

## Regent College London

### Pearson BTEC HND Business Assessment Regulations

#### For cohorts up to and including July 2016

#### 1 Purpose

- 1.1 To provide assessment regulations for assessment on the Pearson HND Business programmes and clarify marking of resubmitted and referred student work.

#### 2 Background

- 2.1 In the past Pearson has not provided specific guidance concerning a number of issues related to student assessed work. For example, it was not clear how Regent College should deal with students who hand in assessed work after the published deadline, and how to grade student work that has been resubmitted after referral. Pearson devolved these matters to their approved centres.
- 2.2 The new Pearson BTEC HND Business programme specification, for teaching from September 2016 onwards, does provide clear and specific guidelines and regulations for such matters as late completion of assignments, failure of first submission, and progression to the second year of a full time programme.
- 2.3 Cohorts of students who started the first year of their BTEC HND Business programme before September 2016 are assessed according to guidelines given in the Pearson BTEC HND Specification of 2011. **The assessment regulations given below are applicable to students on the Pearson BTEC 2011 HND Business Specification.** A revised Assessment Regulations has been developed by Regent College, following Pearson BTEC requirements, for the new HND Business specification, first teaching September 2016.

#### 3 QAA Quality Code

- 3.1 The QAA Quality Code, Chapter B6: *Assessment of students and the recognition of prior learning* sets out the following Expectation about the assessment of students which higher education providers are required to meet:

*Higher education providers operate equitable, valid and reliable processes of assessment, including the recognition of prior learning, which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification sought.*

The requirement is for higher education providers to be fair and equitable in their treatment of students for all aspects of the assessment process, including late submission of work and submission of referred work.

- 3.2 The Expectation for Chapter B6 is guided by eighteen Indicators of sound practice. The key ones in relation to our concerns here are:

*Indicator 16: Boards of Examiners/assessment panels apply fairly and consistently regulations for progression within, and transfer between, programmes and for the award of credits and qualifications.*

*Indicator 17: The decisions of examination boards and assessment panels are recorded accurately and communicated to students promptly and in accordance with stated timescales.*

The assessment regulations detailed below are intended to provide Regent College with a sound and fair approach to the assessment of students and meet both the requirements of the QAA Quality Code and Pearson BTEC.

#### **4 BTEC Centre Guide to Assessment: Level 4 to 7**

- 4.1 The BTEC Centre Guidance to Assessment: Level 4 to 7, Issue 4 December 2013 offers centres guidance concerning assessment regulations. With respect to students meeting deadlines for submitting assessments the following guidance is offered:

*Deadlines are an important part of BTECs. Students must be encouraged to develop good time management that will stand them in good stead in the workplace. It is important that students are assessed fairly and consistently and that some students are not advantaged by having additional time to complete assignments. You are at liberty to refuse work that is late for assessment but must ensure that students are made aware of the consequences of failing to meet deadlines (page 40).*

The assessment regulations detailed below are intended to be consistent with this guidance.

- 4.2 With respect to resubmissions BTEC offers the following guidance:

*Providing initial deadlines have been met, a student may be given the opportunity to retake a completed assessment after a summative grade has been given. Your centre will need to provide a specific assessment opportunity that is authorised by the Programme Leader.*

The assessment regulations detailed below allow for a student to resubmit an assessment that was handed in to deadline in order to improve their grade from either pass to merit or distinction or from merit to distinction. Students who have not handed in their work to the first deadline cannot avail themselves of this opportunity.

#### **5 Assessment regulations**

- 5.1 All students will be treated fairly and equitably with respect to all aspects of the assessment process.
- 5.2 Regent College will publish and inform students of deadlines by which they are to hand in their assessments.
- 5.3 Students who are unable to meet published deadlines for handing in assessed work may use Regent College's Extenuating Circumstances Policy and procedure to request an extension to a deadline. The Extenuating Circumstances Policy and form can be found on the website or on HELP (the College's VLE). This will be recorded within grade records as 'EC'.
- 5.4 If a student has not had their request approved for an extension to a deadline, made through using the Extenuating Circumstances Policy, then the assessment will be regarded as late and be called a 'Late Submission' (which is where work is handed in after the published deadline). Work cannot be handed in after the deadline – Turnitin is closed and no further work can be submitted. Anything not submitted by then is automatically a 'non-submission' and is recorded as 'N'.
- 5.5 Students who wish to hand in an assessment after the deadline, and have not had an extension to the deadline approved through using the Extenuating Circumstance Policy will have the opportunity to submit their work, and will **only be able to achieve a maximum pass grade**.
- 5.6 It is the responsibility of the student to request an extension to a deadline through using the Extenuating Circumstances Policy in advance of the date of the deadline.

