



Assessment Policy

1.	Introduction	1
2.	Assessment Level and Structure	1
3.	Assessment Types	2
4.	Verification of Assessments.....	2
5.	Marking and Awarding of Credit.....	3
6.	Late Submission of Assessments.....	4
7.	Moderation.....	4
8.	External Examiners.....	5
9.	Feedback	5
10.	Security of Assessments	6
11.	Retention of Assessed Work	6

1. Introduction

- 1.1. This policy describes the nature of assessment in NMITE's credit bearing programmes and the Foundation Year. It is derived from the need to articulate the assessment standards that can be expected by students, and how NMITE meet its obligations for standards and quality as described by external bodies, in particular the UK Quality Code for Higher Education, QAA Subject benchmarks, and the Framework for Higher Education Qualifications (FHEQ).
- 1.2. This policy should be read in conjunction with the following:
 - i. NMITE's General Regulations for First Degrees
 - ii. Relevant Programme Regulations

2. Assessment Level and Structure

- 2.1. Where a credit bearing programme includes modules which are designated as FHEQ Levels (4 to 7), assessment at each level will be appropriate to the level as judged against QAA threshold standards and other guidance, such as that from Professional Bodies.
- 2.2. Assessment will be carried out as detailed within each Module Specification, and an overall mark will be awarded for each assessment within the module.



- 2.3. Each assessment within a module will have an assessment brief, available in advance to students, highlighting the expectations for the pass standard (i.e., threshold), and for higher standards of achievement.
- 2.4. The time required to complete an assessment, including preparation time, will be in approximate proportion to their weighting (%) within the module.
- 2.5. Further details of assessment weighting, nature and the time required are given in the Programme Specifications and Module Specifications.

3. Assessment Types

- 3.1. The number and variety of assessment(s) in a module will be dependent on its learning outcomes and the means by which achievement of those learning outcomes will be demonstrated.
- 3.2. NMITE recognises the value and power of assessment-for-learning strategies, and Module Leaders will utilise the assessment process to develop the professional practice of students through experiential learning approaches.
- 3.3. In line with paragraph 3.2, unseen closed-book examinations will not be used as an assessment method.
- 3.4. Assessments may be team or individual, but an appropriate mix will be ensured at the module and programme level.
- 3.5. It is the Module Leader's responsibility to ensure that students are adequately prepared for assessment types used within the module. Where students have not previously encountered a specific assessment type within their programme of study, guidance and preparation time will be timetabled.

4. Verification of Assessments

- 4.1. All assessment briefs will be verified by a suitably qualified colleague. This verification will ensure that:
 - i. the assessment materials students will receive have clear and unambiguous instructions and guidance
 - ii. the assessment addresses the intended learning outcomes
 - iii. the assessment is at an appropriate level
 - iv. the assessment is of an appropriate length and/or workload in relation to its weight and level
 - v. the mark scheme or model answer indicates a sound understanding of expectations of student performance



- 4.2. Once verified internally, all assessment materials will be reviewed and approved by an appropriately-qualified External Examiner prior to their release to students.

5. Marking and Awarding of Credit

- 5.1. All assessments worth 25% or more of the module mark will be double-marked independently by two suitably qualified people.
- 5.2. Notwithstanding paragraph 5.1, assessments worth 25% or less module weighting will be marked in full, and then a sample of 10% of the work or six students – whichever is greater – will be reviewed by a second, suitably qualified marker to assure quality and standards.
- 5.3. Where marks proposed by each marker differ by 10 marks or fewer (on a 100-point marking scale), the average of those two marks will be taken. Where the difference is greater than 10 marks, the two markers will discuss the work and attempt to reach agreement. Where agreement cannot be reached, the Module Leader's decision will have primacy.
- 5.4. The resultant mark for each assessment and the overall module mark will be recorded and reported at a specificity of one decimal place. All marks are rounded to one decimal place before being entered into the calculation of classifications or considered for awards. Where the second decimal place is 5 or greater, the first decimal place is rounded up.
- 5.5. Where students pass all assessment components within a module, an overall module mark will be recorded taking account of the assessment weightings as detailed in the Module Specification. Module credits will be awarded when:
 - 5.5.1. an overall mark of 40 or greater (for foundation year and FHEQ Levels 4-6 inclusive), or an overall mark of 50 or greater (at FHEQ Level 7), is achieved; and
 - 5.5.2. the student has demonstrated achievement of all of the module's learning outcomes.
- 5.6. In order that assessment feedback can be given in a timely fashion to students, the lead external examiner for a module will review module marks before these are released as *provisional* to students. Marks only become confirmed when they have been approved at an Assessment Board.
- 5.7. In order that students can complete any required resits in a timely fashion, resits for assessment components within a module can be scheduled once provisional marks have been agreed by the external examiner and before these marks have been formally approved at an Assessment Board.



- 5.8. Credits are not awarded for foundation year modules, which operate on a pass and progress basis.

