Apex College

Assessment Strategy

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1. Strategic Objectives

1.1 To ensure that throughout the assessment process operating at Apex College the process of assessment is equitable, valid and reliable.

1.2 To ensure that the assessment process operating at Apex College meets all requirements set by Pearson BTEC for the HN Business programme.

2. Assignment Briefs and Internal Verification

2.1 All assignment briefs are written to meet requirements set by Pearson BTEC for the RQF HN Business programme, with use being made of specimen assignment briefs provided on HN Global. Draft assignment briefs are internally verified according to the College's Internal Verification Policy. External feedback from Pearson on assignment briefs is provided through the Pearson AMR and External Examiner process. This supports continuous improvement.

2.2 Students are provided with assignment briefs for their units of study at the start of the unit teaching block. These are provided on the College's VLE (Moodle).

Apex Policy: Internal Verification Policy and Procedure

3. Formative and Summative Assessment

3.1 Students are supported to submit formative assessments for part or all of the unit assignment brief before submitting their final summative assessment through Turnitin. Teaching staff provide comments and feedback on students' formative assessments. This helps students to address all aspects of the assignment brief and meet the unit learning outcomes.

4.0 Grading of Student Assessed Work and Internal Verification

4.1 Students submit their summatively assessed work through Turnitin, which is located on the College's VLE (Moodle). Grading and feedback is conducted through the use of Turnitin so that this can be accessed at any time once grades are released following the Assessment Board meeting

4.2 Grading of student assessed work is conducted against the grading criteria provided with the assignment brief. Grading is conducted wholistically as required by Pearson. Graded work is sampled for internal verification according to guidelines provided in the College's Internal Verification Policy.

4.3 Graded student assessed work is sample by the Pearson External Examiner and feedback provided concerning whether grading conducted by College teaching staff meets the required academic standard at either level 4 (HNC) or Level 5 (HND), as appropriate. The report of the Pearson External Examiner contributes to ensuring grading is to the required academic standard.

Apex Policy: Internal Verification Policy and Procedure

5. Providing Feedback to Students on their Assessed Work

5.1 Feedback to students on their assessed work is provided through Turnitin on the College's VLE (Moodle). Feedback should be both positive and constructive, identifying both strengths and areas for improvement. Feedback should be provided according to the guidelines provided in the College's feedback policy.

Apex Policy: Feedback Policy

6. Academic Good Practice and Academic Misconduct

6.1 Students are briefed about the different forms of academic misconduct and how to avoid such things as plagiarism, etc. A short student handbook 'Good Academic Practice and how to avoid plagiarism' is made available to students on the College's VLE (Moodle). Induction for new students and teaching staff in delivery of the units of study also brief students on academic misconduct and how to engage with good academic practice.

6.2 The College uses Turnitin to both help students identify possible plagiarism during the formative assessment process and to identify academic misconduct with summative assessment submissions.

6.3 The College's Academic Misconduct Policy and Procedure is used to deal with cases of alleged academic misconduct and provides guidelines for penalties to be imposed should academic misconduct be found and proved to have taken place. The Quality Officer deals with cases of potential academic misconduct on referral from HND Programme Leaders (London and Leicester).

Apex College Policies: Good Academic Practice and How to avoid Plagiarism (https://apexcollege.ac.uk/wp-content/uploads/2023/05/2.11-Good-Academic-Practice-Student-Handbook-DoQE-Revised-January-2023-V5.0.pdf)

Academic Misconduct Policy and Procedure (https://apexcollege.ac.uk/wp-content/uploads/2023/04/2.10-Apex-Academic-Misconduct-Policy-and-Procedure-DoQE-Revised-January-2023-V6.0.pdf)

7. Extenuating Circumstances

7.1 Students may use the Extenuating Circumstances Policy and Procedure when issues in their lives may adversely affect their studies causing, for example, not being able to attend classes at the College for a period or affecting their ability to complete assessed work to a specifies deadline. Students complete the extenuating circumstances form when requesting

an extension to an assessment deadline or to request an extended absence from scheduled teaching classes.

Apex Policy: Extenuating Circumstances Policy and Procedure (https://apexcollege.ac.uk/wp-content/uploads/2023/04/2.12a-Apex-Extenuating-Circumstances-Student-Guide-DoQE-Revised-January-2023-V6.0.pdf)

7. Academic Appeals

8.1 Students may make an academic appeal against the grading or other matters to do with their assessed work. The College's Academic Appeals policy and procedure sets out criteria which would result in an academic appeal to be progressed. Students cannot normally appeal against the grade assigned by an assessor to a piece of assessed work unless one of more of the criteria in the policy are met. It is for the Assessment Board to determine/approve the outcome of an academic appeal.

Apex Policy: Academic Appeals Policy and Procedure (https://apexcollege.ac.uk/wp-content/uploads/2023/04/2.13a-Apex-Academic-Appeals-Policy-DoQE-Revised-January-2023-V8.0.pdf)

9. Assessment Board

9.1 The Assessment Board meets to approve student grades, consider individual student achievement, receive reports on outcomes of any cases of academic misconduct, consider extenuating circumstance, agree referrals and resubmission deadlines, approve progression of students from Year 1 to Year 2 of the HND Business programme and approve the award of the Pearson BTEC HND Business qualification. Apex College's Assessment Board operates according to its terms of reference and constitution.

Apex Policy: Assessment Board Terms of Reference and Constitution

10. Reasonable Adjustments

10.1 Apex College's Reasonable Adjustments and Special Considerations Policy. A reasonable adjustment helps to reduce the effect of a disability or learning difficulty that places the student at a substantial disadvantage in the learning and assessment process. Reasonable adjustments must not affect the validity or reliability of assessment outcomes. The HND Business Programme Leaders (London and Leicester) are responsible for determining reasonable adjustments to be made for a student, where deemed appropriate.

Apex Policy: Reasonable Adjustments and Special Considerations Policy

11. Apex College Policies and Procedures

Where Apex College's policies and procedures are available on the College's website a link is provided above. Where a policy is not available from the College's website it is available from the Quality Manual on the College's VLE (Moodle).

(i) Internal Verification Policy
(ii) Feedback Policy
(iii) Good Academic Practice and how to avoid Plagiarism
(iv) Academic Misconduct Policy and Procedure
(v) Extenuating Circumstances Policy and Procedure
(vi) Academic Appeals Policy and Procedure
(vii) Assessment Board Terms of Reference and Constitution

(viii) Reasonable Adjustments and Special Considerations Policy