considered as an acceptable reason for non-submission and a new 'first attempt' date will be set.

2.4 Manual Submission of Assignments

(i) The administrator responsible for receiving coursework submissions in the designated place will check that the deadline for submission has not passed at the time of submission.

Where the deadline has passed and up until the *end of the third College working day* after the original deadline, the administrator will attach a 'Late Submission' label to the front sheet and will write on it the date and time of the submission.

(ii) After the end of the third working day the submission will not be accepted. The report to the assessment Board will be 'assignment not submitted' and a mark of 'Fail' will be formally recorded.

2.5 Module Assessment Plan to be submitted to the HE Office

The designated Module Leader (or Module Lecturer in the absence of an identified 'Module Leader') must submit a Module Assessment Plan (MAP) to the HE Office, at the start of a semester. The MAP must state:

- Name of Module Lecturer
- Pearson Education Ltd BTEC Module number and Module Title/Name
- Assignment number
- Assignment name
- Outcome(s) to be achieved for assignment (with any 'M' or 'D' to be achieved)
- assignment is electronic or manual submission
- Specify the date on or by which the coursework is to be submitted
- Name of person to Internally Verify (IV2) assignment/exam marking

To help with provision of above information, Appendix 1 is an example assignment front sheet that may be completed and given to:

- (a) The HE Office.
- (b) The student – and at the front of the assignment brief;

Once MAPs have been uploaded onto ATS the Module Lecturer will check for accuracy and report any necessary changes to the HE Office.

Should it become necessary to change the official submission date, not only must the Module Lecturer effectively communicate to all students affected by the change but also to the HE Office in good time (at least 3 working days before the revised submission date). These changes will need to be approved by the Head of School of Higher Education or the Assistant Principal for Adults and Higher Education.

Failure to comply with 2.5.1 not only means that the MAPs cannot be submitted but also renders invalid any penalty for late submission. In this circumstance the Module

Lecturer will be required to mark work as if submitted on time irrespective of when the work was actually submitted. The lecturer will be bound to return the marked mark within the normal timescale and will be responsible for ensuring that the mark is submitted for tracking in time for the Module Assessment Board responsible for the Module.

2.5.1 Assignment Front Sheet to be Given Out with All Assignment Briefs

All students must receive assignment briefs. Each assignment brief will have a front sheet (which students must receive) which clearly shows outcomes to be assessed. Appendix 1 provides a template assignment front sheet that must be completed and given to students.

2.5.2 All assignment briefs (with correct front sheet) must be placed on Blackboard (for students to access). Furthermore all assignment briefs and supporting learning materials placed on Blackboard (for students to access) will remain on Blackboard for the whole academic year (or until such time students do not need access).

2.5.3 Internal Verification (IV) of Assignment Brief.

Each assignment (and exams) brief will be Internally Verified (IV1) before being given to students. To confirm IV1 has taken place a signed IV sheets must sent to the Course Leader and then placed on programme records (stored in the Course area of Sharepoint).

2.5.4 Assessments Exempt from Online Submission

Certain assessments will be presumed to be exempt from the electronic submission requirement (this presumption can be rebutted in the MAP):

- presentation, simulation, role play, performance, demonstration
- the assessment of a piece of artwork, a physical artefact, a recording or, subject to the requirements of the assessment, a piece of software or computer programme
- portfolio of evidence
- examinations and class tests

(a) Manual submission will otherwise only be permitted where the MAP has specified (for some good and proper reason acceptable to the Head of School) that it should be.

(b) Research Projects must be submitted electronically using the online submission system. This version will be deemed to be the definitive submission for marking, determination of late submission or word count and for plagiarism detection.