6. Late Submission of Assessments

- 6.1. Where a student submits an assessment late, without accepted extenuating circumstance, the mark will be reduced in line with the following:
- 6.1.1. Submission within 6 working days: a reduction of 10 percentage points from the overall mark scored for each working day late, down to the 40% pass mark (for foundation year modules and FHEQ Levels 4, 5 and 6) and 50% pass mark (FHEQ Level 7) and no further.
 - 6.1.2. Submission that is late by 7 or more working days: a mark of 0 is given.
 - 6.1.3. Non-submission: a mark of 0 is given.
 - 6.1.4. In circumstances where the late submission results in a Fail of the assessment, the criteria for the resitting of assessments will apply. (See General Regulations for First Degrees.)
 - 6.1.5. In circumstances where it is accepted that Extenuating Circumstances apply to the assessment submission, penalties may be waived for the affected assessment(s). Other options, such as the setting of a revised submission deadline, may also be applied if the Extenuating Circumstances Committee considers it appropriate. The revised submission deadline will be determined by the Programme Lead and advised to the student in writing by the Registry.

7. Moderation

- 7.1. The Module Leader will be permitted to award to a student a final mark that differs from the original module mark (the weighted mean grade of the assessment elements) in the following situations:
- 7.1.1. where it is evidenced that an individual student has not made a meaningful contribution to a group assignment; and/or
 - 7.1.2. where it is evidenced that the work is not that of the student.
- 7.2. In such instances traceability of final mark must be maintained and communicated to the Assessment Board at the time marks are reported.
- 7.3. Assessment Board may moderate marks to ensure consistency, fairness and equity between students, modules, cohorts and years. Such moderation will be visible and with the agreement of the External Examiners.



8. External Examiners

- 8.1. External Examiners play a critical role in securing the academic quality and standards of assessments and awards. The Quality Assurance Office will appoint suitably qualified External Examiners for all credit-bearing study. Module Leaders are encouraged to make recommendations for external examiners.
- 8.2. NMITE requests input and comment from External Examiners on all assessments to add to the rigour of our internal processes, and has an auditable process for ensuring requests and feedback from External Examiners are responded to in a timely manner.
- 8.3. To avoid perceived conflicts of interests, External Examiners will not be appointed:
 - 8.3.1. from HEIs for whom any member of NMITE academic staff acts as an External Examiner, or
 - 8.3.2. who have been an NMITE employee in the last five years.
- 8.4. Procedures for appointment, training, role and reporting associated with External Examiners can be found in the External Examiner Policy.

9. Feedback

- 9.1. NMITE recognises that timely and effective feedback is an essential part of effective teaching and learning. Module Leaders are encouraged to consider how feedback can effectively be used to support learning and development when designing modules and learning experiences. This should also include a consideration of the sequencing and timing of assessment components where multiple assessments are used within a module.
- 9.2. All modules will include opportunity for students to discuss their work and progress; the learning plan will involve a timetable and activities that facilitate this.
- 9.3. Feedback will be provided on summative assessments in a form that reflects the nature of the assessment. This will be provided within 28 calendar days of the assessment deadline (excepting bank holidays and NMITE closure days).
- 9.4. Feedback will target the process followed rather than the result gained, and provide guidance to students on areas that could be improved and how they can improve their performance on future assignments.
- 9.5. Feedback does not provide an opportunity to challenge marks. Students who are dissatisfied with the assessment process may refer to the Academic Appeals Policy.



10. Security of Assessments

- 10.1. The security and integrity of the assessment process is an important element in maintaining academic rigour. NMITE expects all academic staff to accept their responsibilities to carry out all aspects of assessment in a way that ensures the integrity of the assessment process and, in turn, the integrity of the academic standards of each award.
- 10.2. To mitigate against potential risks to the integrity of assessments, NMITE expects all staff involved in setting, verifying or marking assessments to:
 - 10.2.1. Remain compliant at all times with prevailing guidance from NMITE's Head of IT regarding IT Security, including (but not limited to) compliance with all published policies.
 - 10.2.2. Password protect any assessment materials being emailed to external examiners or verifiers.
 - 10.2.3. Only use designated NMITE approved online storage services when sharing assessments internally or with External Examiners, such as Canvas or SharePoint.
 - 10.2.4. Use dedicated secure physical storage for physical artefacts or assessment material, submitted to the Quality Assurance Office within one week (7 days) of the assessment submission deadline for cataloguing and secure storage.
 - 10.2.5. Arrange that, when unseen individual assessments are given, a trained member of NMITE staff will be present to supervise students, and a second member of staff will be nearby and available on call.
- 10.3. To mitigate against potential risks to the integrity of assessments, NMITE requires that all students submit electronic assessments via Canvas, which requires personal and unique log-in authentication details.

11. Retention of Assessed Work

- 11.1. The Quality Assurance function is responsible for arranging the collection, storage, retrieval, and subsequent secure disposal of assessment material.
- 11.2. Physical artefacts that are unable to be stored in Canvas will be catalogued and securely stored in a locked room, to which the Quality Assurance Office controls access.
- 11.3. The cataloguing process will label each item as follows: Student ID number/Module Code/Date, which date formatting should follow the convention YYYY-MM-DD.



- 11.4. In the event that the physical object is required for further inspection (for example, by an External Examiner), a request should be made via email to the Quality Assurance Office.
- 11.5. If physical assessment material is being sent off-campus, it will be sent by secure postage or courier to ensure its safety, and arrangements will be made with the recipient for any such item(s) to be returned to NMITE in the same manner, for secure re-storage
- 11.6. Any movement of assessed work away from secure storage at NMITE will be logged and signed 'out' and 'in' by the Quality Assurance Office.
- 11.7. The catalogue record is available for scrutiny upon request.



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