- 5.7 A student may only be granted an extension to a deadline through using the Extenuating Circumstances Policy and procedure, which is available on the website and HELP.
- 5.8 A student who fails to hand their work in to a published deadline may submit their work late up until the next deadline published by the College. The decision over a second or further resubmission is at the discretion of the Assessment Board, and can normally only be granted with the submission of extenuating circumstances or through the 'at risk' policy where the student is referred to the Director of Studies or appropriate Cohort Leader.
- 5.9 Work that is handed in on time or handed in to an approved extended deadline (through the Extenuating Circumstance Policy) and receives a 'referred' grade will have the opportunity to resubmit their work addressing the learning objectives that had not been met. Resubmitted referred work will be marked and the student may achieve the full range of grades, including pass, merit and distinction.
- 5.10 Where a student has their work referred and does not resubmit to the published deadline they will be treated under the 'at risk' policy and referred to the Director of Studies or appropriate Cohort Leader.
- 5.11 A student who has had their assessed work referred from the first submission and is again referred following resubmission will be deemed to have not achieved the learning outcomes of the unit. The decision over a further resubmission is at the discretion of the Assessment Board through the 'at risk' policy, and referred to the Director of Studies or appropriate Cohort Leader.
- 5.12 Students who achieve a pass or merit grade for the assessment upon first submission and met the deadline may resubmit their assessment in an attempt to achieve a higher grade. Students may only resubmit once per unit for this opportunity to enhance their initial grade. This is called an Elected Resubmission (ER). This opportunity is not available to students who missed the first deadline and handed their work in late.
- 5.13 The Assessment Board will record decisions, on a broadsheet, for each individual student and these decisions communicated to the student following the meeting of the Assessment Board.
- 5.14 A student may appeal against a decision taken by an Assessment Board using the Academic Appeals Policy and Procedure, which is available on the website and HELP.

## **6 Non-submission of coursework**

- 6.1 A student who does not submit coursework at the first published deadline for that particular piece of coursework or assignment is permitted to submit the coursework for the second published deadline, with tutorial support only.
- 6.2 A student who does not submit coursework for the first published deadline and submits course work for the second published deadline but has their coursework referred will be allowed a resubmission of their referred coursework under the normal conditions of re-submission.
- 6.3 Progression from the first year of study to the second year of study will require an academic judgement of a student's abilities as recognised through their grade profile. Students carrying referrals will be allowed to resubmit, either from the first semester to the second semester as normal, or from the second semester to a published date before the start of the second year. Students will normally be required to have passed the equivalent of 90 credits (six 15 credit units) to proceed to the second year of their full time studies, unless there are extenuating circumstances to be taken into account, or referrals are permitted to be carried forward. Each student will be considered for progression at the end-of-year Assessment Board for their particular cohort. Where students do not meet these requirements they will be dealt with through the 'at risk' policy.

## **7 Supporting students to submit coursework**

- 7.1 Student coursework submission has not been to the levels Regent College is looking to achieve. A major initiative for both existing cohorts and cohorts that have completed their two year full-time programme of studies has been developed and implemented. The initiative was developed over the summer of 2015 and implemented from September 2015. This initiative is detailed in the Policy and procedure for supporting students 'at risk', which has been further developed to incorporate these new initiatives. For cohorts who have completed their two years of full-time study on the HND Business programme contact is being made and tutorial support offered to help them submit outstanding assignments and/or referred work. This initiative is being taken in the context that Pearson, as the awarding body, allows a registered student up to five years (to a Pearson date of December 2018 maximally for the 2011 HND Business Specification) to complete their programme of study and achieve the award and qualification of Pearson BTEC HND Business.

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<i>Version</i>	<i>Version 4.3</i>
<i>Update</i>	<i>May 2019</i>
<i>Approval</i>	<i>Academic Board July 2019</i>
<i>Review Date</i>	<i>August 2020</i>