



HIGHER EDUCATION ASSESSMENT POLICY 2024-2025

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1. Aim

- 1.1 The aim of this policy is to set clear and consistent standards for the creation, submission, assessment, and feedback of academic coursework. The policy also sets clear guidelines for the operation of academic appeals. All aspects of this policy are operated in compliance with awarding body regulations and the Quality Assurance Agency (QAA) Quality Code Advice and Guidance (2018) for Assessment, Enabling Student Achievement, Monitoring & Evaluation and Concerns, Complaints & Appeals Academic Appeals as well as the Office for the Independent Adjudicator (OIA) good practice framework (Dec 2016) and with due reference to ESG.

2. Introduction

- 2.1 Chichester College Group works in partnership with a number of Higher Education Institutes (HEI). Each awarding body and validating HEI has their own specific assessment requirements and guidelines which constitute part of the partnership agreements within the context of QAA's UK Quality Code. This policy relates specifically to Pearson Higher National qualifications including Higher Technical Qualifications.
- 2.2 Further Guidance from awarding institutions regarding modules/unit and assessment are available on the HE Information Page (link below):

[Section: Academic Regulations & Policies | HE Information Pages | CCGOnline \(chichester.ac.uk\)](#)

3. Objectives

- Objective 1:** Assessment schemes and tasks are designed to enable students to robustly demonstrate the achievement of all learning outcomes for their programme of study.
- Objective 2:** There are clear arrangements to ensure that all coursework is completed and assessed fairly.
- Objective 3:** There is a clear procedure for the submission of work by students.
- Objective 4:** There is a clear procedure for students to request extended deadlines after demonstrating genuine extenuating circumstances.
- Objective 5:** There is clear guidance on the assessment and moderation of assessed work.
- Objective 6:** Students can expect a consistent, useful and timely standard of feedback.



Objective 7: Students have clear guidance on standards of conduct expected in the preparation of coursework and the consequences of academic malpractice.

Objective 8: Students have clear guidance to a simple and transparent system for appeals against academic decisions.

The expected impact is that all students have clear, consistent, and fair standards governing the creation, submission, and assessment of academic coursework.

4. Monitoring arrangements

- 4.1 The operation of the policy, including academic appeals will be monitored through the Higher Education Management Committee and evaluated by the Higher Education Board.
- 4.2 Where amendments to the policy are required, a paper will be submitted to the Higher Education Board for consideration before the beginning of the following academic year.

5. Communication

- 5.1 The policy will be available on the CCG Website and available to all staff and a link to the policy will be included in all student handbooks and on the course CCG On-line/Teams pages and the HE Landing page.
- 5.2 All students will be informed that the policy exists and will discuss it with their course leaders during induction.
- 5.3 Assessment criteria will be made available through subject and unit handbooks.

6. Design and implementation of assessment strategy

- 6.1 All assessments will be designed to promote active learning, using clear language and tasks which are accessible to all students. Assessment feedback should make use of feedforward to help students improve their performance in subsequent assessments.
- 6.2 Course teams are required to devise an assessment strategy which ensures that all learning outcomes from the programme are met using methodologies that ensure all students are able to successfully demonstrate their learning. Assessment may be revised to meet the needs of students with specific needs. All such revisions must be reviewed through the



internal quality assurance procedure and a record of the decision placed in the course files. Any revisions to be discussed at the following Examination Board.

6.3 The course leader has responsibility to ensure that all assessors are competent to assess the work in line with awarding body guidelines.

6.4 Course teams will devise and implement an internal quality assurance (IQA) strategy which must follow the awarding body requirements. IQA must be planned to ensure that all students have an assessment grade verified by another member of staff at least once across each academic year. A minimum of 20% (or 5 people) of submissions for each assessment must be internally verified using second markers. Blind marking is recommended.

6.4.1 Where there is a discrepancy in blind marking the marked work will be reviewed by a third marker and recommendations made to the HE Quality Manager for the grade to be awarded before the provisional grades are released to the group.

6.5 Assessments are to be reviewed at the end of each academic year by teaching teams, taking account of student feedback and the results used to revise the assessment strategy for the following academic year.

