

Al-Maktoum College of Higher Education

Summative Assessment Policy

Department/Team	Policy
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Summative assessments are an essential part of the recognition of achievements and awarding qualifications. Al-Maktoum College's Assessment Policy for all programmes is as follows:

1. Achieving an overall pass

The grading scale is from 0% to 100%. The pass mark for each assessed component of programmes is as follows:

- All HNC and HND programmes: All units are assessed differently and students will be informed of the marking criteria for each assessment. The final Graded Unit is based on the following grade boundaries: A = 70%-100%, B= 60%-69%, C= 50%-59%, below 50% is classed as a fail.
- Diploma in Management and Leadership: All units are assessed differently and students will be informed of the marking criteria for each assessment.
- Introductory Certificate in Arabic Language (ICiAL), Certificate in Arabic Language (CiAL), Diploma in Arabic Language (DiAL): 45%. However, for students who want to progress from the Introductory Certificate in Arabic Language to the next level a pass mark of 65% is required. Students who receive a mark below 65% will be asked to take an entry test to be eligible for the following level.
- Professional Diploma in Islamic Banking and Finance, Executive Diploma in Finance & Entrepreneurship, Diploma in Moral Economy & Sustainable Development:
- Advanced Diploma in Islamic Studies: 45%
- The Academic Training Programme in Multiculturalism and Leadership (ATP): 50% minimum when all three written reports for this programme are averaged.

Therefore, in order to achieve an overall pass for the unit, students must pass all assessed components. The exceptions to this are the Academic Training Programme in Multiculturalism and Leadership (ATP), Arabic Language programmes and Advanced Diploma in Islamic Studies.

2. Re-assessment

- Students who fail a component at the first attempt of an assessment for any unit, apart from the ATP students, will have the opportunity to resubmit.
- Students who are successfully re-assessed will be awarded a mark of no more than 50% (capped), apart from the Graded Units on the HN programmes, where candidates will be awarded the highest grade achieved, whether through first sitting or through any reassessment.
- Students may be re-assessed in failed components only once, though the HN programmes allow two reassessment opportunities in exceptional circumstances.
- Students may not be re-assessed in an assessment that they have passed in order to achieve a higher mark, apart from on the HN Graded Units, where learners who wish to upgrade their award must be given a re-assessment opportunity.
- Students who fail a component may resubmit assessed work within:
20 working days after the original submission date

3. Deferred assessment

If illness or other exceptional circumstance prevents a student taking or submitting an assessment at the appropriate time, they may apply for a deferred assessment using the approved form. Such applications will be considered in the strictest confidence by the Unit Coordinator and the Programme Coordinator who will decide if the application shall be granted and the conditions under which such deferral is approved. Normally, deferred assessments shall be undertaken at least one day before students who were assessed on time received their marked work. If this is not possible, an alternative

but equivalent assessment task must be set. Students taking deferred assessments will be awarded the mark they achieve.

4. Feedback

Feedback is a vital part of the learning process. In summative assessments, constructive feedback is provided in written format. This will serve two purposes:

- it highlights the strengths and shortages of student's work; and
- it clarifies assessment decisions/marks.

5. Granting of extensions

The College aims to ensure fair and equal treatment in the assessment and exams of all students and that no student is unjustly denied or unfairly granted the benefits of continuous assessment. Therefore, upon completion of the approved form and with supporting evidence treated in the strictest confidence at all times, extensions will be granted in accordance with the following rules:

- Extensions of up to 7 days, with the inclusion of weekends, may be granted by the Unit Coordinator;
- Extensions exceeding 7 calendar days must be sent to the College's Academic Registrar for consideration
- The Unit / Programme Coordinator may recommend to the Academic Registrar / SQA Coordinator the reduction or elimination of any penalty when made aware of appropriate extenuating circumstances. Students, who find themselves in such a circumstance, are therefore strongly encouraged to contact the Programme Coordinator as soon as they are able.
- Extensions are granted only where students have encountered exceptional or unforeseen difficulties or are subject to long-term episode of illness, or are affected by any relevant impairment, in the period during which they are expected to prepare their written work.
- When an extension is granted, the student will be given written confirmation of the extension and a copy of this confirmation and any additional information they might wish to provide will be retained by Student Administration.

