DOCUMENT DETAILS

Document Name:	**HE Assessment Guidance for Students**			
Approval body:	HE Academic Board			
Approval date:	Oct 25			
Review date:	Jan 27			
Document author	Claire Barton			
Document owner	Ruth Perry			
Applicability	Students	X	Staff	X
	Governors		Other	
Summary	This document offers HE students info on assessments.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
NA	

Approval body	**Date approved**
HEAB	Oct 25

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	**Impact**	**Section reference**
Job title update.	NA	
Minor edits to language use	To be clear on purpose of statement	3.5, 3.10, 3.11, 5.1, 5.2
Simplification to 6: Submission of coursework and penalisation of late submissions	Clarity on individual awarding organisations quality guides, links to quality guides added on studentnet,	6- all

	link to course handbooks for detail added.	
AI training and referencing	A note about Ai training and referencing added to guide students	10.2
Special Consideration Form guidance	• Removed: 'Where the problem is caused by English being your second language. You should seek advice from the International Office ' • Removed postal application for special consideration and changed Hed of Centre to Curriculum Manager • Further detail added to deadlines	Appendix 2

1. Introduction

1.1 This Guidance offers students with overall information on Assessment as an HE student. For further details and for tutors, refer to the full HE Assessment Policy available on the HE section of the College's VLE, Interact.

1.2 Nottingham College is committed to ensuring that students receive consistent and accurate assessment with appropriate feedback.

1.3 Our commitment to you:

- clear and accurate information will be provided about your course, including what you will need to do to succeed, and how you will be assessed.
- we will give you timely and accurate information about examination and the examination regulations.

1.4 The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of their course and achieved the standards required to gain their award.

1.5 Assessment methods and procedures must meet the criteria of the specific awarding body/validating university and encompass the key criteria of validity, reliability, and fitness for purpose.

2. Terminology

Diagnostic assessment provides an indicator of a student's aptitude and preparedness for a course and identifies possible learning problems.

Formative assessment is designed to provide students with feedback on progress and inform development and may not contribute to the overall assessment.

Summative assessment provides a measure of achievement or failure made in respect of a student's performance in relation to the intended learning outcomes of the course.

3. Assessment

Assessment is the process by which decisions are made about a student's learning, progress, and achievement. The assessment process, principles and procedures should be explicit, valid, and reliable. Each course has a course leader. The course leader is responsible for ensuring that the following standards are met:

3.1 All assessments meet the requirements of the awarding body/validating university in terms of quality, appropriateness, and grading.

3.2 All lecturers are to be appropriately experienced/qualified, according to the requirements of the awarding body/validating university.

3.3 A variety of assessment methods should be used to support student learning and meet the needs of individual students, for example, case studies, peer-assessed activities, time-constrained assignments, extended assignments involving research, examinations, final major projects, dissertations, and work-based projects.

3.4 Assessments must be at a level appropriate to the qualification, in line with awarding body/validating university requirements.

3.5 Formative assessment must be utilised, within the guidelines of the awarding body/validating university, to monitor students' progress, provide feedback and support learning development before the onset of summative or formally graded work.

3.6 The principles of encouraging real tasks for real audiences should be central to the design of assessment activities.

3.7 Assessment materials must be fair, unambiguous and promote equality of opportunity.

3.8 All assessments to be internally verified, prior to issue to students.

3.9 All students to be informed of the assessment procedures during induction; to include method of assessment, frequency, volume, weighting (if applicable) and how to submit. Your tutors will be the first point of contact for this.

3.10 An assessment schedule covering all units/modules to be published in advance and made available to students at the start of each academic year; any amendments to be notified to all students. This is normally in the form of an Assessment Booklet for NTU validated courses, Assessment Schedule for Open University validated courses or a Student Handbook for Higher Nationals.

3.11 Assessment schedules are to be devised considering student workloads, submission dates and avoiding 'bunching' of assignments.

3.12 All assessment activities are to be accompanied by a standard assessment briefing sheet, detailing the assessment activity, the grading criteria, and the submission date. Opportunities for common skill assessment will be identified where appropriate.

3.13 Each graded assessment activity to be accompanied by comprehensive, constructive written feedback, highlighting positive aspects of the work, areas for improvement and setting realistic and achievable goals.

3.14 Assessed work to be internally verified in line with the College internal verification policy prior to return to students.

3.15 All assessed work to be returned to students within agreed timescales; normally 15 working days.

3.16 All examinations must be carried out using HE Exams Policy and wider College procedures.

3.17 The assessment process must be operated fairly and consistently within the course.

3.18 A record of grades attained for each assessment for each student is to be recorded accurately and systematically within a student's personal development plans and staff will record this on pages of the VLE, for ease of review by staff and students.

3.19 Assessment grades for all students must be available for the meeting of the relevant examination boards, which is held at the end of the academic year. Whereby operational circumstances or awarding organisation regulations dictate, mid-year examination boards will be scheduled.

