

# POLICY

## Title: Higher Education Assessment Policy

**POLICY HOLDER:** Assistant Principal HE and Adults

**SMT OWNER:**

**VERSION NO:** 1

**LAST REVIEWED:** October 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.

**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.



*City College Norwich, Ipswich Rd, Norwich NR2 2LJ*

LEGISLATION OR  
REGULATION:

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VERSION CONTROL DOCUMENT

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR



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## 1) Application of this policy

- a) This policy applies to all students studying under University of East Anglia's (UEA) Partner Bachelor and Foundation Degree Awards, or the Norfolk Regulatory Framework 8th Edition V5 and any other Awarding Bodies where there is a default to the Institutions policies (for example Pearson BTEC qualifications).

## 2) Purpose

- a) This policy sets out rules and provides guidance to students regarding their conduct in examinations or course tests and for the submission of other forms of assessment.

## 3) Conduct in the Examination or Course Test

- a) You must not commission or otherwise allow another person to pass themselves off as you during an examination or course test.
- b) You must not impersonate another candidate at an examination or course test.
- c) During the examination or course test you must maintain good order and obey all instructions given by the invigilators. Invigilators may take appropriate action to ensure the integrity of the assessment.
- d) You must not enter the examination or course test room more than 30 minutes after the scheduled start time of the examination or leave the examination or course test room in the first 30 minutes or the last 15 minutes of the examination or course test.

Guidance: Apart from these periods, you may leave the examination/course test room temporarily only under supervision and, if visiting the toilet, must sign out and in again. If you must leave your desk, you must move quietly and create as little disturbance as possible.

- e) You must not communicate with anyone other than an invigilator in the examination or course test.
- f) You must write your answer legibly in ink unless you are told otherwise.
- g) You must not turn over the question paper or write on the question paper or your answer booklet until you are told to start the examination or course test. You must not continue to write in examinations or course tests after you have been instructed to stop.
- h) You must not remove any answer booklets or other stationery.

- i) If an invigilator has a reasonable suspicion that you have brought unauthorised materials into an examination or course test room, you must comply with any request by them to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes.

Guidance: Failure to comply with this request will be a breach of these Regulations. Moreover, the College may determine that such failure supports a finding that you do indeed have unauthorised materials in your possession.

- j) You must not take into the examination room:

- i) Any coats, jackets, or bags where there is provision for separate storage of these items.
- ii) Any materials – such as blank paper, ear plugs, notes, texts, mobile telephones, dictionary pens, visual aids, smart watches, electronic devices, audio equipment, and any other devices capable of receiving, storing, or transmitting data – unless they are specifically authorised for use in the examination or course test, or you have approval or reasonable adjustments in place prior to the start of the assessment.
- iii) If you find yourself in possession of a coat, jacket, bag, or unauthorised materials such as a mobile phone you should immediately notify the invigilator.
- iv) You must give to the invigilator any items that the invigilator indicates they believe are unauthorised.

Guidance: You must not cheat in an assessment of any kind, including examinations, course tests, and coursework. Cheating in an assessment is defined as an attempt to gain an advantage by unfair means. Where you are suspected of cheating, the College will take action in accordance with the relevant disciplinary procedure.

- k) If you are suspected of any form of cheating, the invigilator should follow the following Malpractice process: -
  - i) The invigilator will report all suspected cases of malpractice to the examination officer.
  - ii) The invigilator must record in detail what has happened, and the details of the candidate(s) involved.
  - iii) The invigilator will remove any suspect material and retain as evidence, if applicable
  - iv) The invigilator will explain to the candidate that the incident must be reported, and the awarding body may decide to penalise or disqualify them
  - v) The examination officer will report all instances of suspected malpractice to the Head of HE.

- vi) The invigilator will allow the candidate to continue the examination.

Guidance: The College may be required to report students on programmes of study that qualify them into a profession overseen by a Professional Statutory Regulatory Body. However, there may be other programmes at CCN where misconduct such as criminal offences, criminal cautions, or breaches of these Regulations (especially those relating to Academic Standards and collusion or cheating) can prevent a student from gaining entry to a profession even though the College has no role in directly qualifying students into the profession. You should therefore ensure that you are familiar with the expectations of any organisation that may regulate you in the future.