6.6 Students will be given an outline scheme of assessment in their course handbook or on CCG On-line, Teams or Google Classroom indicating the assignments to be submitted for each module. They will receive a detailed plan giving precise details of assessment task, submission and return arrangements and the role of exam boards at the beginning of each module. Any alterations to the scheme of assessment must be ratified by the Higher Education Quality Manager prior to delivery.

7. Coursework submission

7.1 Students are required to submit course work which covers all of the assessment criteria by the specified deadline on the assignment brief. Course work is deemed to have been submitted once it is submitted through Turnitin, (plagiarism detection software) on CCG Online/Teams or the HE landing page.

7.2 If evidence of plagiarism is detected, then the course leader will initiate the process described in the Academic Misconduct Policy.



- 7.3 Meeting deadlines is a critical part of workplace preparedness. Any student who has failed to meet submission deadline will suffer a penalty. For Pearson awarded qualifications (Higher Nationals) failure to meet the submission deadline will result in a referral. As per the guidelines on referrals (covered later in this policy), referral submissions will be capped at a Pass. For programmes awarded by our partner Universities, you should refer to the programme handbook and/or the partner university assessment guidelines.
- 7.4 Any student studying a Pearson Higher National course may request an extension to a course work deadline which will be considered by the course management team, if an extension of up to 48 hours is requested. Any extensions over 48hrs would need to be requested under the Extenuating Circumstances process and approved by the Higher Education Quality Manager.

The purpose of offering Extenuating Circumstances is to ensure that students who have been affected by unexpected and severe problems can be assessed fairly. If a Pearson awarded student wishes to apply for extra time under the extenuating circumstances process, they must complete an Extenuating Circumstances Form (appendix A). An editable copy of the form can be requested by emailing HE@chichester.ac.uk . The form requires the student to explain the grounds for their extenuating circumstances application and must be supported by relevant evidence such as medical certification, for more information see appendix A. The completed form must be submitted to the HE Quality Team via email to HE@chichester.ac.uk , allowing five working days for a decision.

If extenuating circumstances are granted, a revised date for the submission of the piece of course work will be confirmed. Any extra time will not normally be granted beyond the date of the next examination board for the programme. For programmes awarded by our partner Universities, you should refer to the programme handbook and/or the partner university assessment guidelines.

- 7.5 Resubmissions. Students who have successfully completed all pass assessment criteria will not be allowed to re-submit work in order to improve their grade.
- 7.6 Students studying a Pearson award who have not met all the pass criteria will be allowed to re-submit once per module within an agreed deadline of 2 weeks. If the unit has multiple



assessment tasks spread over the semester/year students can only have one resubmission attempt at the end of the unit. This resubmission would cover any tasks referred throughout the unit. All resubmissions will be capped at a Pass.

- 7.7 Students may appeal a grade via the academic appeals process, which is informed by the Academic Appeals Procedure.

The grounds on which an appeal may be based are as follows:

- That there exist circumstances affecting the performance of the candidate which the assessor or internal verifier were unaware of.
- That there were procedural irregularities in the conduct of the assessment (including administrative errors).
- That there is positive evidence of prejudice, bias, or inadequate assessment. There is evidence of assessment malpractice.

8. Assessment and moderation

- 8.1 The process of assessing and moderating assessments must be explained clearly to learners so that they understand the procedure and the timescale.
- 8.2 Assessors must show how they have reached their decisions using the published assessment criteria and recording the results in a format for use by Boards of Examiners and to communicate individual results to learners.

When a learner has completed an assignment, the assessment team will give a grade for each unit. Refer to the programme handbook/module descriptors for details of assessment criteria and how grades are awarded. Grades will be awarded according to the highest level for which the learner is judged to have met all of the criteria. As an example, for Pearson qualifications (Higher Nationals):

To achieve a **Pass**, the learner must have satisfied all the pass criteria for the learning aims, showing coverage of unit content and attainment of the appropriate level on the national framework.

To achieve a **Merit**, the learner must have satisfied all of the pass criteria and all of the merit criteria through high performance in each learning outcome.



To achieve a **Distinction**, a student must have satisfied all of the pass and merit criteria as well as all of the distinction criteria through outstanding performance.

