

SRC OU Assessment Handbook

1. Introduction

Assessment is the means by which a student's ability, progress and achievement are measured against agreed criteria. It provides the basis on which decisions can be made about a student's learning needs and whether a student is ready to proceed or to qualify for an award. It also enables students to obtain feedback on their learning and helps them improve their performance. As such it must be an integrated aspect of a programme's learning and teaching strategy.

The purpose of assessment is to enable students to demonstrate that they have fulfilled the intended aims and learning outcomes of the programme of study, and achieved the standard required for the award they seek. The College therefore requires that students are assessed in accordance with those aims and learning outcomes. Assessment should be designed in such a way as to promote effective learning and to minimise the potential for plagiarism or other forms of unfair practice.

2. Types of Assessment

Most assessments are likely to fall into one or more of the following categories:

A. **Formative assessment**

Provide learners with feedback on progress and informs development. Every HE student should have the opportunity to improve their skills through formative assessment. This might take the form of in-class exercises, group presentations, practice reports or draft work. Feedback on formative work should show how improvements can be made to summative work. It is important for students to fully understand the learning objectives and how these are aligned with the assessment criteria and students should be given training on the process. Exemplar work may be used where appropriate to demonstrate the standard and layout of assessments. Peer feedback on first drafts and marking exercises are also beneficial to develop skills.

B. **Summative assessment**

Provides a measure of a student's achievement in relation to the intended learning outcomes of a programme of study. A range of assessment types should be available on each programme as appropriate. Assessment types may include presentations, reports, examinations, practical exercises, role plays, creative work, live briefs and essays. The assessment approval system ensures that all assessments are internally and externally approved. All Assessment briefs are internally moderated and reviewed by External Examiners (Foundation Degrees and Degrees).

3. Submission of assessed work

Work submitted for a summative assessment component cannot be amended after submission, or re-submitted. Student requests for deferral of assessment will not be approved unless made in accordance with Southern Regional College Extenuating Circumstances Procedures as identified in Section 24.1 in the Regulations for validated programmes and subject to penalties invoked as noted in Section 23.1.4 of the Regulations for validated programmes. The submission deadline time is 12 midnight on the deadline date for electronically submitted work. All written work and other work that can be submitted electronically will be submitted via Turn-it-in, which enables proof of submission.

4. Feedback on Assessment

Southern Regional College carries out all higher education assessments in line with the awarding body requirements and in accordance with the safeguarding standards of the QAA (Quality Assurance Agency) UK Quality Code.

All coursework will be returned within a maximum of 15 working days of submission or as per guidelines outlined by the awarding body. If, due to extenuating circumstances, a lecturer is unable to return coursework within the specified time, the students will be given an explanation and a new date set. Lecturers will ensure that appropriate written feedback is provided to students on assessed work in a way that promotes learning and facilitates improvement.

Formative assessment is a fundamental part of teaching and learning. It is the information and feedback provided during a period of instruction, while learning is taking place. It may be part of the formal assessment process but is also used informally to check student learning and thereby effectiveness of the delivery. It affects what the student and the lecturer do next and should improve both teaching and learning. It does not contribute directly to the final mark given for the module; instead, it contributes to student learning through providing feedback. Some methods include informal observation of students during a lesson, questioning, class activities and student feedback.

Summative assessment demonstrates the extent of a student's success in meeting the assessment criteria used to gauge the intended learning outcomes of a module or programme, and which contributes to the final mark given for the module. Summative assessment is used to quantify achievement and to reward achievement. For all these reasons the validity and reliability of summative assessment are of the greatest importance.

At the end of the year, a provisional percentage mark will be calculated for each module based on your performance in coursework and exams. Students are made aware that all grades are subject to approval by the Board of Examiners and ratification by Open University as appropriate. If you do not understand a grade you have received for an assessment, you should make an appointment to see your Personal Tutor/Course coordinator to discuss the grade and feedback provided

Feedback should:

- Align to learning outcomes.
- Be suitable to level and encourage a scholarly approach.
- Identify academic skills and transferable skills in addition to specific learning outcomes.
- Identify strengths to build on.
- Identify areas to consider.
- Clearly express professional judgements.