4 Appeals procedure

4.1 All students are to have access to the College HE Academic Appeals Procedure, which is available on the HE section of Studentnet, the College's VLE.

5 Referrals

5.1 A referral grade is given when a student has not met the criteria to achieve a pass grade in an assessment. In this situation an opportunity may be provided for the student to resubmit the assessment. Notification will be sent from the Higher Education (HE) Centre following consideration of results and decision at the Examination Board.

5.2 For University Validated Awards, adherence to their Regulations for Validated Awards sets out consequences for re-sit or retake; for both circumstances revisiting work in this way can only be authorised by the Examination Board. For Higher Nationals

6 Submission of coursework

6.1 All coursework submitted for assessment must be in the form detailed in the course handbook; this is ordinarily through the College's VLE via Turnitin. Other artefacts that cannot be submitted in this way must be handed into the designated assessment collection point by the specified time and date.

6.2 Where a student submits work after the official deadline's specified time and date, then students must refer to their student handbook for clarity on loss of grades but they must be clear that students may lose weighting in their assignment unless special considerations or extenuating circumstances have been applied and this could result in

a fail of this module or serious penalisation to their module grade. Greater detail on guidance can be found at:

Higher Nationals Quality Guide: BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment 2025/26

Open University Quality Guide: See page 22 OU Validation Regulations Single Award 2025

NTU Quality Guide: NTU Students Quality Handbook Part E: regulations

6.2.1 Students who have been granted a time extension (see 6.3 below) for the first attempt will have the same late submission criteria applied to their work.

6.2.2 Where a student is making a referred or retake attempt for a module, after exam board approval they must submit work by the official deadline and will not be allowed a time extension. Work received after this deadline will be awarded a mark of 0%. Feedback/ comment will be made on the work for learning purposes and returned to the student with a zero mark.

6.3 A **time extension may be granted in exceptional circumstances** to submit work after the official deadline. Students must apply in writing using the form provided (see Appendix 1) **at least five college working days prior to the submission date for NTU courses and seven calendar days for Open University courses**. Extensions will only be granted at the discretion of, and based upon, decision of an Extenuating Circumstances Committee (ECC).

7 Applications for Special Consideration or Extenuating Circumstances

7.1 A student may make an application for extenuating circumstances

A student may make an application for Special Consideration when **serious and unforeseen circumstances** have affected their ability to complete an assessment or affected the grade they have achieved in an assessment. Each application will be considered by the Extenuating Circumstances Committee (ECC) that sits as part of the Academic Governance Structure for HE. This Committee then advises the Examination Board on whether the case is upheld or not. Thereafter, if the Examination Board increases grades the External Examiner must ratify this decision.

7.2 Each case is taken on merit, however examples of Special Consideration applications more likely to be accepted are:

- problems caused by a serious or significant illness
- critical illness or death of a close relative or dependent
- serious adverse personal circumstances which could not be foreseen.

7.3 **Applications for Special Consideration must be made within seven calendar days, of either an assessment deadline or an examination using the standard *Special Consideration* form** (see Appendix 2). Send the completed form to your course leader at the campus at which they are based. A copy of the form is also to be sent to the Head of Faculty for record and must be presented and minuted at the Extenuating Circumstances Committee. For further information on completion of the Special Consideration form see guidelines below.

7.4 **Supporting evidence for any application for Special Consideration must be provided and given directly to your course leader.** Applications without supporting evidence will not normally be considered. Where supporting evidence is to follow, submit the form and produce the evidence as soon as possible.

8 Internal verification/moderation

8.1 Course leaders will implement the internal verification and moderation guidelines using the appropriate course documentation.

9 Examination boards

9.1 The Examination Boards will be held in July at the end of the academic year to consider the grades of all students; where operational circumstances dictate, mid-year examination boards will be scheduled.

9.2 **First year students on a two- or three-year course:** The Examination Board will consider the grades of each student individually and recommend whether a student should pass and progress to the next year of the course. Decisions will also be made regarding any outstanding work or work which has not been completed to a pass standard.

9.3 Any first year student who has a deficiency of: up to 60 credits or more (for an NTU validated Foundation Degree or BA course); or 40 credits or more (for OU validated Degrees); or 50% of the coursework and examinations (for an HND or HNC course); will ordinarily be unable to progress to year two of the course, or next stage on three year degrees unless exceptional circumstances are approved by The Examination Board.

9.4 **Final year students:** The Examination Board will consider the grades of each student individually and recommend whether a student should pass and graduate. Decisions will also be made regarding any outstanding work or work which has not been completed to a pass. standard.

9.5 Any final year student who has a deficiency of: up to 60 credits (for an NTU validated Foundation Degree or BA course); or 50% of the coursework and examinations (for an HNC or HND course) will not normally be given the opportunity to re-sit examinations or resubmit coursework for NTU and HNC/D courses.

