BISHOP BURTON College

HIGHER EDUCATION ASSESSMENT SUBMISSION POLICY

1. Introduction

1.1. Assessment is central to the management of quality and standards in Higher Education at Bishop Burton College. It forms not only a means by which student performance is determined, but also an important formative element in the learning process.

1.2. The College is committed, therefore, to providing a robust system for students to ensure timely submission of their work for assessment.

2. Policy Statement

2.1. This policy applies to Higher Education students only and relates to all written assessments with the exception of written examinations and assessments involving a presentation or practical element.

3. Aim

3.1. To maintain and improve student achievement and the quality of the College's performance by providing a set of regulations which supports the timely submission of assessment in HE programmes.

4. Objectives

4.1. To specify the regulations relating to the submission of all work for assessment within all HE programmes:

- A student enrolled on a higher education programme is required to undertake all assessments which are determined by the Programme Specification document, in consultation with the programme team, and published in the Programme Handbook which is given to all students at the start of their programme.

- Hand-in dates are published on assessment briefs within the Module Handbook in addition to the assessment schedule in the Programme Handbook. These hand-in dates cannot be changed unless by prior agreement of the HE Academic Lead.

- Students must submit all assessments electronically to Turnitin by the submission deadline (unless explicitly instructed otherwise).

- Electronic copies can be submitted anytime in advance of the deadline.

- It is the individual student's responsibility to ensure that their assessment item(s) are handed in to the agreed location before the published deadline has elapsed.

- It is the student's responsibility to retain copies of any assessment items which have been submitted.

- Where assessment items are to be posted, the student must ensure that the items are sent to the College by recorded delivery, packaged in a way that will adequately protect the assessment materials and are marked for the attention of the relevant member of staff.
- Electronic submission must be through the relevant programme page on ilearn and uploaded to Turnitin.
- Students who fail to submit assessments by the prescribed date shall be penalised in accordance with the regulations of the validating Higher Education Institution.
- Where students, are unable to submit work on time due to adverse circumstances, then an application for an extension can be made in accordance with the validating body regulations. Students should contact their Programme Leader for details of this process, or check their Programme Handbooks for further information. This must be done prior to the deadline.
- Students should be made aware of the mitigating circumstances procedure (or validating partner equivalent procedure) in case they have particular mitigating circumstances affecting their ability to complete an assessment effectively, or if a longer extension than can be granted by the Programme Leader, is required.
- All assessment outcomes remain provisional and therefore subject to possible change, until confirmation by the relevant Board of Examiners.
- The module tutor will mark assessments and provide feedback to students within 20 working days of the hand in date unless there are exceptional circumstances preventing this.
- Where appropriate the module tutor will provide generic feedback on the marked assessment within an agreed class session. Feedback will be structured against the stated assessment criteria for the specific assessment being marked.
- Assessments which fall outside of the stated word count can be subject to penalties depending on the validating Higher Education Institution's regulations. Students should be made aware of the relevant regulations for their particular programme and this will be available in the Programme Handbook.

4.2. To support the policy with operating procedure and guidelines as follows:
- OP 1.309 - Assessments in Higher Education
- Mitigating Circumstances – Programme Handbook

4.3. To evaluate the policy through an internal review process and regular team meetings.

5. Implementation

5.1. The policy will be carried forward in conjunction with the Operating Procedure by Programme Leaders, working with and through the programme teams.

5.2. The overall responsibility for the implementation of the policy across all HE programmes lies with the Assistant Principal Higher Education, working with the Assistant Principal Quality and Exams, HE Programme Leaders, and HE Academic Leads.

6.   Method of Monitoring

6.1.   This policy will be monitored through the College regular audit arrangements.

6.2.   Monitoring will also be continuous through team meetings and the processes contained within the Operating Procedures which have arrangements for overseeing implementation.

Authorship: Assistant Principal (HE)

Date: September 2023

Reviewing Officers: Assistant Principal (HE)

This document is available in a variety of formats. Learner Services or main reception will supply guidance on the range.

<u>**Procedure Approval**</u>

Name of reviewing Executive Committee	Chair
Strategic Leadership Group (SLG)	**B Meredith**
Date: 27 September 2023	Signature: WMeredith