



University
Centre Leeds

Leeds City College

Higher Education

Assessment and Moderation Policy

Owner: HEDO

Introduced: July 2016

Last Review: July 2019

Next review: September 2021

Endorsed by: PM Meeting & HE Academic Board

Scope and Purpose of Policy

This policy applies to all staff teaching on higher education programmes/awards and learners undertaking a higher education award with Leeds City College. All learners in the College are entitled to learning support and assessment information that is clear, transparent, is compliant with the requirements of the awarding body and provides feedback on progress.

Its purpose is to ensure that the HE assessment and moderation policy and procedures are implemented consistently across the College and that the requirements of awarding bodies are met. In addition, the HE assessment and moderation policy and procedures are fully informed by the revised QAA Quality Code (primarily Assessment).

Assessment measures achievement of the outcomes of learning in terms of knowledge skills and understanding. The purpose of assessment is to:

- determine if a potential student is ready to start a particular course of learning; (diagnostic assessment) (Admissions, Recruitment and Widening Access GP 9);
- provide guidance on how well students are progressing (formative assessment)(GP 6, 9);
- determine eligibility for final grading of module or awards (summative assessment)(GP 2);

Moderation is a process through which the college assures itself that academic standards are being met and that assessment procedures are being implemented in a way that ensures that assessment decisions are safe, fair and valid. The purpose of moderation is to:

- Verify that the College is maintaining the threshold academic standards set for its awards in accordance with the framework for higher education qualifications and applicable subject benchmark statements (GP1).
- Ensure that the assessment process measures student achievement rigorously and fairly against the intended programme outcome(s) and is effectively operated in accordance with institutional regulations (GP 2, 4, 8, 10).
- Verify that the standards of Leeds City College awards and the achievements of students are appropriate and comparable to other higher education institutions which the external examiners have experience (GP 2).

Policy Statement

The College is responsible for the academic standards and quality of the programmes it designs and delivers and is therefore accountable for:

- Designing, approving, monitoring and reviewing the assessment strategies for modules and awards wherever the learning takes place (GP 1, 3);
- The consistent implementation of rigorous assessment practices, which ensure that the academic/professional standard for each award element is set and maintained at the appropriate level and that student performance, is properly judged against this (GP 2, 4);
- Evaluating how academic standards are maintained through assessment practice that also encourages effective learning and a high quality learning experience. (GP 8);
- Ensuring that External Examiner feedback is utilised effectively to inform future practice and enhancements to processes (External Expertise: GP 2, 6).

Policy	Higher Education Assessment and Moderation Policy	Quality Code Ref
<p>Principles</p>	<p>The principles, procedures and processes of assessment should be explicit, valid and reliable. The key principles that underpin this assessment policy are:</p> <ul style="list-style-type: none"> ❑ Validity Validity ensures assessment measures what it claims to measure. ❑ Reliability/Consistency Reliability refers to the accuracy with which an assessment measures the skill or attainment it is designed to measure. A reliable assessment consistently gives the same results under similar conditions. ❑ Fairness and inclusivity A fair assessment, in addition to being valid and reliable, provides equity of opportunity for learners in line with Equality legislation. ❑ Transparency A transparent assessment policy and guidelines will ensure clarity and understanding by all relevant stakeholders. ❑ Quality Quality is a key principle in ensuring the credibility and status of awards. Quality will be assured through adherence to the regulations and requirements of awarding and professional bodies and the College policy and guidelines, national award standards, programme approval and validation and monitoring and evaluation. 	<p>Assessment: Core Practices 1, 2 Guiding Principles 1, 2, 3, 4, 5, 10</p>
<p>Process</p>	<p>The college has devised a process of ensuring the quality and standards of assessment. The process covers the following areas:</p> <ul style="list-style-type: none"> • Setting of assessment • Conduct of assessment • Draft Submissions • Submission of assessment • Marking and grading • Internal and External moderation • Examination Committees and Boards of Examiners • Feedback to students on performance • Recording documentation and publication of assessment results • Monitoring and review of assessment outcomes and practice 	<p>Assessment: Core Practices 1, 2 Guiding Principles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10</p>

