Quality Assurance and Enhancement: Assessment Policy
(Assessment, marking and moderation, external examiners)

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		Procedure
		Code of Practice
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REVISION HISTORY			
Version	**Date**	**Revision description/Summary of changes**	**Author**
1.1	August 2020	Clarification of moderation requirements	Chief Academic Officer

1.2	September 2020	Addition of Grade Band Marking	Chief Academic Officer
		Standard assessment lengths	Registrar
		LU moderation guidelines for Link Tutors	
1.3	29th August 2023	Scheduled review	Assistant Registrar

Contents

1. Purpose

1.1.   The purpose of this document is to provide an overview of University Academy 92's (UA92) approach to assessment.

1.2.   This includes information on:
   i.   Assessment;
   ii.   Marking and moderation;
   iii.   External examining.

2. Scope

2.1   The policy applies to all UA92 staff and all UA92 courses.

2.2   The oversight and management of UA92's quality assurance and enhancement policies and procedures is operated by the Academic Registry

team at UA92, working in partnership with colleagues in the Academic team and colleagues from Lancaster University.

2.3   Deadlines for completion of assessment setting, marking and moderation are published annually by UA92.

2.4   Section 2D and Appendix 4 of the Lancaster University UA92 Academic Regulations provide further details on Assessment marking and moderation.

3. Policy statements

Standard assessment lengths/durations (guidelines)

Assessment type	Length/duration*			Assessment weighting
	L4	L5	L6	
Written assignment (report, essay)	3,000 words	4,000 words	5,000 words	100%
Presentation/Viva	20 mins	30 mins	40 mins	100%
Exam/in class tests	2 hours	3 hours	4 hours	100%
Practical assessments	Dependent on the type of practical assessment			100%
Project			5,000 words	100%

*Standard lengths/durations are pro-rata for lower weightings. Requirements may differ due to PRSB or accrediting body requirements.

Assessment guide lengths

3.1   Students have been provided with the following guidelines:

"For all pieces of assessed work, students will be provided with indicative assessment guide lengths. For written work, this will be in the form of X words; for other types of assessment this will take a different format appropriate to the assessment e.g. presentations X minutes.
- These are intended to provide guidance to students on the expected length of a submission.
- A tolerance of +/- 10% is allowed and students should ensure that assessments are within those margins.

- Work above or below the tolerance will not be penalised in terms of a mark reduction, however;
  - Submissions which are significantly lower than the guide length, whilst they may achieve a pass grade, are unlikely to achieve good or excellent grades as they are unlikely to cover the content at the required depth.
  - For submissions which exceed the guide length, the marker will stop marking any work over the tolerance level or in the case of a presentation would stop the presentation. Whilst this may result in a pass grade, it is unlikely to achieve good or excellent grades as some of the content will not be assessed.

Assessment setting and moderation of assessment

3.2   Academic staff are responsible for setting assessments for all modules. All assessments set should be in line with the approved module specifications.

3.3   Academic staff should prepare the following:
   i.   Assessments;
   ii. Resit assessments;
   iii. Assessments for any modules which will also be delivered in Block 5 and Block 6 (where November and/or January entry students mean that modules are repeated during the academic year);
   iv. Grading and Marking criteria/scheme (Assessment rubrics).

3.4   All assessment briefs for all modules at all levels are required to be moderated by the Lancaster University Link Tutor and the External Examiner. They will check that:
   i.   Assessments are set at the appropriate level;
   ii. Assessments are weighted appropriately, i.e. the total amount of assessment for the module is proportionate and the individual pieces of assessment have an appropriate weighting given the expected investment of student time and volume of output;
   iii. Assessments are worded unambiguously;
   iv. Assessments are fair, given the module content;
   v.   Assessments are sufficiently diverse at the programme level to allow students the opportunity to develop a good range of skills.

   3.5   All assessment briefs should be completed and moderated by the Lancaster University Link Tutor[1] and the External Examiner by the August of year prior to the commencement of the modules.

