



LONDON GRADUATE SCHOOL

Assessment Policy

Effective 03 March 2022

1. Introduction

1.1 London Graduate School (LGS) believes that assessment is a critical part of the learning process. It is a continuous part of the teaching and learning process intended to objectively measure the student's progress and achievements against the learning outcomes of the course. This is achieved through the provision of timely and appropriate feedback on performance during the learning process (formative assessment). Assessment at the end of the module (summative assessment) enables students to demonstrate that they have fulfilled the intended aims and learning outcomes outlined in the programme of study and satisfy the requirements for the award of certificate.

1.2 The Assessment Policy provides general principles and minimum guidelines applicable to all programmes delivered by the College.

2. Policy Statement

2.1 LGS is committed to making the assessment process for all students fair, rigorous, robust, transparent and consistent.

2.2 Where students have difficulty in completing their assessment, the College is committed to supporting them by making reasonable adjustments where necessary. A range of assessment methods will be applied to allow students to demonstrate achievement of learning in the most appropriate way. These may include but not limited to written course work, group or individual presentations, case studies, timed assessments, group discussions, products of work, witness statements, professional discussion. All assessments should be intended to allow the students to reflect on their own work and assist them in developing subject and generic skills such as research skills, time-management skills, self-management skills, cognitive skills, presentation skills, functional skills, and team-building skills.

2.3 In cases where students are assessed through written assignments, these should encourage students to conduct independent research activity, apply knowledge and demonstrate the ability to apply appropriate thinking techniques.

2.4 All teaching shall include Formative Assessment tasks within class / contact time to prepare students for the Summative Assessment.

2.5 All assessments set by the College should be correlated to the Learning Outcomes outlined in the Course Description Documents.

3. Registration

Only students who have been registered to the appropriate awarding body will be allowed to undertake summative assessments. Policy Applicable for Different Assessment Methods

4. Written Assignments

4.1 Where students are assessed through written assignments, appropriate assignment briefs should be prepared. A standardisation process should take place during the setting of the briefs, where more than one member of staff is involved in the teaching and assessment of the same module/unit.

4.2 All assessment briefs should be subject to internal verification. This implies that one member of staff drafts the assessment based on the agreed format and content during the standardisation process, and a second member checks and approves the assessment brief. Where there are any disagreements, these must be resolved between the two members of staff. Where such disagreements cannot be resolved by the two members of staff, the Programme Leader will make the final decision, referencing the guidelines of the awarding body/partner and the standardisation process.

4.3 Where external approval is required, this should be carried out after all internal processes have been completed. Where the external verifier has disagreed with the brief, the staff responsible for setting the briefs considers the comments of the external verifier and integrate them into a new assessment document, which should be appropriately verified internally before it is adopted for use. A clear and written audit trail of all versions of the assessment brief must be kept in all cases.

4.4 Once all approvals have been obtained, assessment briefs must be made available to the students at the start of their course, within course handbooks or accessible on the College's virtual learning environment.

4.5 All assessment briefs must indicate clearly the programme, module descriptions including names and numbers, student group/cohort/year and author as well as internal verifier. All assessment briefs should indicate the handout date to the students, an interim submission date at which students will be able to receive formative feedback and the final submission date.

5. Summative Submission and Assessment of Assignments

5.1 All academic courses at the College operate anonymous marking, by which assessment and coursework scripts are identified only by registration numbers, meaning that markers will not be able to identify the student when marking work.

5.2 Students must declare that the work they have submitted is their own work.

5.3 All student work must be submitted electronically in a work document, except where the awarding body states otherwise. All written work must go through an appropriate similarity checking system.

5.4 All completed assessments by the students should undergo a standardisation of marking procedure before they are marked. Markers should provide extensive comments and feedback, and a summary of such comments. Marked student work should be internally verified or second marked based on the guidelines of the Awarding Body. Where there are no guidelines in place the following procedure should be applicable. Detailed records of the standardisation process must be kept in all cases.

Internal Verification/Double Marking of Written Assignments

5.5 To ensure that assessments have been marked in line with the marking criteria, fairly and consistently, the College maintains a policy of double marking by sampling, based on the awarding body's criteria.