#### 4) Use of an Electronic Calculator in the Examination or Course test.

- a) You may use an electronic calculator in examinations and course tests unless they are specifically unauthorised for use in the examination or course test. Where the use of a calculator is permitted, you are responsible for providing your own calculator and for ensuring that it is in working order. This should be a standard calculator rather than through utilising this function on a phone/watch.

#### 5) Use of a Dictionary in the Examination or Course Test

- a) If your first language is not English you may use a dictionary in any examination or course test unless it is expressly forbidden, such as where the purpose of the assessment is to test competence in a language.
- b) Where the use of a dictionary is permitted, you are responsible for providing your own dictionary and that dictionary must:
  - (1) be paper based, unless you have an approved assessment adjustment allowing a dictionary in an alternative format
  - (2) be English to a foreign language, foreign language to English and/or foreign language to foreign language.
  - (3) not be a technical dictionary or a dictionary that contains content other than simple translations.
  - (4) not contain any notes, tabs, or annotations other than your name. Any notes, tabs, or annotations discovered in a dictionary will be treated as evidence of an intention to cheat.

Guidance: Your dictionary may be checked by the Invigilator in the examination/course test room. Dictionaries that do not comply with the above requirements will be removed from you and disciplinary proceedings started.

## 6) Students in breach of the Examination or Course Test rules

- a) If found in breach of the above, the Academic Misconduct policy will be applied.

## 7) Submission of Work for Assessment

- a) Online Submission and Anonymous Assessment
- b) Online Submission
  - i) student work (\*exceptions are outlined in para c) below) offered up for formal assessment shall be submitted using the College's online portal.
  - ii) All provisional and marks for assessed student work, whether submitted using the online system or not, shall be entered, recorded, and internally verified online.
  - iii) Certain assessments will be presumed to be exempt from the electronic submission requirement (this presumption can be rebutted in the Module Assessment Plan (MAP):
    - a. Some oral assessments, simulations, role play, performances, demonstrations
    - b. the assessment of a piece of artwork, a physical artefact, some recordings or, subject to the requirements of the assessment, a piece of software or computer programme
    - c. some portfolio of evidence
    - d. some examinations and class tests
- c) Manual submission will otherwise only be permitted where the MAP has specified (for some good and proper reason acceptable to the Higher Education Delivery Manager (HEDM) / Programme Manager) that it should be.
- d) Dissertations 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 Academic Standards detection.

## 8) 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) With the exception of Live assessments and dissertations assignment submissions through Achievement Tracking System (ATS) will be automatically anonymous to the marker, the internal verifier, to the External Examiner and, if they so decide, to the Assessment, Referral and Awards Boards.

## 9) Word Count in Assignments

- a) The total of words which count towards the assessment is to be entered by the student on assignment front sheet or at the beginning or end of the piece of work.
- b) Word count is defined as:
  - a. Word count will mean all the words counted by the word processing software in the document submitted as the main body of the assignment.
  - b. For clarification: The following will be included:
    - i. Text in tables, graphs, and charts: Limited exclusion for charts, tables and diagrams imported as 'picture files': Text – including titles, axis labels, column headings, etc. – in charts, tables and diagrams imported as 'picture files' will not be counted by the word processing software and will not therefore be included in the word count.
    - ii. NB: Any deliberate attempt to subvert this allowance by introducing new commentary, analysis, argument, or other original material produced by the student into a table, chart or diagram could result in the commencement of proceedings under the College Cheating and Academic Standards Procedure. Any free text imported as a picture file to avoid being included in the word count will be considered a prima facie act of cheating and dealt with accordingly.
    - iii. All quotations, indented or otherwise, and references in text
- c) The following are excluded from the word count:
  - i. The title page
  - ii. Footnotes and Endnotes (where used)
  - iii. Table of Contents
  - iv. Bibliography and /or Reference list
  - v. Appendices

## 10) Penalty for Excess Word Count

- a) There shall be no penalty for a word count which is less than the limit for the assessment as set down in the Module Specification.
- b) There shall be no penalty for a word count which exceeds the limit by up to 10%.
- c) Where the word count exceeds the limit by more than 10% and where there are no provisions in Special Allowances which permit an excess:
  - i) the assessor /marker will mark the whole work to establish the natural mark and record it on ATS (and provide full feedback as normal);
  - ii) ATS will reduce the natural mark by 10% points subject to the constraint that such an adjusted mark shall be not less than 40%. The reduction will be shown on the system and will appear on the student's e-ILP and the data presented to a subsequent Module Assessment Board.