8.3 The assessment team:

The **course leader** has overall responsibility for the programme, its assessment and internal quality assurance to meet awarding body requirements, record keeping and liaison with the External Examiner. The course leader will have full knowledge of the assessment and IQA requirements and processes.

Internal Quality Assurers (IQAs) oversee all assessment activity, liaising with the Lead IQA (where required). They check that all assignments and assessment decisions are valid. The activities of IQAs will be standardised through working with the curriculum team. Normally IQAs are assessors, but they do not verify their own assessments (see 5.4 marking internal verification requirements)

Assessors assess students to the standards set by the Awarding Organisation. Before making assessment decisions, assessors participate in standardisation activities led by the course leader.

The **External Examiner** will sample student work across assessors. The External Examiner will also review evidence of IQA and assessment decisions.

8.4 Process:

8.4.1 Any assignment briefs must be verified internally and externally before being issued. The assignment must be assessed, internally verified (according to the plan), and approved by external examiners before being returned to the learner.

8.4.2 Feedback must follow the assessment criteria as laid out in the subject handbook and set by the Awarding Organisation. Grading must show how the grading decision has been reached, may show why attainment against criteria has not been demonstrated, may give guidance on how to improve in the future but must not provide feedback on how to improve the evidence provided.



8.4.3 Where a learner has not met the pass criteria the Awarding Organisation's current policy on re-assessment opportunities must be followed

8.4.4 The learner must be informed that the grade awarded is provisional until it has been confirmed by the appropriate Examination Board.

9. Assessment Feedback

- 9.1 Assessed work will be returned to students in accordance with the arrangements in the assessment brief. Feedback should be provided as soon as possible after the submission date, under normal circumstances a student can expect written feedback within two working weeks for any formative assessment, and within 4 working weeks for any summative assessment, and in line with exam board requirements. In all cases students should be clear when they will receive assessed work and feedback and the assessment should communicate revised deadlines if these are unavoidable.
- 9.2 The written feedback will consist of judgements against overall grading criteria and a detailed assessment of the strengths as well as areas for improvement in each student's work. Each student may request to receive verbal feedback to help them improve future submissions.
- 9.3 Students have the right to appeal against an assessment decision and reference should be made to the academic appeals procedure should they wish to make an appeal against an assessment decision.

10. Recognition of Prior Learning

- 10.1 Learners may wish to claim prior learning towards the qualification they are currently following. Successful RPL means that the learner does not have to repeat assessments for evidence they have already achieved in the chosen subject area and at the correct level. This process should be completed by the Course Leader BEFORE a learner begins their qualification and must be approved by the HE Quality Manager.

11. Status of this policy

- 11.1 The policy was approved by the Higher Education Board and supersedes all previous documentation.



- 11.2 The operation of this policy will be kept under review by the Higher Education Quality Manager
- 11.3 It may be reviewed and varied from time to time by the Higher Education Board.
- 11.4 This policy has been impact assessed to ensure that it does not adversely affect staff on the grounds of their disability, gender or race.

Policy review area	Higher Education
Lead Manager/Owner	Vice Principal - HE
Approval level	Group Leadership Team/Corporation
Approval date	September 2024
Review cycle	Annually
Next review	September 2025



Appendix A - Extenuating Circumstances Form (ECF)

CONFIDENTIAL EXTENUATING CIRCUMSTANCES FORM (ECF) (TO REQUEST AN EXTENDED DEADLINE FOR AN ASSESSMENT FOR A PEARSON VALIDATED COURSE.)

Please read the guidance notes below before completing this form.

Keep a copy of this form for your records. All correspondence relating to this claim will be sent to your registered **College email address** so please make sure that you check it regularly.

Your claim must be submitted with complete supporting evidence as soon as possible, ideally within two weeks of the circumstances commencing, and at least five working days prior to the assessment deadline.

