



## SUBMISSION PROCEDURE FOR FORMALLY ASSESSED WORK

### COVID-19

Exceptional arrangements put in place by the Department for Education (DfE), Ofqual and Joint Council for Qualifications (JCQ) and the awarding organisations as a result of the coronavirus pandemic will be strictly adhered to as and when required. Due to the fluid nature of the situation the usual policies will remain in place and new guidelines implemented to ensure compliance as and when required using Ofqual, DfE and JCQ guidance.

### Objectives

- 1 To ensure that all students at Brockenhurst College have the same opportunity to achieve their full potential (this applies to Level 2, Level 3 and HE)
- 2 To ensure consistency across all curriculum areas
- 3 To comply with Awarding Organisations' expectations of a centre

### Note to Students

It is important to remember that you are working towards a vocational qualification and it is therefore important that you meet deadlines and expected standards of work – as you would be expected to in the workplace.

The assignments that you will be issued with have been written to give you the opportunity to meet the qualification criteria – it is up to you to produce work to meet that stated criteria by the deadline.

### Assignment Writing

- Work set will be designed to meet the required outcomes and give all students that opportunity to achieve the best grade/mark possible
- Assignments are written by the subject teacher and then internally quality assured before issue to ensure accuracy
- Assignments are written using a vocational slant and using a deadline which reflects industry demands and expectations. This will involve the student in planning their time effectively to ensure that all deadlines are met
- Students may well be working on more than one assignment at any given time
- Assignments will include a variety of assessment methods which will include practical skills and applications
- Work may be presented in a written format but all information will be clearly given and explained
- Clear explanations will be given as to what is required by the student on the assignment brief
- Deadlines will be clearly communicated
- Students will be required to sign a declaration to say the work is all their own (to comply with College Plagiarism Policy)
- Marked work will be returned within 10 working days
- This work will be subject to internal quality assurance processes
- Interim grade/mark will be confirmed to the individual learner
- Any student who wishes to challenge the grade/mark will need to follow the College Appeals procedure (found in individual Course Handbooks and on the College Intranet)



### **Extenuating Circumstances**

- Personal illness (supported by a Doctor's certificate)
- Illness within the family
- Bereavement
- Personal accident
- Serious injury
- Custodial sentence
- Unplanned circumstances (e.g. caring responsibilities) which are authorised by LIV/Head of Curriculum

### **Assessment and submission rules**

#### **Opportunities for resubmission**

Every assignment contributes to the final qualification grade therefore it may be appropriate for the Lead Internal Verifier (LIV) to authorise **one opportunity for a learner to resubmit evidence** to meet assessment criteria targeted by an assignment.

A Lead Internal Verifier can authorise a submission when all of the following conditions have been met

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- The teacher judges that the learner will be able to provide improved evidence without further guidance
- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated declaration of authenticity by the learner

If the learner has not met all of the above the LIV will not authorise a resubmission. The LIV must keep a clear auditable communication trail to support each of their decisions.

In the cases where the LIV authorises a resubmission the following will be completed

- The authorisation must be recorded on the assessment form
- The student will be given a deadline for resubmission within 5 working days (this must be within term time, in the same academic year as the original submission)
- The assignment is undertaken by the learner with no further guidance

#### **Procedure for resubmission**

- If the LIV does authorise a resubmission it **must** be:
- **Recorded** on the assessment form
- **Given a deadline** for resubmission within 5 working days (these 5 days must be within term time, in the same academic year as the original submission)
- Undertaken by the learner with **no further guidance**

The Standards Verifier will require everyone to include evidence of resubmitted work in sampling, including:

- 
- **Evidence of LIV authorisation**, signed and dated, with the resubmission deadline clearly stated
- The **initial assessment record**
- **The resubmitted learner evidence**, accompanied by a signed and dated **declaration of authenticity** by the learner



- The **resubmission assessment record**, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions
- Confirmation from the assessor that the **resubmitted evidence is authentic** and is the learner's own work

## Retakes

### QCF Qualifications only

The QCF qualification does not allow for compensation – this means that BTEC Firsts and Nationals on the QCF require learners to achieve every pass criteria in order to successfully achieve the qualification.

Conditions for retaking a new assignment – As all of the above and in addition if a learner has met all of the conditions listed in Opportunities for resubmission but still not achieved the targeted pass criteria following resubmission of an assignment, the LIV **may** authorise **one retake** opportunity to meet the required pass criteria.

