

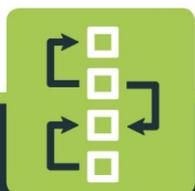
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For the future you want

Internal Assessment at Edinburgh College

Guidance and Procedures for Students



Curriculum Planning & Performance

Student Information on Internal Assessment

Your course will be made up of a series of units which you have to pass to achieve your award. Your lecturer will assess your progress in each unit on an ongoing basis in a variety of ways including:

- Questioning in class
- Quizzes
- Tests
- Presentations by students
- Demonstrations by students
- Etc.

This is called 'formative' assessment or 'assessment for learning'. This will help you to judge how well you are doing; what you have learned; what you understand and what you still need to learn. It's important that you prepare well for assessments.

To pass the unit, you must pass the formal internal assessments for each unit (summative assessment or 'assessment of learning'). In some cases, you will be assessed for two or more units at the same time (combined or integrated assessment). Your lecturer will explain how this will be organised. To pass the whole course, you must pass all of the unit assessments.

The Learning, Teaching and Assessment Plan

During the first class of each unit which makes up your course, you will be given a 'Learning, Teaching and Assessment Plan' which sets out, week by week, the topics you will be covering in the unit as well as the dates for formal assessment and re-assessment to test that you meet the standard to pass that unit. This plan will show what type of assessments

you will be required to complete e.g. projects, presentations, closed book tests etc. Your lecturer will explain this to you.

How continuous assessment works

You will be given two attempts to pass each unit assessment. If, after the first attempt, you have not reached the required standard to pass, you will be given a second attempt at a time and date agreed with the assessor and within the time allocated for completion of the unit.

Attendance

It is important that you complete assessments on time, otherwise you will fall behind and you will not make the progress that you need to achieve your award.

You are expected to participate in **all** classes, whether these are delivered remotely or in College. You should not arrange holidays during term time. If you miss an assessment because you are on holiday, this will be counted as one attempt at that assessment.

If, for good reason, you cannot attend on the scheduled day, (e.g. illness, family bereavement etc.), you must contact your Learning Development Tutor (LDT), lecturer or other specified person to let them know you will not be able to attend class. On your return, your lecturer will arrange an alternative date on which you will sit the assessment.

If you do not attend class on the date that the assessment is scheduled, and you do not contact your LDT or lecturer in advance, then that will be counted as your first attempt.

If you do not attend for your scheduled second attempt and do not contact your LDT or lecturer to let them know why you cannot attend, then that will be counted as your second attempt. If, for project-based assessments, you do not hand in your completed assessment on the specified date and have not agreed an extension in advance, then that will be counted as your first attempt.

If you do not hand in your completed re-assessment on the specified date, and have not agreed an extension in advance, then that will be counted as your second attempt.

What happens if you are not successful at the two attempts at assessments?

If you do not pass the two assessment attempts, your lecturer will discuss how to proceed. You may be given a further attempt if the lecturer decides that you may still be able to pass the unit. This will be scheduled at a time set by the lecturer and is likely to be at the end of the unit. Make sure you prepare well for assessments to avoid resits.

Alternative Assessment Arrangements

You must inform your LDT, lecturer/assessor of any circumstances/conditions (e.g. dyslexia, illness etc.) that may impact on your performance in assessments, so that alternative assessment arrangements or other support can be put in place. If you choose not to declare these circumstances/conditions, then you cannot later use them as grounds for appeal against an assessment decision.

Appealing against an assessment decision

If you do not agree with the result (assessment decision) reached by your assessor/lecturer, you can lodge an appeal. The only reason for appealing a result is that the College assessment procedures have not been followed.

In the first instance, you should speak to your assessor (lecturer), explaining why you disagree with the assessment decision. Your assessor will refer to your assessment and the marking checklist to explain to you the reasons behind their decision.

If you still have reason to not accept the decision, you must submit a written appeal to the Curriculum Manager within seven days of receiving the result, stating the reasons why you believe that the assessment decision is not valid. The Curriculum Manager will then arrange for the assessment decision to be internally verified before speaking to both the assessor and you, the student, to review the assessment decision. At this point, you may reach agreement on the assessment decision.

If you cannot agree, the appeal will be sent to the Internal Quality Assurance (IQA) Panel for review and to decide if you have grounds for appeal. The IQA Panel will review the information submitted by you, the student, as well as the assessment evidence, assessment checklist and internal verification forms to decide if there are grounds for an appeal. If there are no grounds for appeal, the IQA Panel will contact you within seven working days stating why the appeal cannot go forward.

If the IQA Panel deems that there are grounds for appeal, they will instigate a process which will include interviewing you. You have the right to bring an officer of the Edinburgh College Students' Association (ECSA) with you. It's your responsibility to contact ECSA to ask them to come with you to the interview. This may be done remotely if conditions don't allow a face-to-face meeting.

Once all of the information has been gathered, the IQA Panel will decide to either dismiss or uphold your appeal. You will be informed within 10 working days whether your appeal has been upheld and given information on the next steps to be taken.

Things to avoid in relation to assessment (malpractice)

At Edinburgh College we want to make sure that assessments are completed in line with awarding body (e.g. SQA) requirements. As part of this, we must ensure that assessments you complete or assignments you submit are your own work and are not copied from or written by others. We also have to ensure that assessments are carried out under the correct conditions. Here are some things that you **must NOT** do:

- Submit another person's work as if it were your own or fail to acknowledge the sources properly – this is called plagiarism and is not allowed
- Work with others when the assessment must be completed by you individually (your lecturer will tell you when it's okay to

work with others and when it's not)

- Copy from another student (including using IT to do so)
- Pretend to be someone else and sit the assessment for them
- Use unauthorised aids, e.g. mobile phones or notes during a closed-book assessment

Your behaviour during an assessment must be acceptable, so you **must NOT**:

- Include offensive, discriminatory or obscene material
- Disrupt the assessment by shouting or using aggressive behaviour or language

If you do not follow these rules, one of the following penalties will be applied, depending on the severity of the offence:

- A result of 'fail' for the outcome
- A result of 'fail' for the unit
- A result of 'fail' for the course

If you have any concerns or questions about these rules in relation to yourself or other students on your course, you should speak to your lecturer.

Staff at Edinburgh College have been trained to carry out assessments according to the rules. If you have any questions or concerns about how assessments are carried out, please ask to speak to the Curriculum Manager for your course.

Finally, remember that assessments are designed to let you show off what you know and what you can do, so go for it!