3.0 Anonymous Assessment

- (a) The College is committed to fairness and objectivity in the assessment process to protect the interests of both staff and students. In order to ensure this, a system of anonymity in assessment is used – where the identity of the student is not known to the assessor at the time of marking or verification.
- (b) Assignment submissions through ATS will be automatically anonymous to the marker, the internal verifier, the Standards Verifier and, if they so decide, to the Assessment, Referral and Awards Boards.
- (c) **On Manual Submission of an Assignment (or Exam paper) a Bar Code is Required.** Students must ensure all manual assignments and project submissions are anonymous and have placed on them a Bar Code (a student ID number).

4.0 Assessment of Learning Outcomes and Stages in Assessment

Each Module Specification document defines its learning outcomes and Merit and Distinction Grades/Descriptors to be achieved.

Each Assignment briefing document given to students will define learning outcomes and Merit and Distinction Grade/Descriptors to be achieved.

The number of opportunities to achieve a Merit and Distinction will vary from Module to Module.

Each Assignment brief will have an HND/C Front cover sheet.

4.1.1. Grading in Each Assignment-

Submission of assignment work

All assignments should be handed in before the hand-in date shown in ATS and on the ILP. This may be subject to mitigation/ extenuating circumstances or special allowances/ reasonable adjustments.

Based upon assessment and submission regulations, as well as, performance in Learning Outcomes Pass ('P'), Merit ('M') and Distinction ('D') Descriptors, Assignments will be given one or more of the following overall grades:

- Fail
- Refer
- Pass
- Merit
- Distinction

4.1.2 Stages of Assignment Submission and Grading. It shall be a fundamental and unshakable principle of assessment that once a student providing a bona fide assignment submission has been marked and graded the following stages of assessment will apply:

Assignment Refer Grading

If an assignment fails to achieve one or more pass criteria then a second attempt will be allowed, limited to pass criteria.

Referral resubmission work needs to clearly indicate where changes have taken place by the use of *italics*, bold or a different colour. Failure to do this will mean a second attempt may not be assessed and the original mark will remain.

Any assessment outcome may be subject to matters relating to Mitigation/ Extenuating Circumstances or Special Allowances/ Reasonable Adjustments claims.

Assignment Pass of Outcomes Grading

Before assessment of Pass criteria for an assignment is considered, the student must meet all the appropriate criteria for the pass, as defined in the “assessment criteria for pass”.

Any assessment outcome may be subject to matters relating to Mitigation/ Extenuating Circumstances or Special Allowances/ Reasonable Adjustments claims.

Assignment Merit/Distinction Descriptors Grading

These can only be awarded on the first attempt unless there has been mitigation or special allowances.

Where the assignment is based on an expansion or development of pass criteria then these must have been achieved before the merit or distinction can be awarded. If on the other hand it is from a separate piece of work then the grades should be awarded on the value of the work submitted.

If the student has failed to meet all the pass criteria then merit or distinction outcomes achieved will be suspended and may be automatically reinstated later if the requirements are met.

4.1.3 Overall Assignment Final Grade

Once a student assignment submission has progressed through stages of assessment, mitigating circumstances/ extenuating circumstances and special allowance/ reasonable adjustments decisions, and has been marked and given a final grade, there will be no opportunity for that piece of work to be resubmitted for re-assessment irrespective of whether or not the objective is to achieve a higher mark/grade.

This principle can only be challenged or altered following the decision of a formally constituted Academic Appeals Panel which directs an Assessment or Awards board to revisit a decision or if, as a result of the discovery of error or maladministration in its own processes or data the Assessment Awards board itself decides to revisit and overturn an earlier decision.

In very exceptional circumstances, where, for example, an immediate decision must be made the Chair of a Board may take such decisions by Chair's Action if it is deemed appropriate in order to satisfy any usual interpretation of natural justice. Any such decision must be fully reported to the Assessment Board at its next meeting.

5.0 Overall Module Grading Award Criteria

Each Module's overall final grade will be based upon the summation of one or more assignment grades.