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[1] See appendix

3.6   UA92's Dean is responsible for ensuring that assessments are completed and moderated in a timely manner.

Module pass

3.7   In order to pass a module, students must achieve an aggregate mark of 40% and have met all learning outcomes.

Module re-assessments

3.8   Students will be required to undertake re-assessments if they:
- achieve an aggregate module mark lower than the 40% pass mark;
- achieve an aggregate mark greater than or equal to the 40% pass mark, but have not met all learning outcomes due to achieving a mark of lower than 40% in a component of assessment where that assessment was the only assessment meeting a specific learning outcome.

3.9   Wherever possible, resits will normally take the form of a 're-work' of the previously submitted and assessed work. A typical example of this will be any form of written assessment e.g. essay, report, coursework.

3.10   Where it is not possible to do a 're-work' of the previously submitted work e.g.
practical assessment, group assessment, examination, the re-assessment will be a new assessment.

3.11   Where the re-assessment is a 're-work' of the previously submitted and assessed work, a simple edit of the original text is unlikely to achieve a pass result. In order to achieve a pass mark and meet the learning outcomes, any work submitted will need to demonstrate evidence that ideas have been re-

evaluated or expressed in a new way, or demonstrating understanding where that was not apparent in the original submission.

Student submissions of assessments

3.12 Students assessed work is submitted via Microsoft Teams.

3.13 All student work (where possible) will be submitted through Turnitin.

<u>Marking and moderation</u>

3.14 Assessment deadlines for UA92 modules will normally be as follows:
    i.   25 credit subject-specific modules
        Assessment 1 (if more than one assessment): 6pm on Friday of Week 3;
        Assessment 2: 6pm on the last Friday of the Block.
    ii.   The 92 Programme
        - Formative Assessments – four learning journal entries (one per block) focusing on at least one of mindset/skillset/getset in the context of experiences completed in their subject area. This will be submitted alongside their final academic assignment each block and feedback will be provided to inform students whether they are on track with their journal. - Summative Assessment – Submission of the entire learning journal with all entries across the year. This will also include students' self-assessment of their personal approach to Mindset/Skillset/Get Set through guided questions in the journal.

Where assessments require students to be assessed in person, e.g. presentations and examinations they will be conducted within the block.

3.15   Assessment deadlines for the course will be published to students at the start of the block via block handbooks.

3.16   Academic staff will be responsible for marking students' assessments. Following completion of marking, all student work will be subject to moderation internally by UA92 academic staff.

3.17   Wherever possible, the grade band marking scale should be used. This marking scale contains a fixed number of percentage points in each classification band which might be assigned by a marker for a piece of assessed work. This is intended to encourage markers to make decisions about assessed work in relation to which class band it most appropriately belongs and encourage markers to use the full range of the marking scale. For certain modules, such as those subject to professional body requirements or those assessed solely numerically (e.g. multiple choice tests), the nature of the assessment will mean the mark will be recorded as a mark out of 100 and these marks would fall outside of the fixed percentage point bands. The grading bands and associated indicative language is set out below:

Numerical Mark to be awarded	Level 4-6 Classification Band	Indicative language	Level 7 Classification Band	Indicative language
100	Exceptional 1st	Exceptional, creative, insightful, illuminating, inspiring, exciting, authoritative, challenging	Exceptional Distinction	Exceptional, creative, insightful, illuminating, inspiring, exciting, authoritative, challenging
92	Very High 1st		Very High Distinction	
85	High		High Distinction	
78	Mid 1st	Persuasive, sophisticated, original, reflective, ambitious, meticulous, critical, convincing, unexpected	Mid Distinction	Persuasive, sophisticated, original, reflective, ambitious, meticulous, critical, convincing, unexpected
72	Low 1st		Low Distinction	
68	High 2.1	Fluent, thorough, analytical, precise, rigorous, confident, consistent, thoughtful	High Merit	Fluent, thorough, analytical, precise, rigorous, confident, consistent, thoughtful
65	Mid 2.1		Mid Merit	
62	Low 2.1		Low Merit	
58	High 2.2	Satisfactory, clear, accurate, careful, congruent, coherent	High Pass	Satisfactory, clear, accurate, careful, congruent, coherent
55	Mid 2.2		Mid Pass	
52	Low 2.2		Low Pass	
48	High 3rd	Sufficient, adequate, descriptive, limited		
45	Mid 3rd		Marginal Fail	Incomplete, inadequate, inconsistent, derivative, contradictory, superficial, irrelevant
42	Low 3rd		Mid Fail	Erroneous/wrong, missing, limited, insufficient, unstructured
40	Minimum Pass/ Capped Mark			
35	Marginal Fail	Incomplete, inadequate, inconsistent, derivative, contradictory, superficial, irrelevant	Low Fail	Erroneous/wrong, missing, extremely limited, inappropriate, incoherent
25	Mid Fail	Erroneous/wrong, missing, limited, insufficient, unstructured		