Please submit your completed form to the HE Quality Team email address: HE@chichester.ac.uk

Part A - Student Details:						
1	Student ID number:		Course:			
	Name:		Stage/Year of Study:			
	College Email Address:		Course Leader:			
	Contact Telephone:		Personal Tutor (Unit Tutor):			
Part B - Claim Details:						
2	Please state all units and assignments that have been affected:					
	Unit Title(s):					
	Assignment(s):		Assignment Deadline(s):			
3	Nature of the EC (Please Tick):					
	Serious Medical Condition	Bereavement	Caring Responsibilities	Court Attendance	Trauma	Other
4	Date(s) of the EC:		From: dd/mm/yyyy		To: dd/mm/yyyy	

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Part C - Disabilities and Long Term Medical Conditions:

8	<p>If you have a disability, are you happy for the Extenuating Circumstances Panel to contact the Disability Service for information about your condition?</p> <p>The Disability Service will not normally pass information about your condition to a third party, including the EC Panel, without your consent. However, it will help us to process your EC claim more effectively if we can contact the Disability Service to find out more about your condition and any special arrangements that have been put in place for you. If you <i>are</i> happy for the EC Panel to speak to the Disability Service, please let us know. This information will remain confidential to the EC Panel and will not be made available to your tutors or other course staff.</p>	Yes/ No
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Part D - Checklist and Student Signature

9	<p>Please check the following questions before you sign and date the form:</p> <ul style="list-style-type: none">• Have you completed all sections of the form?• Have you clearly indicated which units and assignments have been affected by the EC? (You might need to check your course handbook to find the exact unit title).• Have you given clear details of the dates that have been affected by the EC?• Have you attached appropriate supporting evidence?	Yes/ No Yes/ No Yes/ No Yes/ No
10	Student Signature:	Date:

Please allow five working days for a decision.



Extenuating Circumstances Guidance

Please note that, if you are providing evidence from a medical practitioner, the evidence must clearly relate to the period of assessment for which you are claiming. Medical practitioners should be registered with the General Medical Council (GMC) and a list is available at <http://www.gmc-uk.org/doctors/register/LRMP.asp>

If you are providing evidence from a Counselling and Health Advice Service the evidence must relate to the period of assessment for which you are claiming and it must demonstrate that you attended more than one counselling session prior to the assessment deadline.

Reason for Claiming	Acceptable Grounds	Evidence Required	Unacceptable Grounds
Serious medical condition	Serious personal injury, medical condition or mental health condition preventing attendance, completion of assessment or submission of work	Written evidence from a registered medical practitioner or a verified Counselling and Health Advice Service	Ongoing conditions (including disabilities, learning difficulties or mental health conditions) Please contact the Disability Service for advice if you have an ongoing condition. Minor illnesses or injuries (such as colds, headaches, hayfever)
	Serious injury or illness to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student. AND/OR Written evidence of impact on claimant from a registered medical practitioner or a verified Counselling and Health Advice Service	
	Serious worsening or acute episode of an	Written evidence from a registered	



	ongoing medical condition, mental health condition or disability	medical practitioner or a verified Counselling and Health Advice Service which clearly demonstrates a serious worsening or acute episode of an ongoing condition	
Bereavement	Death of parent, (including stepparents and legal guardian) child, siblings, partner	Death Certificate or written evidence from a professional such as Undertaker, Coroner or Registrar OR Written evidence of impact on claimant from a registered medical practitioner or a verified Counselling and Health Advice Service	
	Death of close relative or friend	Written evidence of impact to claimant from a registered medical practitioner or a verified Counselling and Health Advice Service	
Trauma	Victim of serious crime (e.g. rape, assault, domestic violence, mugging)	Written evidence from the Police OR Written evidence of impact on claimant	Minor crime Financial problems or employment difficulties



		from a registered medical practitioner or a verified Counselling and Health Advice Service	Accommodation problems or house moves General domestic / family problems Assessment / Exam stress
	Theft of work required for assessment	Written evidence from Police or other investigating authority, Fire Service or College Department (e.g Estates)	
	Direct experience of terrorist incident or natural disaster		
	Major fire in residence		
	Family breakdown (such as divorce)	Written evidence of impact on claimant from a registered medical practitioner or a verified Counselling and Health Advice Service	
Caring responsibilities	Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student. AND/OR Written evidence of impact on claimant from a registered medical practitioner or a verified Counselling and Health Advice Service	Ongoing caring responsibilities Caring responsibilities for minor illnesses, accidents or injuries