5.1.1 The overall final grading of a Module is guided by the 'BTEC Centre Guide to Assessment' (Level 4 to 7), 2015-16, p.31. This is as follows:

In order to achieve a Pass in a Module	<ul style="list-style-type: none"> all learning outcomes and associated assessment criteria have been met
In order to achieve a Merit in a Module	<ul style="list-style-type: none"> all pass learning outcomes and associated assessment criteria have been met all Merit grade descriptors are achieved
In order to achieve a Distinction in a Module	<ul style="list-style-type: none"> all pass learning outcomes and associated assessment criteria have been met all Merit and all Distinction grade descriptors are achieved

Any assessment outcome may be subject to matters relating to Mitigation/ Extenuating Circumstances or Special Allowances/ Reasonable Adjustments claims.

5.1.2 Module Fail Grade

This indicates the student has failed the module (and has not achieved the Pass criteria). The (Module) Assessment Board will decide whether there should be granted an opportunity to retake the identified assessment area or module. If the identified assessment area or module is re-taken the grade will be capped at a Pass. For modules re-taken a fee will be charged.

The operations of this Board is detailed in the HND Module Assessment Board Regulations (Appendix 2).

6.0 Programme Progression Points

6.1 Programme progression points shall normally equate to the completion of a stage.

6.2 A student shall normally be allowed to progress to the next stage provided that:

- (a) the Board of Examiners considers that it is academically appropriate for the student to do so and;
- (b) the student has Failed no more than 30 credits (or 1/4 of the credit volume in the stage however expressed) in the stage and;
- (c) the Board is assured that the student will be able to satisfactorily complete the outstanding modules during the next (or later) stage.

7.0 HND/C Awards Board

7.1 An HND/C Awards Board will normally take place when students have completed a Higher National programme at City College Norwich.

Appendix 3 provides further information as to the decision making role of the Awards Board.

Appendix 1 Assignment Brief Front Sheet (example)

Unit number: unit-title (template)

Assignment Brief

Student Name/ID Number	
Unit Number and Title	Title
Academic Year	
Unit Tutor	
Assignment Title	Title
Issue Date	
Submission Date	
Feedback Date	
Submission Format	
Unit Learning Outcomes	
Transferable skills and competencies developed	
Vocational scenario	
Assignment activity and guidance	

Appendix 2 HND/C Module Assessment Board Regulations

1.1 Composition of Module Assessment Board

1.1.1 Except as otherwise determined by the College, the composition of Board of Examiners shall be as follows:

- (a) The Chair, who shall be a senior academic of the College* and not have involvement with the delivery or assessment of any part of the Modules under consideration.
(*approved by Head of the School of Higher Education and the Principal)
- (b) Programme Manager(s).
- (c) Module leaders and lecturers for Modules delivered during the period (or nominees).
- (d) Specified practice-based (internal) assessors (where appropriate).
- (e) When possible Standards Verifier (SV) appointed to the programmes under consideration.

1.1.2 Variations to this membership may be made only in exceptional circumstances with the agreement of the Chair and Head of the School of Higher Education and Principal.

1.2 Terms of Reference of Module Assessment Board

1.2.1 **The Board shall:**

- (a) be scheduled at the end of each Semester (or appropriate times) to receive results and confirmation of final grades;
- (b) be scheduled at other times that are deemed necessary;
- (c) be scheduled to receive Referral results and consider recommendation of Awards;
- (d) receive for confirmation Module marks from internal assessors which have been internally verified in accordance with College and Pearson Education Ltd BTEC procedures and moderated, where appropriate, by SVs;
- (e) receive the report and act accordingly upon the recommendations of the meeting of the College Mitigating

Circumstances and Academic Appeals Panels, and including the Special Allowances register;

- (f) consider the appropriateness of grades ranges in the context of anticipated or normative grade standards and to moderate where appropriate;
- (g) determine in relation to those marks:
 - Pass (grades)
 - Refer
 - Defer
 - Fail

...as the overall result of each Module for each candidate in accordance with the College HND/C and Pearson Education Ltd BTEC Assessment regulations;

Note: no other overall result for a Module is allowed by these regulations.