5. Referencing

6. Please refer to the SRC Open University Student Handbook, page 22

Academic Misconduct

The Southern Regional College is committed to the provision of high-quality education and training. All offences in connection with examinations and other forms of assessment e.g. Plagiarism, Collusion, Cheating and Ghosting will be treated as a serious disciplinary matter.

Academic Misconduct Procedures

The College will ensure that each case of academic misconduct will be determined on its own facts and merits.

If a student is suspected of academic misconduct:

The concern will be raised with the Course Co-ordinator and Curriculum Area Manager (CAM) by the Assessor who will decide whether a further investigation is warranted; in terms of plagiarism, collusion, cheating in examinations and assessments and ghosting, within 7 working days.

- The student will then be invited to attend an Academic Misconduct Panel at the College, within 7 working days upon receipt of the investigation report by the Curriculum Area Manager (CAM).
- At least two members of staff will be present at the panel, normally the Assistant Director for Further, Higher Education and Quality (ADFHEQ) and Head of Quality.
- Students may be accompanied by a fellow student or family member to provide support.
- Students may also request the presence of the Course Coordinator or Personal Tutor.
- If the style suggests the assessment is ghost written or purchased the student may be questioned to ascertain that the work is their own.
- Academic Misconduct Panels will be held three times each year prior to the meeting of the Board of Examiners.

This meeting will decide whether:

a) There is insufficient evidence to justify a finding of academic misconduct. If so, no further action will be taken under these procedures.

OR

b) The matter should be considered poor scholarship rather than academic misconduct. No further action will take place under these procedures, although the poor scholarship will be taken into account through the normal marking process. The finding will be noted on the student record and may be taken into account in the context of any future allegations that the student has committed academic misconduct.

OR

c) That academic misconduct has indeed taken place and a penalty determined

Following the meeting (within 2 working days) the student will be informed in writing of the decision and the penalty incurred.

HE Academic Misconduct Penalties (based on [AMBeR Tariff](#)) See Appendix 1 for details

Academic Misconduct Appeals

The decision of the Academic Misconduct Panel may be subject to appeal on the following grounds:

- That there were procedure irregularities on the part of the Academic Misconduct Panel
- That there were mitigating circumstances which affected the student's ability to determine right from wrong, and which, for good reason, were not disclosed at the time of the Academic Misconduct Panel

An appeal must be submitted, in writing, to the Head of Quality within 5 working days of notification of the decision of the Academic Misconduct Panel. Any information regarding Academic Misconduct offences by learners who have completed one course of study will be held on the learner's file until the end of that course and may be supplied as part of a reference to inform the admission decision for another course at this college. The student will be notified of the decision within 2 working days.

7. Results and grades

Please refer to OU Regulations

8. Internal Moderation

Internal moderation of assessments enables marked work and feedback to be critically appraised to ensure that the marking criteria have been correctly applied and that feedback to students is constructive.

Responsibilities of the Internal Moderator are:

- to ensure that assessments carried out are accurately assessed.
- to ensure that feedback to students supports their learning and development.
- Sample size will be all fails in addition to 30% or 6 whichever is the greater to include a sample of lower, middle and higher marks. This will be internally moderated. The sample will be selected from a variety of marks and students. Feedback will be provided to the

lecturer within 10 working days. If Internal Moderation identifies a need for second marking this will be completed within 10 working days upon receipt of moderation reports.

9. Second marking

In the event of the internal moderation process identifying that marks are inconsistent or have been awarded incorrectly against the marking scheme, the College will implement second marking of all scripts.

Second marking will be used as a supporting mechanism for all newly appointed inexperienced teaching staff.

For more information, refer to the Open University Handbook for validated awards (2024-25)

10. External Moderation

The External Examiner will check that all assessment materials are fit for purpose, prior to the commencement of the programme. The internally moderated sample will be made available to the External Examiner. However, scripts from the full cohort will be available if required, should the External Examiner wish to review. The External Examiner will also attend the Board of Examiners meeting.

11. Extenuating Circumstances

Refer to the **College Extenuating Circumstances Procedures** document [here](#) to obtain guidelines for students who are unable to attend, submit coursework or sit examinations.

