
Assessment Procedure

1. Purpose

This procedure outlines the procedures the College uses to assess students.

2. Roles and Responsibilities

All Teachers will implement this procedure under the direction of the Academic Director and Programme Manager, in conjunction with the Student Support Officer who will provide support during assessments. External Examiners will support assessment as outlined in UPOL016 UniHaven External Examining Policy Rev 1.

3. Documentation

Supporting documentation listed throughout this procedure is available from the Academic Director or Programme Manager.

4. Procedure

Programme Board has oversight and responsibility for managing the assessment process¹ and should ensure that the following requirements are in place as delegated to the Programme Manager. The Programme Board will periodically review the assessment methods used to ensure their level of validity and reliability and to determine the extent to which they are effective at demonstrating the achievement of the learning outcomes. Their findings will be fed into Programme Board for formalising recommendations to AC where relevant.

The following series of steps outlines the overall process with the subsequent role-related information showing which academic staff member is responsible for what. This procedure

¹ Assessment and Standards, Revised 2013, section 4.5



should be read in conjunction with UPOL015 UniHaven Assessment and Awards Policy Rev 2, and UPOL016 UniHaven External Examining Policy Rev 1.

Steps

1. Assessment briefs and associated marking schemes are developed incorporating assessment strategy revisions where relevant.
2. Assessment venues are selected and approved.
3. Inform students that assessments and exams are mandatory as a part of the programme requirements.
4. Facilitate any students that require special accommodations.
5. Assessment tasks are coordinated to facilitate an appropriate assessment schedule.
6. Examination or assessment papers are securely printed and distributed.
7. Examinations or other assessment types are invigilated.
8. Possible cases of plagiarism or misconduct and reported and investigated.
9. Scripts are collected from venues and logged on the server with records of attendance.
10. Scripts are securely transferred to the internal assessors.
11. Student assessments are graded under agreed marking schemes and regulations.
12. Possible cases of plagiarism or misconduct concerning assessment are investigated.
13. Marks and grades are processed and securely uploaded according to the relevant College policies and procedures.
14. Provisional results are communicated to students.
15. Student appeals, rechecks and reviews are processed.
16. All student data is gathered, protected, and used securely under College data protection policies.
17. Student assessment records are maintained with accuracy and securely.
18. Results are communicated to students.
19. Ensure that accurate results, assessment material and other data are available for the External Examiners.

20. External Examiners - Review and moderate representative samples of assessment material, meet and discuss findings with Academic Director and/or Programme Manager and complete and submit a comprehensive External Examiner report.

Roles

The roles and responsibilities concerning assessment are presented in the table below.

Role	Responsibilities
Teacher	<ul style="list-style-type: none"> • Communicate to students the nature, format, and grading criteria of assessment tasks, as well as if the assessment is in class or online in terms of completion and/or submission and the mandatory nature of all assessments that students are expected to complete. • Invigilate examinations or other assessment types where necessary. • Collect scripts from venues where applicable. • Grade student assessment under agreed marking schemes and regulations. <p>The workload associated with grading and assessing students will also be addressed by managing alternative, efficient approaches (in some cases, for example, using technology, or increased use of self and peer assessment). UPOL011 UniHaven Academic Staff Workload Allocation Policy Rev 1 will take account of the marking and grading of student assignments and examinations and seek to ensure that there is a realistic and sustainable distribution of activity and responsibility among teachers.</p> <ul style="list-style-type: none"> • Provide mentoring and guidance to students completing assessments and provide ongoing feedback in a timely (within 2 weeks) and formative manner. • Track, monitor, and record learner progress. • Note and report possible cases of plagiarism or misconduct.

	<p>Suspected breaches of the disciplinary code, examination security, plagiarism or other aspects related to academic honesty will be formally pursued as per UPRO008 UniHaven Misconduct Procedure Rev 1.</p>
<p>Programme Manager</p>	<ul style="list-style-type: none"> • Support the development of assignment briefs and associated marking schemes as appropriate. • Suggest revision of assessment methodologies when necessary. • Coordinate and approve venues for assessment. • Coordinate assessment tasks to facilitate an appropriate assessment schedule. • Coordinate invigilation. • Securely print and distribute examination papers. • Collect scripts from venues and log them • Maintain records of attendance • Securely transfer the scripts to internal assessors. • Make arrangements for learners requiring special accommodation. • Process, upload, and manage marks and grades according to the relevant College policies and procedures. Any specific requirements or changes to these processes will be communicated by the Programme Manager to all academic and administrative staff. • Communicate provisional results to students.
<p>Academic Director</p>	<ul style="list-style-type: none"> • Ensure security in all matters about assessment. • Ensure all student data is gathered, protected and used as per UPOL020 UniHaven Data Protection Policy Rev 1, UPOL023 UniHaven Data Retention Policy Rev 1, UPOL024 UniHaven Data Security Policy Rev 1 and UPOL025 UniHaven Learning Analytics Policy Rev 1. • Maintain all records of student assessment. • Investigate possible cases of plagiarism or misconduct concerning assessment.



	<ul style="list-style-type: none"> • Communicate final results to students. • Administration of student appeals, rechecks and reviews. • Provide administrative support to the external examining process. • Ensure that accurate results, assessment material and other data is available for the External Examiners. • Act as a point of contact for all QQI.
External Examiners	<ul style="list-style-type: none"> • Communicate all sensitive information via the agreed form of secure correspondence. • Review and moderate representative samples of assessment material. • Meet and discuss findings with Academic Director and/or Programme Manager • Complete and submit a comprehensive External Examiner report.

5. Quality Control

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/ QQI review and reporting process.



Quality Assurance Manual (QAM) Chapter 7

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