- g) determine in relation to Module failure, appropriate means for the:
 - re-taking of failed Modules
 - re-sitting of examinations
 - re-submission of assignments (including reassessment in other forms of assessment activity);
- (h) ensure that decisions on Module results are accurately recorded so that they may be made available to the appropriate Referral Board and Board of Examiners;
- (i) make recommendations on nature of assessment, for example the number of assignments per Module and submission dates;
- (j) make recommendations concerning student progression;
- (k) take note of any matters referred to the Board by the Principal (or nominee) or BTEC.

Appendix 3 HND/C Awards Board

This will normally take place upon completion of HND/C programmes.

Composition of Board

Except as otherwise determined by the Principal and Pearson Education Ltd BTEC, the composition of Board shall be as follows:

- (a) A senior member of staff to Chair, neither having a teaching role on the course or course scheme,
- (b) Appropriate managers, course leaders (who may not in any circumstances be nominated as Chair or Deputy Chair),
- (c) Tutors (or their nominees) of those elements of the course/course scheme which have been delivered during the period under consideration,
- (d) Normally one Standards Verifier (SV) per academic field, approved by Pearson Education Ltd BTEC. If not in attendance, minutes will be shared post Board.

There shall be a Secretary (who shall not be a member of the Board). In the unavoidable absence of the Secretary, the Board shall nominate a Secretary from amongst its members.

The Agenda of the Board may be timed so as to allow for the efficient dispatch of its business and colleagues who are listed to attend at that time have a duty to do so. Where, for exceptional reasons a member is not able to attend, they may brief a substitute to represent them.

Awards Board of Terms of Reference

The Board shall normally meet at least once per academic year (or within a timescale to be determined by the Board on advice from the course/course scheme committee).

The Board shall be responsible to the College Principal and Pearson Education Ltd BTEC and shall make its recommendations to action certification to College HE Office and Examinations and Achievements team.

The Board shall consider the results of students' assessment in accordance with regulations and recommend the conferment of an Award upon a student who, in its judgement has achieved the learning outcomes of the programme of study and the standard required for the award.

The Board shall be responsible for all assessments that contribute to the recommendation of an Award. No other body has authority to recommend conferment of an Award, nor to amend the decision of an approved and properly constituted Awards Board acting within its terms of reference and in accordance with these regulations.

Notwithstanding above, an Award Board may be required by the College Principal, Pearson Education Ltd BTEC or an Academic Appeals Panel to review or amend a decision in accordance with the Academic Appeals Procedure.

The Awards Board shall:

- (a) establish sub-committees as appropriate save that it may not delegate its powers regarding the conferment of Awards;
- (b) receive for information decisions taken on its behalf by its sub-committees;

- (c) consider the granting of Awards and/or the progression of students through intermediate stages where appropriate;

- (d) decide, in the context of the approved regulations, what action to take in relation to students who are deemed to have failed elements of a programme or pathway;

- (e) require students to attend a viva voce examination if deemed appropriate;

- (f) monitor, within the approved programme or pathway regulations, the detailed form and balance of assessment undertaken by students on a pathway leading to an Award and to make recommendations to the appropriate course/course scheme committee(s);

- (g) oversee the administration arrangements for the assessment of all elements contributing to the Award;

- (h) make recommendations to the Principal and Pearson Education Ltd BTEC regarding the conferment of the Award;
- (i) be satisfied that, where relevant, any professional or industrial training requirements have been met by students.

The Chair of the Board is responsible for agreeing the Agenda for the Board with the Secretary.

Notice of any meeting and the Agenda must be prepared and circulated to members no later than 7 working days before the day of the proposed meeting. Circulation by electronic means is acceptable.

Decisions of the Board of Examiners shall be recorded in formal minutes.

