MARKING & DEADLINE POLICY

Introduction

Shockout Academy (SA) recognises that structuring the submission of work through clear deadlines with achievable targets enables learners to develop incrementally through a planned programme of support and challenge. The core curriculum has been designed to reflect this with clear targets and a progressive assessment schedule. SA has a policy of operating formative and summative assessment as outlined in the SA Assessment Guide. For more detailed guidance on assessment, please refer to this document.

Policy

It is an essential component of teaching and learning that work is assessed quickly, with detailed, good quality feedback given to the student, helping them to improve their work and make progress. Assessment points and deadlines should be included in schemes of work and session plans, and both staff and learners should be aware of these from the start of the year. It is best practice to publish a deadline calendar for the pathway, and students are expected to submit work to their deadlines.

Procedures

The requirements of the assessment and deadlines must be communicated clearly to the learners from the start, so that they not only know what is expected of them in terms of work produced, but also what is necessary to obtain a high grade. Curriculum documentation, along with grade descriptors, can provide a basis for this information.

1. Entitlement

All SA learners are entitled to:

- A deadlines calendar for the year, set out at the start of the first term
- A planned programme of study, containing clear formative and summative assessment points
- Effective procedures for submitting work to deadline
- A process for deadline extensions in extenuating circumstances
- Consistent and fair consequences for students who do not meet deadlines

2. Guidance

- The tutorial system will support learners in their individual planning in order to facilitate the meeting of deadlines
- The assessment requirements and outline will be made clear to students to ensure that the student is adequately prepared for making a submission
- Clear guidance will be given to learners about the processes and procedures in place for the late submission of work and extenuating circumstances
- Marking timescales: it is recommended that student work be assessed as soon as possible after submission, within 10 working days of submission date. This

assessment must be documented on SA online and be viewable to learners and moderators. This is good practice and is reflected in a key statement from the learner charter: all tutors are expected to comply with this timescale. However, in certain circumstances, where it is difficult for tutors to abide by the 10-day rule (e.g. if a large quantity of video evidence is all submitted at the same time, taking a long time to view), a longer deadline may be negotiated with the learner group. Once set, this deadline must be adhered to. This renegotiation of the deadline must be communicated to the Course Co-ordinator and the and Exams Officer.

• Good quality feedback is essential to maximise learner progress.

3. Deadline Extension

• A deadline extension may only be granted in advance of the deadline date
• Subject tutors must first agree with the learner that they have appropriate reason for deadline extensions (i.e. extenuating circumstances)
• Subject tutors and learners together must then agree an appropriate new deadline, which must be documented in the SA online grading system comments box and within the ILP targets on SA online
• Course Co-ordinator must then be informed using the deadline extension procedure
• Course Co-ordinator must review the deadline extension in the overall context of the learner's progress, and give approval for the deadline extension
• If approval is not given for the deadline extension, then the reasons must be stated clearly on SA online; this should be reviewed via the target section within the tutorial and ILP documentation.

4. Failure to comply with deadlines

• Any learner failing to meet internal deadlines without an agreed deadline extension may then only receive a pass for the work submitted. This is reflective of the awarding body's policy.

5. Record Keeping

• All deadlines should be recorded in schemes of work and session plans
• All deadlines should be displayed clearly within the centre, with copies being kept for the centre files
• All deadlines will be clearly visible on the project pages of SA online
• All requests for deadline extensions should be recorded using the online ILP and tutorial systems
• Subject tutors and learners must both agree to the deadline extension, detailing the new deadline on SA online
• Course Co-ordinator must agree on a deadline extension, and this must be documented through the tutorial systems
• Subject tutors must ensure that records of marks awarded, along with the relevant grade justifications.

6. Quality Assurance, Monitoring and Review

• Deadline extensions will be reviewed by the Course Co-ordinator and Exams Officer through the IV process.
• Curriculum Team members will check for deadline setting on Wider Review visits
• Marking and assessment will be quality checked through the Internal Verification process.

- There will be three formal invigilations of internal work submission deadline policy as part of the IV procedure.

7. Non-compliance

Non-compliance with this policy may lead to disciplinary action.

Related Policy
IV Policy
Assessment
Disciplinary Staff
Quality Assurance