| 15 | Low Fail | Erroneous/wrong, missing, extremely limited, inappropriate, incoherent, lacking, formless, detrimental | | |
| 0 | Non-submission/ Penalty | Absent/ No academic merit | Non-submission/ Penalty | Absent/ No academic merit |

3.18 Following completion of marking and moderation by UA92, the following data will be prepared:
i. Number of students in the cohort;
ii. Number of students completing the assessment task;
iii. Mark average and median;
iv. Mark range;
v. Details of any individual penalties applied (e.g. for academic misconduct, late submission).

3.19 Following completion of marking and moderation by UA92, all assessments will be subject to moderation by Lancaster University[2].

3.20 Moderation by UA92 and by Lancaster University will be via **sampling**, where moderators review a representative sample of work marked by other colleagues for the purpose of:
i. checking the consistent application of marking criteria (a sample from a collection of scripts should include all awarded a mark over 70%, all fails and at least five scripts or the square root of n scripts, whichever is the greater);
ii. where more than one marker has been involved, the square root rule should apply separately to each marker).

External examiners

3.21 All UA92 courses will have an external examiner appointed and they will take responsibility for modules from Level 4.

3.22 External Examiners should be provided with the following information:
i. Programme specifications;
ii. Module specifications for the relevant modules to be delivered that academic year;
iii. Assessments;
iv. Resit assessments;
v. Assessments for any modules which will also be delivered in Block 5 and Block 6 (where modules are repeated during the academic year); vi. Grading and marking criteria/scheme.

3.23 Following moderation of assessment brief by Lancaster University, all assessment briefs will be subject to moderation by the External Examiner. This should normally happen by the August of year prior to the commencement of the modules and setting of the assessments.

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[2] See appendix 3

3.24 Following completion of marking and moderation of student submissions by UA92 and Lancaster University, student submissions will be subject to moderation by the external examiner, prior to consideration of students' assessment results by the Board of Examiners.

4. Related documentation

- Quality Assurance and Enhancement: Overview and Summary of the relationship with Lancaster University
- Quality Assurance and Enhancement: Course Design, Development, Approval and Modification
- Quality Assurance and Enhancement: Student Voice
- Quality Assurance and Enhancement: Monitoring and Evaluation • External Examiners procedure.
- UA92 Academic Regulations Manual of Academic Regulations and Procedures - Lancaster University
- UA92 Student Guide to the Academic Regulations
  Student Regulations & Policies | University Academy 92 (UA92)

5. Appendices

Templates:

Assessment – Brief Moderation form
Assessment – Student work moderation form
Appendix 3 Lancaster University moderation guidelines

Lancaster University Moderation of UA92 Module Assessments

LU moderation guidelines

- Assessment briefs, criteria and rubric will be uploaded to the UA92 Teams site and held in specific files under the relevant module page
- All assessed work and grade books will be uploaded at a pre-disclosed time to the Teams site under the 'folders' tab
- Within 4 working days (from 9am on Monday to 4pm on Thursday) please review a sample of assessed material against the assessment criteria
- Please make judgements as to your perception of the marks being at the appropriate percentage and within an appropriate band

- An informal discussion may be of benefit (within the 4 working day window) either by email or phone to aid the process between LU moderator and UA92 module convenor
- On the moderation forms (using your initials as a prefix) for each module assessment, please note within each band (fails-50%, 50-69% and 70-100%) the following detail:
  - The number of candidates moderated o The candidate IDs where marks are agreed
  - Comments related to individual candidate ID where marks or bands are disputed or adjusted, with specific remarks on the candidates performance against the assessment criteria
- Upload the moderation forms to teams and alert the link tutor by commenting in the conversation thread
- Link tutor will then alert UA92 to their completion and preparation for the external examiner