Court attendance	Jury Service or attendance at court or tribunal as a witness, defendant or plaintiff	Official correspondence from Court or Tribunal Authority	Supporting friend or relative at Court or Tribunal
Miscellaneous	Serious disruption caused by terrorist incident or natural disaster	Evidence of serious disruption to travel or other plans preventing attendance at or completion of assessment or submission of work	Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment Visa problems Minor private or public transport failure, holidays or booked travel arrangements Issues in relation to serious IT/equipment issues

If you are studying on a course validated by one of our University Partners and wish to apply for extenuating circumstances, please use the guidance in the following link:

[Section: Academic Regulations & Policies | HE Information Pages | CCGOnline \(chichester.ac.uk\)](#)



Appendix B - Higher Education Assessment Policy - Summary for Staff

Students will be given a detailed plan for all assessments at the beginning of each module giving dates assessments are set, due to be submitted and returned. Students should also be made familiar with this policy and be able to access a copy of it.

- All assessments will be carefully devised to maximise student achievement, making use of contextualised grading criteria.
- It is the course leader's responsibility to ensure that assessors are appropriately qualified and experienced to assess.
- Assessment results should not be communicated to students until the work has been internally verified.
- Feedback to students should help them to improve their performance in subsequent coursework.
- Students may request extra time to complete an assessment using the ECF (Extenuating Circumstances Form) form, at least 5 working days before the work is due (unless there is a genuine last-minute emergency). Approval will be required by the HE Quality Manager and will be confirmed by the HE Quality Team.
- Students who do not submit work on time and have not had a request for extra time approved will be unable to achieve grades higher than a pass.
- Students may appeal against assessment decisions. Any appeals should be resolved between the student and assessor wherever possible. Students who wish to appeal should do so by completing the Student Appeal Form (see appeals procedure) and submitting it with evidence to HE@chichester.ac.uk
- The Higher Education Quality Manager will facilitate the first two stages of the appeals process. The third stage will be overseen by the Vice Principal. The decision of the Appeals Panel will be final.
- The Higher Education Board will consider all appeals against assessment decisions for each academic year and agree appropriate actions.



Appendix C - Higher Education Assessment Policy - Summary for Students

Students should:

- Be given access to and be familiar with the HE Assessment Policy
- Be given an assessment plan covering the modules or academic year. The plan will detail assessments, submission or exam dates, and return of assessed work or issue of results dates.
- Students must be aware of the requirements to submit assessments that are complete, are the student's own work, and are submitted on time.
- Students must submit work covering all required tasks by the date/time specified.
- Students may appeal assessment decisions using the Student Appeal form which should be completed and submitted to HE@chichester.ac.uk



Appendix D - Policy for the Use of ChatGPT and AI Chatbots

Purpose

The purpose of this policy is to provide guidelines for the appropriate use of ChatGPT and AI chatbots to enhance student learning and academic performance.

Definition

ChatGPT and AI chatbots are AI language models that can assist students in expanding their knowledge, improving their academic performance, and enhancing their writing skills.

Eligibility

ChatGPT and AI chatbots can be used by college students and staff members in the college for educational purposes as a research tool.

Guidelines

- ChatGPT and AI chatbots can be used to ask questions and gain insight on relevant topics related to any academic courses. Research
- ChatGPT and AI chatbots should not be used to complete assignments or coursework on behalf of the student or used in replacement
- ChatGPT and AI chatbots should not be used to cheat, plagiarise, or engage in any form of academic misconduct.
- Students and staff members should use their own judgment when relying on ChatGPT and AI chatbots, as they are AI language models and not a substitute for professional advice or human interaction.
- Students and staff members should cite/reference any information obtained from ChatGPT and AI chatbots appropriately in their work.

Like all research tools, thought should always be given to the integrity of the information and should be evaluated by the learner as to the robustness and validity of it; used in conjunction with other sources.

Support

The college will provide support and resources for students and staff members to use ChatGPT and AI chatbots appropriately and effectively in their learning and teaching. This includes providing



guidance on how to use ChatGPT and AI chatbots, as well as promoting academic integrity and proper citation practices.

Review

This policy will be reviewed periodically to ensure that it remains up-to-date and relevant to the needs of students and staff members using ChatGPT and AI chatbots in the college.