6. Penalties for late submission of written work

- The College considers the timely submission of work **essential**. Therefore, any work submitted beyond the due date (**without** an approved extension) **will be penalised** according to the following schedule:

5 percentage points deducted per day up to a maximum of 5 calendar days.

- Submissions made over 5 calendar days late without an extension will receive zero for the grade.
- If a piece of work is due to receive a fail grade due to late submission (i.e. if the work would have passed had it not incurred penalties due to late submission), then it will receive the minimum pass grade.
- Students must submit work via Turn-it-in on Moodle.
- Students should confirm that the written assignment is their own work by signing the appropriate declaration on the cover sheet that accompanies the assignment.

7. Reports/Essays

Any student who wishes to discuss their performance with the Unit Coordinator may do so by making an appointment. Students are encouraged to do this as it can clarify issues about the style,

form, and content of writing assignments. Students should be aware that the grades given are provisional, subject to ratification by the Board of Examiners.

8. Unit Coordinator's duties and responsibilities

The Unit Coordinators takes responsibility for:

- Teaching the whole unit(s) or the largest part of the unit assigned by the Programme Coordinator
- Setting assessment questions and activities, in collaboration with other colleagues if appropriate,
- Examining and marking assessed work, and
- Completing the Unit Coordinator Report and submitting this to the Programme Coordinator and / or relevant Committee.

9. Programme Coordinator's duties and responsibilities

The Programme Coordinators takes responsibility for:

- Coordinating the teaching responsibilities with teaching staff,
- Conducting peer review activities of the teaching staff to make sure the quality of teaching is met,
- Ensuring the security and arrangements for setting exam papers and assessments, including the content of examination papers; involvement in examining and marking assessed work; processing grades; and maintaining the quality and standards of marking,
- Providing a pastoral role for students,
- Completing the Annual Programme Review at the end of the programme and submitted through the relevant Committee. The Periodic Review should be conducted in accordance to the Annual and Periodic Review Policy.

10. SQA Coordinator's duties and responsibilities

The SQA Coordinator takes responsibility for:

- Supervising the activities of the Programme Coordinators
- Overseeing the quality and standards of design, delivery, teaching and assessment of the programmes
- Ensuring all Examiners and Internal Verifiers are aware of their responsibilities
- Ensuring the accurate recording and actioning of decisions made by the Board of Examiners
- Ensuring that the College's programmes and processes meet SQA standards and requirements
- Acting as the main point of contact between the College and the SQA

In practice, the SQA Coordinator will delegate operation of some responsibilities to Programme Coordinators, who will in turn delegate teaching responsibilities to Unit Coordinators. The Unit Coordinators will teach most of their respective units and be involved in assessments and internal verification, where appropriate.

11. Assessors' duties and responsibilities

The **First Assessor** of all assessed components of any module or unit is the one who teaches the largest part of the unit. Therefore, the First Assessor has subject knowledge and relevant skills of all assessed components of any unit is the one who teaches.

- In the case of joint teaching, the marking of assessments would be shared by the staff involved in teaching the unit.
- Assessors for the Academic Training Programme in Multiculturalism and Leadership will have relevant and appropriate knowledge and skills of the subjects taught during the programme.

12. Schedule of Markers

All programmes

Provisional grades must be made available to students 8 working days after the submission of the written work or exam: 8 working days for the First Assessor(s) and 4 working days for the Internal Verifier(s). Written assessments will be blind marked; and at least 20%, or a minimum of six scripts of all summative components of assessment should be double marked by the Internal Verifier(s). Unit presentations will not be double marked, but oral exams will. Any oral assessments cannot be blind-marked.

Academic Training Programme in Multiculturalism and Leadership

- Assessment of the ATP reports will be shared mostly by the academic staff who contribute to the teaching of different sessions.
- Feedback must be made available to students 4 working days after the submission of the reports: 3 days for the First Assessor(s) and one day for the Internal Verifier(s). A selection (20%) of assessments will be double marked and blind marked. Internal Verifiers will be given a random sample of reports; or the reports for the internal verification may be selected by the academic administration staff from the lowest and highest marks.