5.6 Where variation between markers arises, this should be resolved by discussion between the markers or an average mark (where results are within the same classification). Where variation cannot be resolved through such means, a third internal marker should review the assessment or, in the most exceptional circumstances, presented to the Examination Board.

5.7 Where the marker is new to the College, all assessments (100%) will be double-marked or internally verified.

5.8 For all other assessors, a sample of 10% or a minimum of 5 pieces of student work will undergo internal verification or double marking.

5.9 Where there are any disagreements, these must be resolved between the two members of staff (Assessor and internal verifier). Where such disagreements cannot be resolved by the two members of staff, the Programme Leader will make the final decision, referencing the guidelines of the awarding body and the standardisation process.

6. Moderation

6.1 The criteria of the moderator selection are as follows:

- No person shall be appointed as a moderator who has a relation (family, friends, or similar relationships) to any students of the examination.
- Meet the minimum qualifications to teach the module
- Has not engaged in private tuition and/or coaching or any similar other work with any student
- Is neither the setter nor the marker of the exam

6.2 Moderation would be conducted based on the (but not limited to) following scenarios:

- Issues identified with regards to the Assessment Questions
- Assessment Results / Performance of Students that warrant investigation (i.e. Anomaly scores – either very high or very low)
- Identification of the need to moderate based on the Chairman of the Examination Board judgement

6.3 All marking and moderation shall be managed in a fair and impartial manner.

6.4 As major examination / assessment papers will be marked by a single assessor and a secondary marker will sample mark up to 10% of the papers. Where there is a 10 percentage point variance between two markers' scores, there will be a discussion and agreement of the final mark to be given between the markers and the Head of Academic.

6.5 Outcome of the moderation is to be approved by the Chairman of the Examination Board.

7. Dissertation

7.1 Students may be required to submit a Dissertation / Project, as the culmination of the overall course of study. In such cases, students may not submit their Dissertations prior to completion of the main part of the course (including any resits).

7.2 Dissertations normally follow strict rules set out by the awarding body as regards length, binding, referencing, submission date, etc. Students will be allocated a Dissertation Supervisor and must ensure that they are fully aware of all requirements for submission of a valid Dissertation.

7.3 A Dissertation may only be submitted where:

- I. Two hard copies and two soft copies (on CD) have been presented
- II. A signed copy of the "Declarations and Statements" page provided by the College is attached with each copy
- III. A summary is provided

7.4 Once submitted, the Dissertation will become the property of the College and will normally be openly available, except where a bar on photocopying or access is recommended (for example, where potentially sensitive commercial data has been used). A bar can be placed for a maximum of five years, during which time the Dissertation summary will still be available.

7.5 Dissertations will not be returned to students after marking.

7.6 Dissertations shall be internally marked twice by experienced staff.

8. Feedback

8.1 All feedback provided to the student should be timely, constructive and detailed to allow the student to learn through improvement on previously submitted coursework. Students in turn are expected to maintain high levels of academic integrity.

8.2 Marked coursework may not be returned to students. However, all students are entitled to timely and constructive feedback. Where possible, students should make an appointment with the lecturer to go through their assessment and receive verbal feedback.

9. Examination Board

9.1 All internally assessed work shall go through the Examination Board before the results are finalised. The Examination Board shall assess the conduct of the assessment process and approve grades. They also consider any conflicts and how they were resolved. All staff involved in the assessment process are required to attend the Examination Board meetings.

9.2 Examination Board shall approve any special circumstances and mitigating circumstances and agree on the final awards. The Examination Board shall finalise the results and approve the announcement of the results to students.

9.3 All assessment results are to be considered provisional until they have been finalised by the Examination Board.

9.4 The College seeks to convene the Examination Board within a time frame that allows the students to receive feedback no more than four weeks after submission of their work.

10. Publication of Results

10.1 Marked coursework may not be returned, but the College aims to provide feedback to students within four weeks.

10.2 There may be different methods of publishing student results including direct posting of the results to students and releasing the results on Canvas.

10.3 Results for some programmes may not be released for students who have outstanding fees / are in arrears on agreed instalment plans or have other significant problems with their records (unresolved disciplinary offences or attendance issues).

