



EYNESBURY
COLLEGE

HEP ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Diploma	
Module Coordinator	1.1	Every trimester prepare and send the examination documentation to the approved external moderator.	
	1.2	Make any adjustments to the examination documentation as required and send to the Academic Directorate.	
Academic Directorate	1.3	Send for printing.	
	1.4	Store documents securely on receipt.	
	2	Quality assurance – internal moderation	
Module Coordinator	2.1	Where there are multiple lecturers for a module organise for the creation and distribution of an objective marking scheme.	
Lecturer/ Module Coordinator	2.2	Mark papers as per the marking scheme.	
Module Coordinator	2.3	Record examination results in the grade book by the specified deadline and lock the grade book.	
Academic Directorate	2.4	Check all the grade books have been locked.	
	2.5	Collect and store the examination documentation securely.	
	3	Quality assurance – external moderation	
Academic Directorate	3.1	At least annually, forward a sample at each grade level (where available) of all final assessments to the relevant external moderator for moderation.	
	3.2	Where issues are identified address accordingly with the Module Coordinator.	
Academic Director	3.3	Each trimester, benchmark pass rates against each equivalent partner university course.	
College Director	3.4	Annually, analyse student graduates' performance at the partner university for the previous three trimesters.	

Responsible	Procedure Steps		W/I
	4	Module Information Booklet (MIB)	
Academic Coordinator	4.1	Prompt Module Coordinators to review their MIBs for the next trimester	
Module Coordinator	4.2	Make changes and send to Academic Coordinator. Request approvals for major changes from the relevant university coordinator.	
Academic Coordinator	4.3	Review proposed changes and forward, with approvals, to the Quality Unit.	
Quality Unit	4.4	Update any MIBs as requested and send updated versions to the Academic Coordinator.	
	4.4.1	Ensure changes that affect the Curriculum Statements are submitted to the Academic Board for approval.	
Academic Coordinator	4.5	Distribute updated MIBs to Module Coordinators.	
Module Coordinator	4.6	Check the MIB and publish on the module web page in the student portal by the start of the first week of the module. If any changes are required send the request to the Academic Director.	
Academic Coordinator	4.6.1	Monitor published MIBs and check all uploaded by Week 3.	
	5	Within trimester assessment	
Lecturer	5.1	Mark assessment tasks according to the rubric, marking guide and the modules learning outcomes.	
	5.2	Enter the results in the grade book within two weeks of the assessment submission date.	
	5.3	Mark all assessment tasks and return to students with feedback within two weeks of the submission date.	
	6	Notification of primary examination information	
Academic Director	6.1	Create the examination timetable and send to Academic Support.	
Academic Support	6.2	Upload to the Portal and send the primary examination timetables and the Examination Conditions and Instructions to the students.	
	7	Variation of assessment tasks	
	7.1	Extension of time for assessment tasks	
Student	7.1.1	Contact the lecturer before the assignment due date together with supporting evidence where appropriate	

Responsible	Procedure Steps			W/I
Module Lecturer		7.1.2	Respond to the student normally within two working days and request them to complete the Assessment Task Extension Application Form .	
		7.1.3	Notify the student of the result of their application.	
Student		7.1.4	If you are not happy with the outcome of the request, make an appointment with the Academic Director.	
Academic Director		7.1.5	Meet with the student to discuss the request and respond within two working days .	
	7.2	Within trimester assessment variation		
Student		7.2.1	Contact the lecturer to discuss your requirements and options.	
Lecturer		7.2.2	Negotiate assessment variation with the student.	
		7.2.3	Send any documentation to Student Services.	
Student		7.2.4	Contact the Academic Director if you are not satisfied with the variation offered.	
Student Services		7.2.5	If any documentation has been provided by the student, maintain details in Navigate and the student's e-folder.	
	7.3	Examination variation		
Student		7.3.1	Complete the Application of Variation to Exam Conditions form and attach supporting documentation. Contact the Academic Director to discuss your requirements and options.	
Academic Director		7.3.2	Negotiate assessment variation with the student and relevant lecturer.	
		7.3.3	Send any documentation to Student Services.	
Student Services		7.3.4	If any documentation has been provided by the student, maintain details on the student's e-folder.	
	8	Re-submission of assessment task		
Student		8.1	Contact the lecturer directly to apply for a re-submission of an assessment if permitted, as per the Module Information Booklet .	
	9	Deferred exams		
Student		9.1	Complete an application for deferred assessment on the Assessment Task Deferral/Extension or Examination Deferral Application form together with the appropriate fee and submit to Student Services no later than two working days after the last day of the primary examination period.	

Responsible	Procedure Steps		W/I
	9.2	Provide supporting evidence in accordance with the requirements of the Assessment Task Deferral/Extension or Examination Deferral Application Form .	
Academic Director	9.3	Assess application and contact the student with the outcome.	
	10	Finalisation of student results	
Academic Directorate	10.1	Meet as a Directorate to discuss results.	
	10.2	Approve eligibility for supplementary examinations.	
	10.3	Contact students to advise eligibility for supplementary examinations.	
Academic Director	10.4	Present assessment results to the HEP Board of Examiners (BoE) .	
HEP BoE	10.5	Approve all student results prior to release after review and consideration.	
Academic Director	10.6	Release results on the student portal.	
	10.7	Publish a timetable for the deferred and supplementary examinations.	
	10.8	Send deferred and supplementary examinations to the Module Coordinators for marking.	
Module Coordinator	10.9	Mark and return the deferred and supplementary examinations to the Academic Directorate.	
Academic Director	10.10	Make appropriate adjustments to students' results upon receipt of the deferred and supplementary examination results.	
	10.11	Consider bona fide requests for adjustments to final results after publication.	
	11	Appeals	
Student	11.1	If not satisfied with a decision you may lodge an appeal in accordance with the Student Grievances and Appeals Policy and Grievances and Appeals Procedure to lodge an appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policy and Procedures webpage
Student Grievances and Appeals Procedure	Eynesbury Policy and Procedures webpage
Examination Conditions and Instructions	HEP Academic Directorate
HEP Board of Examiners Terms of Reference	Quality Unit, Document Management

Form templates	Location
Assessment Task Deferral/Extension or Examination Deferral Application Form	Eynesbury Publications and Forms webpage
Application for Variation to Exam Conditions form	Eynesbury Publications and Forms webpage
Module Information Booklets	Quality Unit; HEP Academic Directorate
Curriculum Statements	Quality Unit; HEP Academic Directorate

Records (including completed forms)	Location
Master copy of examination question papers	HEP Academic Directorate
Completed examination scripts	Secure storage, Coglin St campus
External moderation documentation	Secure storage, Coglin St campus
Benchmarking of pass rates against each equivalent partner university course	HEP Academic Directorate; Reports to the Academic Board (Quality Unit directory)
Trimester analysis of student graduates' performance	Reports to the Board of Examiners (Quality Unit directory, HEP Academic Directorate)
Assessment Task Deferral/Extension or Examination Deferral Application Form	Student e-folder
Application for Variation to Exam Conditions form	Student e-folder

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Version Number	3.0
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Privilege Level	Public