The LIV **must only** authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

- The retake must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment
- Refer to the BTEC Centre Guide to Assessment
- The assessor cannot award a merit or distinction grade for a retake
- The assessor must agree and record a clear deadline before the learner starts a retake
- The learner and the assessor must sign declarations of authentication as they both did for the previous submissions
- The learner will not be allowed any further resubmissions or retakes
- Standards Verifiers will require evidence of any retakes in the sampling

*It is important to note and understand that there will be no further assessment opportunities after this stage has been attempted. Therefore, it is important that every learner makes the most of every assessment opportunity and makes sure they understand what is required of them **BEFORE** they start the assessment.*

### Retakes NQF/RQF

BTEC Firsts and Nationals on the NQF do not require learners to achieve every pass criterion in order to successfully achieve the qualification. **Retakes are therefore not available to learners studying BTEC Firsts and Nationals on the NQF/RQF.**

### Feedback to students

This will be given within 10 working days after the deadline date and will be in writing. Standard forms – relevant to each department/subject area – will be used by all lecturers detailing interim grades and areas that could be improved to achieve a higher grade.

### In-class assessments Group work

Dates for these will be issued throughout the year. Failure to attend this assessment, without a valid reason, will result in non-achievement.

### OCR Cambridge Technicals

The QCF qualification does not allow for compensation – this means that learners must achieve every pass criteria in order to successfully achieve the qualification.

OCR Technicals do not require a LIV however, the college require this role to be undertaken



**WJEC (Assignments written by the Awarding Organisation)**

All work to be submitted in accordance with the deadlines set. The internal assessments need to be sat at the appropriate times and failure to arrive could result in a fail. All extenuating circumstances must be discussed with the Head of Curriculum **prior** to the assessment and must comply with the accepted list of reasons.

Re-submissions will be offered to learners who achieve a “U” grade and learners with mitigating circumstances and have the written agreement of the Head of Curriculum.

**Higher Education**

**Foundation Degree in Early Years**

**BA (Hons) in Early Childhood Level 6 Top-up**

To preserve the Higher Educational Character, it is vital that we work to our Academic Partner’s (Chichester) rules. Formal assessments are set by the University of Chichester and it is the responsibility of the Academic Partner (Brockenhurst College) to ensure all deadlines are met in line with the submission policy.

All work is to be submitted on the set date which has been notified to learners.

**If they have failed 1 element of a split assessment then they only need to resubmit the failed element.** This is because they will be re-submitting on a first sit basis.

In line with Chichester Exams guidance:

- If a student submits and passes one element and either non-submits or fails the other element they will only have to submit the part that they failed or did not submit. The same as if they failed or non-submitted in both parts, they will have to do the original assessments again. The mitigation in effect puts them back one step.
- If they fail or non-submit in one part, but the module mark overall is a pass, mitigation will not be applied

If a student is unable to re-submit by the deadline and they have good reason then they need to submit a claim for mitigation. If students contact us or the Programme Offices, asking about dates or which parts they have to re-submit in, this is the advice we will be giving them.

**First sits (Deferred)**

Students who have first sits due to mitigation being accepted only have to complete the elements of assessment not submitted. Extensions can be given for first sits, but the new submission date cannot go beyond your next Board of Examiners. The late penalty rule can also be used for first sits.

**(HNC/HND)**

<b>Assessment Regulations</b>	<b>Work Submissions</b>	<b>Action Required</b>
Work handed in on time	Work handed in on time is marked and feedback given. Work is then handed in on time at the final hand in date	No further action
Deadline date passes without work being submitted (valid reasons)	Extenuating circumstances form and process has been completed and followed.  New deadline date agreed	No further action



New and agreed deadline date	No submission and the student does not have a valid reason	Action plan written, agreed and signed
Final hand in date is not met	Unit fails will trigger discussion regarding the student's progression with the Head of Division. This works in conjunction with the College's Monitoring and Tracking policy and procedure	Assignment is failed

**ACCESS to HE Diploma**

Student submits work to deadline. Ungraded units are marked as Achieved/Not achieved. For graded units the assessment criteria are marked and then the assignment is eligible for grading (Merit or Distinction)	Work is marked and graded. No resubmission opportunity is available (grade polishing not permitted).  If the assessment criteria are not met, work is marked but not graded. One resubmission opportunity is available.
Learner does not meet the deadline and does not request an extension/no extenuating circumstances	Learner may submit the work but for graded units the assignment is capped at a Pass. If the work does not meet all assessment criteria there is no opportunity for resubmission and the unit is failed. A referral to Ascentis can be made if there are extenuating circumstances.
Learner does not meet the deadline but has requested an extension due to extenuating circumstances	Work is marked and graded. No resubmission opportunity is available (grade polishing not permitted).  If the assessment criteria are not met, work is marked but not graded. One resubmission opportunity is available.