13. Complaints/appeals

If any student believes the grading is incorrect, they are entitled to make a formal appeal against the grading. This must be done in writing within 5 working days of the examination results being announced and should be addressed to the Unit Coordinator.

14. Avoiding Potential Conflicts of Interest

No member of College staff, Marker/Examiner or Internal Verifier shall be involved in any assessment or examination in which she or he has a potential conflict of interest. Staff who believe there may be a conflict of interest must declare this by submitting a *Conflict of Interest Form* to the SQA Coordinator.

All staff are responsible for reporting any conflict of interest, and the College will take measures to address this. This includes Assessors, Internal Verifiers, and Invigilators, who will:

- Set assessments which this candidate will undertake,
- Make assessment judgements on this candidate's work,
- Internally verify assessment decisions on this candidate's work, and/or
- Invigilate an assessment which this candidate is sitting.
- Staff should make a declaration if they are related to or have a personal relationship with a candidate, or are currently deployed to:
 - administer the application of this candidate to start a qualification at the College
 - Administer the recording of the assessment marks
- A personal interest in an outcome of an assessment amounts to conflict of interest, which poses a risk to the integrity of the assessment.

- Conflict of interest also applies where an individual stands to make a personal financial gain from the outcome of an assessment.

15. Assessment regulations for students with Additional Support Needs

The College is aware that its aim of securing fair and equal treatment in the assessment of all students is ultimately inextricable from disability-related issues and is, therefore, anxious to ensure that proper provision or reasonable adjustment is always made. Students can help the College to achieve this aim by communicating any relevant information to Student Administration. At examinations, appropriate arrangements are made to meet the requirements of individual students with a disability – e.g. extra time, scribes, separate rooms, IT support. Alternative methods of examination are also arranged, when appropriate.

16. Transparency, Confidentiality and Security

Students must be given a clear statement of how and when each of their units/programmes is to be assessed. The statement needs to be issued at the start of each unit/upon registration respectively.

- Assessments must be blind marked anonymously when possible.
- Examinations are conducted in an invigilated environment
- It is the student's responsibility to ensure their work is legible.
- Grades and assessed work will be handled, recorded and stored securely.
- Student exams and assessments will be kept for a period of 3 years, after which they will be destroyed.
- In case of any resulting queries, candidate internal assessment appeals or suspected malpractice, the evidence will be retained for a period of 5 years.

17. Review and Monitoring Process

- During the yearly monitoring review of Assessors and Internal Verifiers (via – the ALMC Assessment Code of Practice, Verification and Monitoring), any IV or Assessor can give feedback to other Assessors.
- The assessment of each Assessor and IV will be monitored on a yearly basis at the end of the academic year and will be reported to the Academic Quality and Standards Committee (AQSC).
- Information and the *Internal Verification Policy, ALMC Assessment Code of Practice and Monitoring*, and the *ALMC Verification Code of Practice and Monitoring* will be provided to Internal Verifier's ahead of taking on the role. These documents will be stored on Shared Drive.
- If further advice or clarification is needed, Assessors should contact their line manager, one of the IVs, or the SQA Coordinator.

18. Retention of the assessment documents

An effective and documented system for the accurate recording, storage and retention of assessment records, internal verification records and candidate records of achievement in line with SQA requirements to ensure that accurate recording in the event of any future quality assurance enquiries and to minimise any risk of wrongful certification claims. Retaining documents also help to maintain national standards by allowing for the review of assessment over time. The College will store securely all assessment evidence in any format such as electronic, paper, visual or audio, for cases of malpractice or appeals for the required time. Detailed information on retaining different

documents as well as their duration is included in the College's *Record Retention Schedule (Academic)*.

19. 'Student Route' Visa

Students who are subject to immigration control may have restrictions as a result of the conditions of their visa. These supersede academic regulations on re-assessment timescales and extensions.