12. Assessment Appeals

The student has the right of appeal as provided for in the [Assessment Appeals Policy](#)

If there is no satisfactory outcome or agreed action the student is entitled to submit a formal complaint following the guidance which may be found in the College's [Complaints and Compliments Policy](#)

Appendix 1 (AMBeR Tariff)

Points are assigned based on the following criteria

1st offence	100 points
2nd offence	150 points
3rd offence +	200 points

Amount/Extent

Below 5% AND less than two sentences	80 points
As above but with critical aspects or key ideas plagiarised	105 points
Between 5% and 20% OR more than two sentences but not more than two paragraphs	105 points
Between 20% and 50% OR more than two paragraphs but not more than 5 paragraphs	130 points
Above 50% OR more than five paragraphs	160 points
Submission purchased from essay mill or ghost-writing service	225 points

Level

Level 4	70 points
Level 5	115 points
Level 6/7	140 points

Value of assessment

Standard weighting (20 credits)	30 points
Large Project (e.g. final year dissertation)	60 points

Additional characteristics

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection	40 points
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Penalties are awarded based on points as below

Penalties (Summative Work)

In all cases a formal warning is given and a record made according to the appropriate level of the Student Disciplinary Policy, taking into account the student's previous history. Where the

penalty is expulsion a Formal Hearing will take place and the final decision made by the Disciplinary Panel in line with the AMBeR Tariff.

Points	Penalties (select one)
280 – 329	<ul style="list-style-type: none"> No further action beyond formal warning Assessment awarded 0% - re-assessment required, with no penalty on mark
330 - 379	<ul style="list-style-type: none"> Assessment awarded 0% - re-assessment required, with no penalty on mark Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass
380 – 479	<ul style="list-style-type: none"> Assessment awarded 0% - re-assessment required but mark capped at 40% / Pass Assessment awarded 0% - no opportunity for re-assessment
480 – 524	<ul style="list-style-type: none"> Assessment awarded 0% - no opportunity for re-assessment Module awarded 0% - re-assessment required, but mark capped at 40% / Pass Module awarded 0% - no opportunity for re-assessment, but credit still awarded
525 – 559	<ul style="list-style-type: none"> Module awarded 0% - re-assessment required, but mark capped at 40% / Pass Module awarded 0% - no opportunity for re-assessment, but credit still awarded Expelled from College but credits retained Expelled from College with credits withdrawn
560+	<ul style="list-style-type: none"> Expelled from College but credits retained Expelled from College with credits withdrawn

Penalties (Formative Work)

280 – 379	Informal warning
380+	Formal warning, with record made contributing to the student's previous history

Examinations Operational Process for Open University Validated Programmes

Introduction

This document outlines the processes required by Examinations for the facilitation of Open University Examinations. All Examinations staff and relevant academic staff must familiarise themselves with the detail of the process by attending SRC CPD training.

Registration

After commencement of programme, Programme Co-ordinator submits full class list to Examinations Co-ordinator for fee and enrolment checks. Open University online registration should be completed within 4 weeks of start date. Additional data may need to be submitted electronically as per OU requirements.

Open University candidate numbers issued to candidates upon completion of registration process.

Registration confirmation issued to Programme Co-ordinator by Examinations Staff.

Examination Timetables

Formal examinations shall be held during the designated assessment periods as advised by Programme Co-ordinator. SRC students notified of the assessment period by Programme co-ordinator at beginning of programme. Full Examinations timetable published with all module titles, times, dates and rooms on college website:

[Exam Timetables | Southern Regional College \(src.ac.uk\)](https://www.src.ac.uk/exam-timetables)

Examination timetables will also be displayed on relevant noticeboards and SharePoint.

Examination Support Services

Students may be entitled to additional support for their Examinations if they have a confirmed disability, learning difficulty or long-term medical condition. This support could be extra time, reader, scribe or a variety of other support mechanisms.

Students can download Learning Support Referral Form from [Learning Support | Southern Regional College \(src.ac.uk\)](#) and submit to Reception Staff at any campus. SRC Learning Support Co-Ordinators will then contact you to arrange an appointment where you can discuss your support needs in confidence. You can also email Learning Support: learningsupport@src.ac.uk or call into any of the Learning Support Offices on campus.

Outcome of support meeting is disseminated to Programme co-ordinator and Examinations Department via Examinations Checklist Form. Examinations will arrange to put approved support arrangements in place prior to Examinations series commencement. Students can email staffexams@src.ac.uk for any further information or call into Exams office on campus.

