

DeGesh School of Entrepreneurship

Assessment Policy

Policy Review Date	30/01/2025
Next Review Date	29/01/2026

1. Underpinning Values of Assessment

- All assessments will be designed to ensure both equity and consistency for students and will be monitored as part of the quality assurance and monitoring process.
- The culture of assessment will be communicated and embraced by all staff and students who are involved with academic/vocational programmes of study.
- All assessments will be a fair test of the learners' knowledge and what they are able to do. However, for some students, the school recognises that the usual assessment format may not be suitable. As such, the school ensures that the assessments do not disadvantage anyone and ensures that there are other means in place to ensure equity of access.
- The requirements of all Awarding bodies will be adhered to within the Assessment Policy.
- All assessment is based upon the achievement of the Learning Outcomes at standards stated by the Assessment Criteria.
- Assessment will be carried out taking into account the Conflicts of Interest Policy

2. Student Focused Principles of Assessment

- The Assessment Policy and procedures relating to specific programmes will be made available to all students prior to commencement of their course and reinforced throughout their programmes of study to ensure that:
 - They understand the reason for assessment as a means to confirm that learning and understanding has taken place matched against the learning outcomes/assessment objectives laid down by the Awarding Body.
- Assessment opportunities will be based on good practice and will comprise the following elements:
 - Common and agreed assessment procedures amongst course teams.
 - Interesting, challenging and realistic assessments.
 - Comprehensive feedback mechanisms.
 - Clear and accurate recording of grades.
 - Quality assurance via internal verification and moderation.
 - Continual monitoring of candidate performance.
- Students will be assessed in 2 ways:
 - **Formative assessment:** this is an ongoing feedback to monitor and improve student learning. Typically, these will be facilitated via the Institute online learning modules and the associated activities, therein, including self-tests and self-assessment.
 - **Summative assessment:** this is used to evaluate student learning and is undertaken having completed the required school's online modules. This includes a Multiple Choice activity and the completion of assignment, which covers the required awarding body assessment criteria derived from the Learning Outcomes. All summative assessment will be subjected to the Internal Verification procedures of the Institute and the External Verification procedures of the Awarding Body.

- Support mechanisms will give student's equality of opportunity for assessment. This will be enabled by:
 - Provision of appropriate resources to enhance learning.
 - Appropriately qualified staff to carry out and monitor assessment.
 - Provision of appropriate resources for students with special learning needs.
 - Provision of appropriate resources to take into account differing cultural and linguistic needs.
 - Provision of appropriate quality assurance measures related to the assessment process (Refer to ***Reasonable Adjustments and Special Considerations Policy on Student Handbook***)
- All students will be entitled to the following:
 - Advice and guidance on assessment will be given by specialist tutors appropriate to their programme of study.
 - Access to the Assessment Policy as part of their induction process where appropriate student's will be encouraged to self-assess their own work.
 - All assessments will be planned by subject tutors to avoid bunching of assessments. This will be given to students prior to the commencement of the programme.
 - The opportunity to have prior knowledge and experience assessed by Accreditation to Prior Learning (RPL) Policy.
 - Written and where appropriate oral feedback will be given on the outcome of all assignments.
 - A copy of the Academic Appeals Procedure which is given to all Students as part of the induction process.
 - All documents relating to indicative content will be contained within the Course Information Pack which is available on the student Dashboard.

3. Assessment Decisions

- Students will receive a Pass/Merit/Distinction or Fail (Depending on the course being studied) for all summative assessments.
- A failed piece of work will be awarded in the following instances:
 - Where a piece of work is not deemed to be entirely the students own work. Refer to Annex - Malpractice Policy on Student handbook
 - In the event of insufficient content and/or misinterpretation of assignment tasks
 - Where no attempt has been made to answer assignment questions
 - In the event of a student failing an assignment they will be provided with feedback from the markers in order to improve their work.
 - They will then be able to resubmit the work for marking again. The first re-assessment is covered in the fees paid. Any subsequent resubmission will be charged at the rate of £60 each, payable on application for the re-assessment. Students will be able to resubmit the same assignment a maximum of 1 time, if by then a student has not received a pass mark their involvement in the course

would be assessed and they may not be able to continue learning. This assessment would be completed on a case by case basis.

- Assessment decisions will be recorded on the Student database, which will be used for the tracking and monitoring of grades.
- Assessment decisions and feedback will be recorded using Annex - Form SAF on Student handbook

4. Review of Assessment

In addition to being able to communicate assessment issues with subject tutors, students will also have the opportunity to make comments via the course review questionnaires.

Course team and Examination Boards will also provide further evidence of the quality of assessment.

Student Submission and Feedback Form

Qualification Title:			
Module Title:			
Assessment Name (where appropriate)			
Learner Name		Learner ID number	
Name of Assessor		Date of Assessment	
Student Declaration			

I declare that the work submitted is my own work:

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Lecturer Declaration

I declare that the above student is known to me in my capacity as Mentor and that this is the work of that student:

Signature:

Designation: