

ASSESSMENT & FEEDBACK POLICY

1. Introduction and Purpose of Assessment and Feedback

- 1.1. The assessment and feedback are important to the student learning experience.
- 1.2. From a student perspective assessment is the tool for receiving feedback on their progress in their learning which in turn will enable them to improve.

2. Assessment

This policy below is based on the Assessment Regulations for Undergraduates Programme 2020 to 2021 and applies to Shockout Arts in partnership with the University of Bolton. The University of Bolton full policy can be obtained on their website under Policies.

- 2.1 All modules shall be assessed in accordance with the University of Bolton's agreed marking criteria, and can be found in the module guides, either by:
 - in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or
 - examination during an examination period; or
 - a combination of both.
- 2.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.
- 2.3 In exceptional circumstances, with the approval of the Chair of the relevant Assessment Board, an alternate form of assessment to that outlined in the approved programme documentation, which covers the same Learning Outcomes, may be approved for students with individual needs, where this is supported by appropriate evidence and where such adjustments are deemed to be reasonable and can be made without endangering the safety of the award or unduly providing any student with an advantage or disadvantage.
- 2.4 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, he/she shall be awarded the appropriate credits at the specified level. This shall normally be calculated through a simple weighted mean of the assessment components, so long as an attempt has been made in each component.
- 2.4 A student who passes a module in which he/she has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Assessment Board has deemed the reassessment to be a first attempt.
- 2.5 A student shall normally be permitted one attempt to redeem unsatisfactory performance in a module. At the discretion of the Assessment Board, one further final attempt may be made to redeem unsatisfactory performance.
- 2.6 Only University modules may be used to calculate the classification of an award.
- 2.7 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience either in UK or abroad, the student's performance may also be assessed in these periods and may contribute to the final assessment. Such periods shall be detailed in the relevant programme specification.

- 2.8 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving his/her mark.
- 2.9 If students (by reason of absence, non-submission of work, or poor performance) do not satisfy an Assessment Board in assessment components for any modules and it is established to the satisfaction of the Assessment Board via the University's Mitigating Circumstances procedure that this was due to proven illness or other circumstances found valid on production of evidence, then the Board shall use its discretion to ensure that the students are not disadvantaged or advantaged as a result.

Extensions

- 2.10 In the case of coursework assessments, head of department have, in cases of proven illness or other circumstances found valid on production of convincing evidence by the student, discretion to allow the assessments to be submitted late and for them to be marked as if submitted on time. The cases shall then be submitted to the Head of School in the School who shall monitor and regulate the circumstances in which short term extensions are granted. The maximum extension to be granted under these circumstances is 14 calendar days. Any request for an extension to a submission deadline must normally be made by the student, and decided upon by the programme leader, before the original submission date.
- 2.11 Requests for extensions for periods longer than 14 calendar days must be made using the University's Mitigating Circumstances procedures.
- 2.12 Students who fail to submit assessments by the prescribed date, or the revised date, as outlined in 2.10 and 2.11 shall be subject to the following penalties.
- Up to 7 calendar days late = 10 marks subtracted but if the assignment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assignment.
- More than 7 calendar days late= This will be counted as non-submission and no marks will be recorded.
- 2.13 All assessed work should be submitted as specified in the module guides.

Word Limit

- 2.14 Any relevant word limit for an assessment component shall be specified in the assessment brief. Students shall be informed in the programme handbook of any penalties to be applied if they exceed the specified word limit in a written assessment. This limit shall not include references cited in the text, rubric associated with tables, figures, diagrams or appendices and reference lists at the end of the assessment but will include any direct quotations.
- 2.15 Where a word limit is specified for a written assessment, students shall include the number of words at the end of the assessment.
- 2.16 Students who exceed a specified word limit for a written assessment shall be subject to the following penalty system.

Up to 10% over the specified word length = no penalty

10 – 20% over the specified indicative word length = 5 marks subtracted but if the assessment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assessment.

More than 20% over the indicative word length = if the assessment would normally gain a pass mark, then the final mark to be the pass mark for the assessment.

3. Engagement

- 3.2 Students shall be required to submit and/or attend each assessment component at the dates and times prescribed. Failure to submit in an assessment component without good reason shall result in the student being deemed unsatisfactory in the particular module and a mark of 0 will be recorded.
- 3.3 Attendance shall be recorded for all elements of a programme of study. Students with poor attendance shall be reported to the relevant personal tutor, for action who will pursue this in line with University.
- 3.4 Students who fail to give formal notice in writing of their intention to withdraw from their programme or its elements and who do not complete assessments will normally be deemed to have failed the programme or its specific elements.
- 3.5 Students must formally request permission from their Head of School in writing if they wish temporarily to suspend their studies.

4. Determination of results and action to be taken

- 4.1 The relevant Assessment Board shall determine for FHEQ Level 3, FHEQ Level 4 and FHEQ Level 5:
- i. the student's mark for each module; and that
 - ii. the student has achieved 120 credits at the relevant FHEQ Level and is therefore permitted to progress to the next academic stage of the programme, or
 - iii. the student be awarded the end qualification and with what classification, if any; or
 - iv. the student has achieved 80 credits and is therefore permitted to proceed to the next academic stage of the programme, or
 - v. the student not be permitted to proceed to the next academic stage of the programme; or
 - vi. the student not be awarded the end qualification; and/or
 - vii. the student be awarded an intermediate qualification and be deemed to have completed their studies; or
 - viii. the student not be awarded a qualification and be deemed to have completed their studies.
- 4.2 The relevant Assessment Board shall determine for FHEQ Level 6;
- i. the student's marks for each module; and that
 - ii. the student has achieved 120 credits at FHEQ Level 6 and is therefore permitted to progress to the next academic stage of the programme; or
 - iii. the student be awarded the end qualification and with what classification, if any; or
 - iv. the student not be awarded the end qualification; and/or
 - v. the student be awarded an intermediate qualification and be deemed to have completed their studies; or
 - vi. the student not be awarded a qualification and be deemed to have completed their studies.
- 4.3 The relevant Assessment Board shall determine for a Postgraduate Diploma:
- i. The students marks for each module; and that

- ii. The student has achieved at least 120 credits of which a minimum of 90 credits are at FHEQ Level 7 and a maximum of 30 credits are at FHEQ Level 6 and can therefore be awarded the end qualification of Postgraduate Diploma and with what classification if any; or
 - iii. The student not be awarded the end qualification; and/or
 - iv. The student be awarded an intermediate qualification and be deemed to have completed their studies; or
 - v. The student not be awarded a qualification and be deemed to have completed their studies.
- 4.4 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for him/her to complete the programme within the approved time-limit. In addition:
- i. a student who has failed one or more core modules within a programme on two occasions may be offered a third, final attempt. If the student fails to satisfy the examiners then the student shall be deemed to have failed and finished the programme;
 - ii. no student may proceed to FHEQ Level 6 who has not gained 120 credits at FHEQ Level 4 and at least 80 credits at FHEQ Level 5;
 - iii. no student may proceed to FHEQ Level 7 who has not gained 120 credits at FHEQ Level 5 and 120 credits at FHEQ Level 6.
- 4.5 The relevant Assessment Board shall determine whether a student who:
- i. has not been permitted to progress or proceed; or
 - ii. has not been recommended for the award of the end qualification and is not deemed to have completed their studies;
 - iii. be required either to: repeat the year with part time attendance or reassessment only, in which case the student will retain the credits for each passed module and retrieve each failed module by undertaking one of the following:
 - a. re-assessment in the failed module(s) at the next opportunity (a 'refer' decision); or
 - b. re-assessment in the failed module(s) without attendance on the module(s) during the following session (a 'refer' decision); or
 - c. re-assessment in the failed module(s) with attendance on the module(s) during the following session (a 'repeat' decision).
- 4.6 An Assessment Board may decide that a student's profile of module results may be amended by the following process prior to arriving at one of the decisions above.

Compensation

To decide that satisfactory overall performance (including attendance and conduct where appropriate) can compensate for unsatisfactory performance in a module with a mark normally no lower than 35 percent in any assessment component such that the positive aspects of the overall performance outweigh the area of unsatisfactory performance. The mark is not adjusted and a pass is recorded and credit awarded but with a note that compensation has been applied. This is discretionary and will not be utilised where the module is deemed to be essential to the fulfilment of the learning outcomes for the programme nor where there is evidence that no serious attempt has been made to fulfil the assessment requirements or where PSRB requirements deem that this may not be used. A maximum of modules worth one sixth of the total credits constituting a particular Stage of a student's programme may be compensated.

5. Structure and content of re-assessments

- 5.1 Where a student is required to be re-assessed in one or more assessment components, the re-assessment shall be of the same structure as the assessment at the time of the initial failure, unless: i. an alternate form of re-assessment has been approved for the purpose in which case this shall be stated in the relevant module specification; or ii. the relevant Assessment Board decides that this is not practical. Re-assessments shall be based upon the same syllabus as the original assessment.
- 5.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:
- i. for re-assessment within one year of the initial failure, the reassessment shall be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure unless;
 - a. an alternate form of re-assessment has been approved for the purpose in which case this shall be stated in the relevant module specification; or
 - b. the relevant Assessment Board decides that this is not practical;
 - ii. for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:
 - a. informed of changes in the structure of the assessment and the syllabus content; and
 - b. offered, for an appropriate fee, the opportunity of attending relevant classes.

6. Award

- 6.1 Students will only be eligible for any particular award defined below if it is defined as available within their programme specification; each award will only be issued under the circumstances defined in the regulations on the Awards of the University.
- 6.2 To qualify for an award, a candidate must:
- i. have enrolled with the University before proceeding to the prescribed programme of study; and
 - ii. have paid all prescribed fees and charges; and
 - iii. in accordance with 11.2, 11.3, 11.4 and 11.5 below have satisfactorily completed a full-time or part-time programme of study, within the maximum period of time defined above.
- 6.3 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 3 or higher, in accordance with the Assessment Regulations for Undergraduate Programme policy 3.1 (UoB website) shall be eligible for the award of a University Foundation Certificate which is an unclassified award.
- 6.4 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 4 or higher, in accordance with Assessment Regulations for Undergraduate Programme policy 3.3 (UoB website), shall be eligible for the award of a University Certificate of Higher Education which

is an unclassified award or a Higher National Certificate which is a classified award and uses the classification outlined in 7.4 below.

- 6.5 A student who has satisfied the examiners in at least 240 credits including a minimum of 120 credits at FHEQ Level 4 or higher and a minimum of 120 credits at FHEQ Level 5 or higher in accordance with Assessment Regulations for Undergraduate Programme policy 3.4 (UoB website), shall be eligible for the award of a University Diploma of Higher Education which is an unclassified award or a Higher National Diploma which is a classified award and uses the classification outlined in 7.4 below.
- 6.6 A student who has pursued a programme of study consisting of at least 360 credits in accordance with 3.4 above and who has satisfied the examiners in: a minimum of 120 credits at FHEQ Level 4 or higher; and a minimum of 120 credits at FHEQ Level 5 or higher; and a minimum of 120 credits at FHEQ Level 6 shall where he or she satisfies the requirements of the classification scheme as approved by Senate (cf. 7.6 below) be recommended to Senate for the award of a University Honours Degree. A student who has satisfied the examiners in at least 300 credits in accordance with Assessment Regulations for Undergraduate Programme policy 3.4 (UoB website) and who has a minimum of 60 credits at FHEQ Level 6 may be awarded an Ordinary Degree, which is an unclassified award.
- 6.7 Students who register for certain end qualifications may be required by the course regulations to satisfy the Assessment Board in all those modules identified as requirements for the purposes of professional exemption.
- 6.8 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a course.

7. Classification

- 7.1 Higher National Certificates shall be accorded an overall grade based on the average mark for modules worth 120 credits at FHEQ Levels 4 and 5, which represent the best marks achieved by a student at those Levels, using the scheme in 7.4 below.
- 7.2 Higher National Diplomas and Foundation Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 5, using the scheme in 7.4 below.
- 7.3 Integrated Masters Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 7, using the scheme in 7.4 below.
- 7.4 The following scheme shall be used for the classification of Higher National Certificates, Higher National Diplomas, Foundation Degrees and Integrated.