Students may also be entitled to Special Consideration after an exam if they have had a temporary injury, illness or another event outside of your control at the time of the exam which may have affected performance. Should this arise students must contact Examinations Department in person within 48 hours after the Examination has taken place.

Extenuating Circumstances

Students should use the Colleges extenuating circumstances procedures where they experience unforeseen factors or factors outside a student's control which have a negative impact on his or her performance. Students are made aware of Extenuating Circumstances procedures at induction, in class and information listed in the Student Handbook. Extenuating Circumstances Form (EC1) can be obtained from Examination offices or from link [Policies & Procedures | Southern Regional College \(src.ac.uk\)](#) Students can also access OU Extenuating Circumstances Procedure.

Extenuating Circumstances Form should be submitted to Exams Office within **5 days** from date of Examination.

Examination Facilitation

- Examination papers should be designed and moderated by SRC Programme team (course coordinator) and agreed by External Examiner (EE) of programme **8 weeks** prior to Exam dates. At this stage the EE confirms that all examination papers are fit for purpose and use in terms of content, layout and structure. The programme team confirm the authenticity of the paper.
- Examinations facilitated and scheduled by Exams team
- Invigilators, rooms and any special requirements booked by Examinations staff

- Examination papers from Course Coordinator arrive in Exams Office either via Secure online platform with additional encrypted or password. Separate email to contain password. Examination papers are sent to staffexams@src.ac.uk to ensure Exams staff in all campuses receive it. Papers should be submitted **2 weeks** prior to Exam dates.
- Examination papers should be saved to secure Examinations SharePoint site only accessible by Examinations team.
- Receipt of Examination paper recorded on Examinations timetable by Examinations team located on Examinations staff internal live timetable. Question paper copied within secure Exams office (Exams staff only access) and stored securely in Examinations safe on relevant campus.
- On day of Exam, invigilators arrive 30 minutes before start time, Examination paper and materials released to invigilator. Invigilator completes sign out and/or second pair of eyes form along with Examinations staff and takes to Examination room inside sealed envelope.
- Each Examination room is issued with an Invigilator pack to include the following:
 - Exam Day checklist form
 - Exam Incident Report form
 - Exam Seating Plan
 - Exam Candidate List
 - Invigilator packs must be returned to Examinations staff along with the completed Examination scripts.
 - Scripts logged on tracker – signed in by Invigilator/s.
- Minimum Invigilator: candidate ratio 1:30, however it is advisable for 2:30. During peak examinations times a 'roving' invigilator is also deployed to move between rooms as an additional point of contact with Examinations team.

College procedure to prevent Candidate Faud / Plagiarism and Malpractice

- Invigilator must check photographic ID of all candidates and invigilate under examinations conditions.
- Where electronic examinations are taking place, the college has a process in place whereby access to the internet is restricted and candidates have restricted access to sites etc
- After Examination, invigilators check question papers and answer booklets, return to Examinations office immediately after exam finished. All spare copies of unused examination papers are disposed of.
- Answer booklets stored securely before collection and sign out by teaching staff or despatch to external marker as per OU Programme Co-ordinator instruction.
- Where electronic examinations take place, papers are uploaded electronically using an encrypted system.
- Similarly, a password protected or encrypted system is used when sharing examination papers with External Examiners.

Examination Recording of Results

- Course progression and interim results issued by course team via approved college communication systems (e.g. SRC email, MS Teams)

- Exam Board Meeting takes place with OU representation. **It is imperative that all listed OU documentation is completed with necessary signatures:**
 - a. End of year & end of programme results confirmed
 - b. Centre Prepared F7 cover sheet completed & signed
 - c. Centre Prepared Award Recommendation List completed & signed
 - d. Centre Prepared Exam Board Data Sheet completed & signed
- Confirmed results and documentation emailed to OUVV via encrypted spreadsheet within **two working days** of the Board.
- Copies of all documentation and result broadsheets submitted to Examinations department for records and to cross check against official OU documentation.
- OU Board result confirmation **within seven working days of Board**. Only when the awards have been ratified will a letter of results be issued to students from Programme co-ordinator.
- Transcripts signed by Director of Curriculum and issued to Examinations, who print to place along with official Diploma parchments.
- Transcript and Diploma parchments issued within 6 weeks from OU to Examinations Department. Cross checks against Data Sheets will be completed and certificates may be issued at Graduation Ceremony.
- Copies of Exam Board documentation and related Broadsheets will be held in physical archive storage for **120 Years**.