## 11) Late Submission

- a) Assessments which are submitted after the published deadline, but within three working days of the deadline, and for which no authorised extension has been given, will be classified as a late submission
- b) Penalties for late Submission
  - (1) Late submission (as defined above) will incur a 10% penalty. However, this penalty cannot take the awarded mark below 40%. For example, in cases where a student is given a natural mark of 45% but the assessment was a late submission, the penalty will therefore lower the awarded mark to 40%, and so on.
- c) Late submission rule (11a) does not apply to live assessments, or referrals.

## 12) Manual Submission

- a) The administrator responsible for receiving coursework submissions in the designated place (as specified in the assignment brief), will check that the deadline for submission has not passed at the time of submission. Where the deadline has been 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.
- b) 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 0 will be formally recorded.
- c) Work accepted as late will be marked and given feedback without regard to the date/time of submission (unless there is a specific learning outcome addressing timeliness of submission in the assessment brief)
- d) When the natural mark is established, it shall be recorded on the front sheet. The natural mark shall then be adjusted by deducting 10 percentage points from the natural mark save that no mark shall be adjusted to below 40% (Pass).

## 13) Online Submission

- a) The deadline for submission will be up to 23:59hrs. on the published due date. The deadline for late submission (with a 10%-point deduction) will be 3 working days after the due date. After 23:59hrs. on the third day the system will disallow submission and the result will be presented.

## 14) Reasonable Adjustment Extensions

- a) Where Reasonable Adjustments are in place, the Higher Education office (\*) will grant an extension on receipt of an appropriately evidenced claim. The HE Office staff will enter the revised submission date and give a brief explanation of the reason for the extension.  
(\* Or, if absent, the Assistant Principal Higher Education and Adults, or the Head of Higher Education).
- b) In exceptional circumstances Assistant Principal Higher Education and Adults or the Head of Higher Education may authorise any extension beyond the time limit in 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.

## 15) Extenuating Circumstances

- a) All other students experiencing temporary personal difficulties outside of their control which may have a detrimental effect on their ability to complete an assessment by the set deadline should notify the school by raising either a Self- Certification Request (SCR) or Extenuating Circumstances Request (ECR). Please refer to the Partner Institution Extenuating Circumstances Regulations for further details.

## 16) Non-submission

- a) A student's work shall be a non-submission where:
  - i) the required work is not submitted at all (absence of an electronic submission, or signed receipt or entry in the logbook maintained in the designated area for manual submissions, as per the assignment brief, 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 logbook shall be prima facie evidence that the submission was made at the recorded time);
  - ii) it is work which under these Regulations should be submitted via the designated area for manual submissions but is handed in directly to a member of academic staff (note the College recognises that some assessments cannot be submitted in this way – presentations, artefacts and portfolios for example and these Regulations do not apply in these situations);
  - iii) it is submitted through the proper channels but is submitted after the published deadline (and after the third working day as described in Section 12 or Section 13) above and for which there is no authorised Reasonable Adjustment Extension (Section 14) or Extenuating Circumstance in place (Section 15) above;
  - iv) a student fails to attend, without prior notification or agreement, for an examination or other assessment task;

- v) a student fails to make a bona fide attempt at an assessment task (this includes Pearson BTEC qualifications).

## 17) Bona Fide Attempt

- a) A bona fide attempt is defined as a reasonable attempt at each learning outcome included in the assessment.

## 18) Publication of Results

- a) Following the meeting of a Module Assessment Board (with respect to module marks) or a Board of Examiners results will be published as follows:
  - i) Module Assessment Board decisions of the Board with respect to each module shall be published electronically via the student's electronic individual learning plan (e-ILP) usually by the end of the working day following the meeting of the Board (unless communicated otherwise).
  - ii) Board of Examiners
    - a. Awards.
      - i. Notice of the decisions of the Board with respect to awards made shall be published electronically via the student's e-ILP by the end of the working day following the meeting of the Board (unless communicated otherwise).
      - ii. Progression Students will be advised as to whether they may or may not progress to the next stage of their programme (and if so, what conditions may apply).