9.6 A second examination board will be held in September of each year to consider the grades of any students who have retaken examinations or resubmitted coursework in the period since the original examination board.

10 Academic Misconduct

10.1 All students are to be made aware of the College's academic misconduct procedures, including plagiarism and collusion statements, prior to the issue of the first assessment. See Academic Irregularities and Misconduct Procedure for more information, this is available on the HE section of Studentnet, the College's VLE.

10.2 All students to undertake AI training and be clear on how AI is to be used in each assessment, they must follow the AI referencing guide. If they fail to adhere to specific

guidance they work will then be reviewed under the Academic Irregularities and Misconduct Procedure for more information, this is available on the HE section of Studentnet, the College's VLE.

11 Additional assessment information

11.1 Any additional course-specific assessment information will be detailed in the course handbook and made available to students at induction.

This Assessment Guide should be read in conjunction with:

- HE Assessment Policy (for staff and deliverers of assessment)
- Academic Appeals Procedure
- Academic Irregularities and Misconduct Procedure

Appendix 1 - Application for extension to assessment submission date

Student Name	
Student ID Number	
Course	
Unit/module number and title	
Unit/module lecturer	

Assessment for which extension is requested: **Hand in date:**
Full details of circumstances leading to the request for extension to assessment submission date

Evidence to support your request:

Signed (student):	**Date:**
Approved/Rejected by (lecturer):	**Date:**
Extension granted/revised submission date:	

Form and evidence to be sent/ provided to unit/module lecturer and HE team

Appendix 2 - Application for Special Consideration - Notes for Guidance

This form is to be used by any student who wishes to claim Special Consideration. By completing this form, you are asking the Examination Board to consider problems that you have encountered.

1. How to fill in the form

Fill in every relevant space on the form carefully. If your form contains an error, then it is possible that it will not get to the Examination Board.

(a) Student Name – give your names as you have registered them in your formal student record.
(b) Student ID Number – this is the number printed on your ID card
(c) Course title– give the name of your course in full, including year of study.
(d) Units/Modules –

- List each unit/module for which you would like consideration to be given
- Consideration will only be given to units/modules listed on this form
- Only list affected units/modules that will be assessed by the Examiners in the current academic year
- Include the submission date of the affected Coursework and/or Examination date to show which aspects of a unit's/module's assessment have been adversely affected by your circumstances.

Consideration of your claim

The following types of claim are **not** likely to be successful:

- Problems caused by poor personal organisation or time management
- A long-term illness or disability where the College has already made concessions such as allowing additional time to complete coursework or examinations
- Complaints about 'bunching' of examinations and coursework deadlines

The following types of claim are more likely to be successful:

- Problems caused by a serious or significant illness
- Critical illness or death of a close relative or dependant
- Serious adverse personal circumstances which could not have been foreseen

2. Circumstances

Describe concisely the circumstances that have had an adverse effect on your studies. Describe clearly **how** the circumstances have affected your performance. Confine your remarks to the space given – continuation sheets will be disqualified.

3. Supporting Evidence

Supporting **evidence must be provided** and given directly to your Course Leader. Claims without supporting evidence will not normally be considered. **Where supporting evidence is to follow, submit the form and get the evidence as soon as possible noting the deadline below.** Please do not suggest that the College may approach your doctor for supporting evidence – this will not happen because medical records are confidential. If your condition required medical treatment, please provide a medical certificate. It is entirely your own responsibility to obtain supporting evidence. This may include: doctor's medical certificate; death certificate; letter from a third party, i.e. counsellor.

Send the completed Application for Special Consideration application and your supporting evidence via your student email to:

Course Leader

Please also send a copy of the completed form to the Curriculum Manager

Deadlines

This form and supporting evidence must be received in good time for it to be presented to the Examiners at the end of year Examination Board. This may also be presented by your Course lead at the HE Extenuating Circumstances Committee which is held three times per year. But a final decision will not be made until the Exam

Board in July. You can only make a claim in the current academic year. **You cannot make a retrospective claim.**

You must make a claim within ten working days of either an assessment deadline or an examination, unless adverse circumstances have stopped you applying within this time frame. Agreement of processing your claim will be at the discretion of the exam board but all applications must be in prior to the board for the current academic year.

Application for Special Consideration

Student Name	
Student ID number	
Course title	

Unit(s)/module(s) affected:

Unit/module code	Unit/module title	Assessment title	Coursework submission date	Examination date

Describe concisely the circumstances that have had an adverse effect on your study and the relevant dates:

Describe clearly how these circumstances have affected your performance:

Supporting evidence: included / to follow

Type of evidence, e.g. Doctor's note

The information I have provided is correct and complete to the best of my knowledge and belief. I request that in accordance with the College regulations, the claim is forwarded to the examination board for their consideration.

Signed: …….
Date:…….

Name (printed): …….. Student ID number: …….

Form and evidence to be sent to the Course Leader with a copy to the Head of Centre