Recording of Results Flowchart Operational process

All coursework and examination marks are inputted on for each module by tutors on a secure course grade tracker on SharePoint within Course Folders. Access is restricted to relevant curriculum personnel including course team, coordinators, and Curriculum Area Managers (CAM). Moderation documentation is used to evidence the audit trail and timing of all internally assessed modules which is also stored in the secure SharePoint Course Folders. Curriculum Manager has overall responsibility for the course folder management.

A double-checking approach is used for accurate grade transfer whereby the Course co-ordinator and another member of course team manually complete the overall Course Broadsheet. All coursework and examination marks are inputted for each module. Course tutors cross check all results upon inputting broadsheet. The broadsheet is electronically stored on Curriculum staff course folder SharePoint. This document must be password protected and the Staff drive read/write access to tutors on OU programme only. These approaches combined mitigate against administrative errors within the grading process.



Course co-ordinator and course team complete all required documentation in preparation for Exam Board meeting which includes:

- F7 cover sheet
- Award Recommendation List for each award
- Exam board data sheet

Course Coordinator has overall responsibility for producing accurate exam board data and must ensure award recommendations match broadsheets.



At Exam Board Meeting it is imperative that all Exam Board documentation is signed by External Examiners, OU Representative & Chair for Board of Examiners. Course co-ordinator supplies all hard copies for signatures.



In the event of an online/Virtual Exam Board, email confirmations from EE where electronic signatures have been added to the documentation, along with signed Award Recommendation list to be sent to Head of Exams.



All signed and completed Examination Board paperwork (Hard copies) submitted to the Senior Examinations Officer and OU Exams Officer immediately after Board meeting. OU overall broadsheet should be sent electronically to staffexams@src.ac.uk via encrypted file.



Senior Examinations officer and OU Exams Officer cross check F7, Exam board data sheet and Award Recommendation lists along with Course broadsheet to ensure accuracy of data.



Senior Examinations officer submits all required documents via encrypted email to OUVP-EXAMBOARDS@open.ac.uk within 2 working days after Board meeting for ratification by MRAQCP.



Following MRAQCP ratification, Programme Team to complete the Transcript of Results, save to their Course Folder. Curriculum Area Manager (CAM) to verify all module titles and results. If the course is part of Higher Level Apprenticeship (HLA) programme then additional checks are made with Business Support and Innovation HLA team.



CAM forwards Transcript of Results to the DoC PA for DoC signature via an email with shared link from Course Folder verifying and providing assurance that all module titles and results are accurate.



When DoC signature has been added, DoC PA will share the final verified Transcript of Results with the Examinations Department and QEO for record keeping purposes. QEO stores final signed Transcript of results in restricted HE OU Quality Transcripts folder.



Examinations department will print off a Hard copy of all Transcripts and add College Stamp.



Following the ratification of results from OU, OU certificates will be forwarded to the College within 4 weeks. Head of Exams will send to Skills Training to satisfy HLA requirements, OR:3.15

Providers should submit the application form at Annex 8 (DfE Application form for Higher Level Apprenticeship Certificate) along with a copy of the Awarding Organisation qualification certificate in the first instance, or if not applicable an alternative form of evidence from the Awarding Organisation, such as a statement of results or official qualification transcript(s), confirming that the participant has passed their qualification and that all of the HLA components have been successfully completed.



After OU Ratification process has taken place, Certificates and Transcripts will be cross checked by Senior Examinations officer and OU Exams Officer against Exam Board Documentation. Upon completion Head of Exams will arrange for both OU certificate and Transcript of results to be given to the students, either at Graduation or through the post. Certificates will be issued to candidates at SRC Graduation ceremony.

All SRC examinations and assessment procedures are carried out in accordance with OU regulations

[Policies & Procedures | Southern Regional College \(src.ac.uk\)](#)

SRC OU Examination Contacts

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Examinations Administrators x 6 across 5 SRC campuses

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