

17A ASSESSMENT REGULATIONS (QUALIFICATIONS SCOTLAND 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 The university operates a 'Centre and candidate malpractice and maladministration policy and procedure' for QS HE provision in line with awarding body requirements.
- 17a.3 Regulated qualifications are SVQs and other qualifications which assess knowledge, understanding and occupational competence in the workplace. They are regulated by QS Accreditation or Ofqual. Higher National and National Qualifications are not regulated. There are some specific requirements within QS quality assurance criteria which apply only to regulated qualifications.
- 17a.4 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.5 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.6 All assessments will be conducted fairly and objectively with equality of treatment for students.
- 17a.7 Quality assurance procedures will be implemented to monitor the assessment process and to ensure the fair and equal treatment of all students.
- 17a.8 Each academic partner providing units and group awards will operate an effective internal assessment and verification process in accordance with awarding body requirements.
- 17a.9 The academic partner quality committee will assume first-line responsibility for the conduct and review of its assessment, re-assessment and verification activity.
- 17a.10 In each academic partner offering QS 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 QS quality criteria.

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- 17a.11 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.12 Cognate subject groups 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.13 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.14 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.15 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.16 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.17 All staff teaching HE QS courses must comply with the [Assessment Feedback and Feedforward Policy](#), the [Assessment retention policy](#), and use the QS assessment coversheet.
- 17a.18 All assessments may only be submitted through UHI technologies approved for assessment submission. The recommended technology is the virtual learning environment (VLE). For GDPR and records management reasons externally hosted technologies that have not been approved may not be used. Email may not be used for submitting assessments or for sharing personal data such as assessment feedback and marks.
- 17a.19 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.20 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 18.
- 17a.21 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.

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- 17a.22 Records of internal verification activity will be maintained by academic partners for purposes of internal and external audit.
- 17a.23 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

- 17a.24 The university will operate a system of at least two progression boards per year. These will be held on either a network basis or singly, within each academic partner offering QS higher education provision. Each board will operate in accordance with the current approved progression board guidance.