

## **17 ASSESSMENT REGULATIONS**

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### **17A ASSESSMENT REGULATIONS (SQA AND OTHER AWARDING BODIES)**

#### **INTRODUCTION**

- 17a.1 University assessment policy for non-degree programmes and the staff responsibilities, systems and operational procedures that underpin the policy are described in the following sections. (Degree programmes are covered by the regulations in Section 17B.)
- 17a.2 Academic Council has final responsibility for ensuring that all provision meets awarding body requirements as set out in their publications.

#### **QUALITY ASSURANCE: PRINCIPLES AND PARTNERSHIP**

- 17a.3 The university is committed to maintaining national standards through quality assuring all the qualifications that it offers. The university is actively involved in working in partnership with awarding bodies to ensure that the quality of delivery and assessment of provision continues to meet published national standards.

#### **POLICY - ASSESSMENT AND VERIFICATION**

- 17a.4 All assessments will be conducted fairly and objectively with equality of treatment for students.
- 17a.5 Quality assurance procedures will be implemented to monitor the assessment process and to ensure the fair and equal treatment of all students.
- 17a.6 Each academic partner providing units and group awards will operate an effective internal assessment and verification process in accordance with awarding body requirements.
- 17a.7 The academic partner quality committee will assume first-line responsibility for the conduct and review of its assessment, re-assessment and verification activity.
- 17a.8 In each academic partner offering SQA provision, appropriately qualified and experienced staff will be allocated clear assessment, re-assessment and internal verification responsibilities on behalf of the academic partner. Staff will receive updating and development in line with awarding body requirements as set out in SQA quality criteria.
- 17a.9 Clear procedures will be in place for devising internal and external assessment instruments as provided in published awarding body guidelines. All assessment instruments will be internally verified (and externally verified if appropriate) and fully approved prior to use.
- 17a.10 Subject networks will work with programme teams across academic partners to develop, approve and implement common assessments such that fair and equivalent arrangements apply for all students.

- 17a.11 Assessment decisions made by internal assessors will be sampled and verified following published awarding body requirements in terms of validity, reliability and record-keeping. Records of candidate achievement and evidence of assessment will be retained for scrutiny in line with published awarding body guidelines.
- 17a.12 Re-assessment will be in accordance with published awarding body guidelines. Normally one summative re-assessment attempt will be allowed before the completion date of a unit. Students will be given clear notice of the final date for receipt of assessments.
- 17a.13 Guidance to assessors and internal verifiers will be provided in respect of candidates who require special assessment arrangements. This guidance will follow published awarding body guidelines.
- 17a.14 Students will be given due notice of assessment, normally at least two weeks, (or less than this with prior agreement of students). Students will be given information concerning the conditions of assessment.
- 17a.15 Students' work will be marked and feedback given within an appropriate timescale (normally not more than 15 working days). All academic partners will implement progression boards. These will confirm assessment decisions and determine progression arrangements. Students will be informed that all decisions are provisional and subject to internal and external verification.
- 17a.16 Information on the student appeals procedure will be provided to all students at the beginning of their programme of study. Appeals against the decision of a lecturer or programme progression board are subject to the regulations as set out in Section 18A.
- 17a.17 A coherent sampling approach following published awarding body guidelines will be adopted by all internal verifiers in order to maintain national standards and achieve a consistency of approach across the university.
- 17a.18 Records of internal verification activity will be maintained by academic partners for purposes of internal and external audit.
- 17a.19 Reports on external verification activity will be made available to all staff via the staff intranet so that cross-programme best practice and development areas can be reviewed.

## **PROGRESSION BOARDS**

### **Introduction**

- 17a.20 The university will operate a system of three progression boards per year. These will be held in each academic partner offering SQA higher education provision. The interim board will meet at the end of semester 1 and the final board will meet at the end of the session. A board will also meet in semester 1 of the new session to address extension and re-assessment outcomes. The schedule of board meetings will be published in the academic calendar. For programmes which do not follow the usual semester pattern, each academic partner will highlight these to the faculty officer and an appropriate calendar of meetings will be drawn up by the faculty.

- 17a.21 Collectively these boards will consider student performance in every unit in all the group award frameworks approved through the approval process. Boards will check data accuracy and determine if students are able to progress to the next stage or level, eg a succeeding year, or are eligible to exit with an SQA award.
- 17a.22 The primary purpose of these boards is:
- to check the accuracy of data recorded under unit and group award registrations, results, withdrawals and approved award framework. Following these checks to record all changes and action these timeously so that the student data is accurately recorded in SITS
  - to review students' unit performance and overall performance on their programme of study
  - to consider student performance in the context of curriculum design, learning, teaching and assessment approaches and student support
  - to make decisions regarding changes needed to achieve data accuracy, e.g. unit and framework accuracy so that students are following a pathway which leads to eligibility to exit with an SQA award
  - to make decisions on; student support interventions, continuations, withdrawals, and extensions if assessments are not yet completed
  - to determine if students should progress to the next level if unit(s) are being carried forward
  - to facilitate active reflection, review and dialogue with management, programme teams, and student support staff in order to encourage quality enhancement of the learning experience.

#### **Membership of Progression Boards**

- 17a.23 Membership of a progression board shall include:
- an assistant principal / college senior manager who will normally chair the board – no member of staff may serve as chair when it is considering a unit in whose assessment he or she has been involved
  - the curriculum lead/manager(s) of the area being considered
  - the curriculum leader for the programmes lying primarily within the curriculum area
  - all staff involved in the delivery and assessment of the units in the programme
  - PATs

#### **In attendance:**

- clerk to the board - an appropriate administrator from the academic partner
- others with a right to attend as observers:
  - the chair of the academic partner quality committee or nominee.
  - the SNL or faculty nominee

#### **The following may be in attendance:**

- other academic staff that are part of the network team for a unit(s) to be considered by the board. Staff such as a network unit leader will have the right to speak to the meeting when units in which they have been involved are being considered.

- 17a.24 All those attending a progression board shall make a declaration of interest if they have

any involvement with the matters to be considered beyond that stipulated by their official role.

- 17a.25 A timely flow of accurate information between the various groups within the progression board process is vital: information is required beforehand to prepare papers for the board's consideration. The chair working with the clerk of the board will ensure that actions flowing from the decisions of the board are recorded and carried through timeously:
- it is the responsibility of staff teaching each unit to ensure that unit entry data for registrations and results for each unit under their responsibility are supplied for SITS entry in sufficient time to allow for the preparation of a unit spread sheet for each board meeting. These will indicate entries, results and withdrawals against all students undertaking each unit
  - the relevant clerk to the board will use the information to provide relevant completed unit entries and results sheets, including students' group award registration details, where appropriate, to each meeting of the progression board
  - it is the responsibility of the chair of the board, working with the clerk to the board, to ensure that board decisions on outcomes, amendments and additions are entered into SITS timeously following each meeting of the board of examiners. All necessary changes in SITS data agreed at the board must be recorded accurately in SITS within two weeks of a board meeting. A minute/note of each board meeting will be agreed by the chair.