10.4 The College shall publish provisional fail lists for courses, when available, to assist students who may need to take resits.

10.5 Where provisional marks are released, the College shall make clear that results are provisional and subject to change.

10.6 Where confirmed module marks are released, this is done through the student web-portal to protect the anonymity of students.

11. Policy regarding non-submissions/Re-sits/Repeats

Non-Submission/Absence

11.1 Where a student has not submitted their coursework for a module, this module may be regarded as a repeat. This module will only be reassessed at the discretion of the Examination Board at the end of the academic year, and a new assessment submitted. If a student is not allowed to repeat a module or does not attempt the module in accordance with awarding body's guidelines they may be excluded from their course.

11.2 Where non-submission or absence has mitigation this should be formally brought to the attention of the Examination Board. The Examination Board will then have the authority not to cap subsequent resit marks or referral as appropriate and in-line with relevant protocols.

12. Late Submission

As a general rule, where possible,

12.1 Students may be given authorised extension to assessment submission dates for mitigating reasons, such as illness. All applications for extension with supporting evidence must be made 5 days prior to the assessment submission date, and the extended due date must be approved before an assessment can be submitted late.

12.3 The College will only accept coursework/assessment up to 7 days late with submission of a completed special consideration/mitigating application form with supporting documents.

12.4 Where a student is not allowed to repeat a module or does not attempt the Module Units in accordance with guidelines they may be exited from their course.

13. Re-sits

13.1 Where a student fails to achieve an overall pass in any module, and/or fails to achieve a satisfactory standard in any element of the module as required by the module specification, the Examination Board may permit the student to be reassessed in the module (i.e. to re-sit), in whole or in part, by a date to be determined by the Board. Therefore, resits may only be taken after the initial result has been confirmed and a decision on permission to re-sit has been taken by the Examination Board.

13.2 A student will not be permitted to resubmit or reattempt assessment for which they have already achieved the required standards.

13.3 A student who is being reassessed or re-examined in a module shall not be permitted to resubmit a modified version of his/her original work, but shall be required to submit new work on a different topic from that which originally failed to satisfy the examiners. (It should be noted that re-use of a student's own work in more than one assessment is considered plagiarism.)

13.4 Where modules have been failed in excess of the number of times permitted under the course regulations, a student shall be exited from the course. Students shall not be permitted to take a module more times than the maximum number of attempts.

13.5 Dissertation may be attempted once, with one re-presentation in case of confirmed failure at the discretion of the Examination Board.

13.6 The Examination Board may consider exiting a student from the course where they are deemed by the Board unlikely to achieve the named award for which they are registered.

13.7 A student who, for the first assessment opportunity, has failed to achieve a pass for that module will be expected to undertake a reassessment.

13.8 Only one opportunity for reassessment of the module will be permitted.

13.9 Reassessment for course work, project- or portfolio-based assessments will normally involve the reworking of the original task.

13.10 A student who undertakes a reassessment will have their grade capped at a pass for that module.

13.11 A student will not be entitled to be reassessed in any component of assessment for which a pass grade or higher has already been awarded.

14. Repeat of a module (Re-module)

Where a student who, for the first assessment opportunity and resubmission opportunity, failed to achieve a pass for that unit specification:

14.1 At the Examination Board discretion, decisions can be made to permit a repeat of a module (re-module).

14.2 The student must study the module again with full attendance and payment of the repeat fee.

14.3 The overall module grade for a successfully completed repeat unit is capped at a pass for that module.

14.4 Module units can only be repeated twice.

14.5 A financial charged is levied on repeat modules.

15. Storage and Reproduction of Assessment Materials

15.1 All assessment materials are to be treated with the strictest confidentiality.

15.2 Examination setters are to encrypt the softcopies of the draft and finalised examination papers with password.

15.3 Once the assessment materials have been produced, the movement of the assessment materials have to be tracked and recorded.

15.4 The College shall ensure that the assessment materials are kept in a secured location, where access is only granted to authorised staff.

16. Review of Assessment Policy

16.1 The Policy shall be reviewed by the Examination Board at least once a year.