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	(Please see Assessment and Moderation Handbook for full detail)	
Internal Moderation	<p>Internal Moderation is the process through which someone independent to the assessment process will sample all or a percentage of the assessments from a group of students. Internal Moderation will be planned to cover:</p> <ul style="list-style-type: none"> • All students; • All modules and assessments; • All assessors/tutors making assessment decisions; • All assessed work graded <40% and >70%; • A sample of work across each of the grade boundaries, including borderline grades; <p>The sample size will be based on the square root of the cohort size but will be no smaller than 6 and no larger than 15.</p> <p>The sampling plan devised also will be based on identified risk, considering:</p> <ul style="list-style-type: none"> • New tutors to the programme; • New modules; • Specific Modules <p>(Please see Assessment and Moderation Handbook for full detail)</p>	<p>Assessment: Core Practices 1, 2</p> <p>Guiding Principles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10</p>
External Moderation	<p>External Examiners will be appointed for a standard period of tenure for each award.</p> <p>For awards validated by a HEI:</p> <ul style="list-style-type: none"> • The academic regulations of the institution will be implemented in relation to appointment, training, the examining process and requirements and reporting mechanisms; • Information relating to the process will be provided by the HEI; <p>For awards validated by Leeds City College:</p> <ul style="list-style-type: none"> • The Leeds City College Higher Education Academic Regulations will be implemented in relation to appointment, training, the examining process and requirements and reporting mechanisms; <p>(see the Assessment and Moderation Handbook, and the External Examiner Handbook for full details)</p>	<p>External Expertise Core Practices 1, 2, 4</p> <p>Guiding Principles 2, 3, 4, 5, 6</p>

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	<p>To ensure the quality of its provision and maintain the standards of its awards, the College places significant reliance on its External Examiners by:</p> <ul style="list-style-type: none"> • Requiring them to provide informed, independent and impartial judgements and advice to the College; • Drawing upon their professional advice and expertise and giving serious and active consideration to their reports; <p>The purposes of the External Examiner processes are to:</p> <ul style="list-style-type: none"> • Verify that standards are appropriate for the award; • Report on the standards of achievement and verify that academic standards are comparable to other institutions in the sector; • Ensure that fairness and equity are evident in the assessment process, marking, grading and classification of student performance, and that decisions are made in accordance with the relevant Academic Regulations; • Provide externality of opinion and objective advice on the processes involved in learning, teaching and assessment; • Identify, where appropriate, examples of good practice and areas for enhancement <p>(Please see Assessment and Moderation Handbook for full detail of the process for Leeds City College awards).</p>	
<p>Staff development and training</p>	<p>The College requires that all staff involved in the assessment of students are competent to undertake their roles and responsibilities. Assessors will be appropriately qualified, trained and meet the requirements of the awarding body and the Quality Assurance Quality Code.</p> <p>The College will seek to ensure that, where applicable, other educational providers, work place and placement learning partners have effective measures in place to monitor and assure the proficiency of their staff involved in the support of learners.</p>	
<p>Equality and Diversity Statement</p>	<p>This policy will be implemented in accordance with the College's Policy on Valuing Diversity and with consideration of assessment guidelines set out by awarding bodies and where appropriate, the Quality Code.</p> <p>The College is committed to:</p>	<p>Assessment: Core Practices 1, 2 Guiding Principles</p>

Policy	Higher Education Assessment and Moderation Policy	Quality Code Ref
	<ul style="list-style-type: none"> ❑ Ensuring appropriate consideration for specialist examination and assessment facilities for students with disabilities ❑ Providing clear and timely information for students on examination regulations in relation to candidates with disabilities and candidates who require special consideration ❑ Ensuring assessments are set that provide equal opportunity for all candidates to demonstrate their achievement of the required learning outcomes <p>Where the Academic Appeals Procedure applies to any learner with a disability the College will make particular reference to any reasonable adjustment that has been made or should be made for that individual.</p> <p>Academic appeals will also be monitored in relation to race, gender and disability.</p>	2, 4, 9
Regulatory requirements of awarding and professional bodies	The College requires that all staff are aware of and operate under the specific regulatory requirements of its awarding bodies and, where appropriate, professional bodies. The College has developed appropriate internal policies and procedures that cover major requirements.	
Monitoring and Review	The College will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.	Expectations for Standards and Quality Common Practices 1
Appeals	Appeals against academic decisions should made in accordance with the Academic Appeals procedure.	
Associated Documentation	<ul style="list-style-type: none"> • Assessment and Moderation Handbook • Relevant Academic Regulations • A Guide to Quality Assurance • Academic Appeals Policy (LCC validated FDs) • Academic Appeals Process (LCC validated FDs) • Student Guide to Appeals and Complaints • Academic Appeals Policy and Process (relevant awarding body) 	

