UCP-ASS008 Rules and Regulations for Gateway

(Level 5 Diploma in Web Application Development)

1.   PURPOSE

1.1   University Centre Peterborough (UCP) aims to provide fair access to assessment for all students. This policy sets out the UCP's compliance with the assessment requirements of Gateway qualifications as well as aiming to ensure academic integrity and standards are upheld.

2.   SCOPE

2.2   This policy applies to staff and students on Gateway qualifications delivered by UCP. Students are made aware of this policy at the start of their course and have access to it at https://ucp.ac.uk/supporting-you/ucp-policies/

3.   RESPONSIBILITIES

3.1   Assessors have a responsibility for:
- Implementation of assessment, reflecting the nature of the subject
- Implementing assessment in ways that encourage and promote effective learning, and that measure student achievement effectively with reference to intended learning outcomes
- Learners clearly understand assessment requirements and are given opportunities to achieve against the assessment criteria
- Learners' work is presented in a manner that enables effective internal quality assurance to take place
- To provide constructive and developmental feedback on assessed work, including guidance with special educational needs and disabilities
- Maintaining up-to-date knowledge and skill in their subject area
- Ensuring students adhere to Gateway guidance that assessment is valid and reliable as the students own unaided work.

3.2   The Internal Quality Assurers have responsibility for assuring:
- Marking of assessments is appropriate, consistent, fair and transparent and does not unintentionally discriminate against any learner
- Tutors/assessors receive on-going advice and support in relation to Gateway and Code Institute policy and procedures
- Evidence of learner achievement is clearly mapped to the assessment criteria
- Reports of Achievement or Completion (RACs) are valid, reliable and consistent.

4.   **ARRANGEMENTS FOR STUDENTS WITH SPECIAL ASSESSMENT REQUIREMENTS**

4.1   UCP has partnered with the Code Institute on the basis that its assessment methods meet the requirements of a diverse range of students and meet the needs of those with any special assessment requirements (reasonable adjustments made in line with Gateway Qualifications' policy and procedures.

5.   **ACADEMIC INTEGRITY**

5.1   *Authentication of student work*
       Student work must be authenticated. This can be done by the student submitting via GitHub / Canvas. When they do this, they are confirming that the work is their own and has not been copied from anywhere else and that they have not had any help other than help that the tutor has said is allowed for this qualification.

5.1.1   Any use of AI must be agreed by the tutor in advance.

5.1.2   For remote learning Gateway suggest tutors regularly question learners about their reasons for carrying out an activity or producing an assessment in a particular way. This is to give the learner the opportunity to demonstrate their knowledge and/or understanding to give the tutor the confidence that this is the learner's own work.

5.2   *Academic Offences*
       UCP is committed to ensuring that every student and member of staff is made aware of the responsibilities they bear in maintaining the highest standards of academic integrity and how those standards are protected.

5.2.1   UCP will ensure students are given adequate guidance about the importance of good academic practice. UCP will educate its students about academic integrity prior to assessment to both reduce the risk of academic misconduct and to highlight the severity with which certain offences will be dealt. ASS004 Higher Education Academic Integrity Policy sets out UCP's policy and students must familiarise themselves with this policy. In relation to the penalties to be applied the AMBer Tariff as set out in the policy will be used with the exception of grade capping.

5.2.3   Plagiarism, as defined by the Oxford dictionary is "the practice of taking someone else's work or ideas and passing them off as one's own." It is a serious academic offence for which there are serious consequences.

5.2.4   It is acceptable to use and reference others' code however it is an academic plagiarism offence if any piece of work which is not entirely the students own is not correctly referenced or acknowledged. All student projects submitted will be reviewed for plagiarism. This includes checking code comparison tools, plagiarism software, review of Git commit history and other mechanisms.

5.2.5   It is the responsibility of each student to ensure that any direct or indirect inclusion of the work of others is fully and adequately acknowledged. We appreciate that plagiarism may be unintentional however it will still be treated as an offence.

5.2.6   Students are encouraged to ask mentors, tutors and their peers for advice about their project work but any submission should not include any code written by others unless it is explicitly credited to them. Failure to correctly credit code that a student hasn't created themselves will be considered plagiarism and will result in a failing grade. Blatant or repeat offences of plagiarism will not be tolerated and will result in stringent penalties being applied, including removal from the course.

6.   MARKING AND ANNOTATION

6.1   Teachers must mark work in accordance with any marking criteria detailed in the relevant specification.

6.1.1   Teacher annotation should be used to provide evidence to indicate how and why marks have been awarded. This will facilitate the standardisation of marking within the centre and enable the moderator to check that marking is in line with the assessment criteria.

7.   FEEDBACK

Tutor feedback and discussion needs to be an interactive process that motivates and encourages the learner to take responsibility for their own development and evaluate their own progress and performance.

7.1   Assessment feedback from the tutor to the learner should be:
   · ongoing throughout the assessment process
   · positive to inform the learner of what has been achieved
   · specific to actions or targets so that the learner knows what went well and where further development needs to take place
   · clear and constructive, identifying any barriers to progress and suggesting ways to improve performance
   · recorded as a written summary with a copy provided to the learner with opportunity for the learner to respond
   · clearly from the tutor e.g. using a different colour pen.

7.1.2   Assessment feedback from the tutor to the learner should not provide direct input or guidance that could compromise authenticity.

8.   RESUBMISSION OF ASSESSMENTS

8.1   Where a student has not met one or more of the learning outcomes and corresponding assessment criteria have not been met they may be given the opportunity to resubmit.

8.1.1   A student can be approved for a resubmission when:
   • they have met UCP requirements for internally assessed work
   • the tutor judges that the student will be able to meet the learning outcomes and their corresponding assessment criteria independently
   • The internal quality assurer has approved the resubmission.

8.1.2   A student cannot be given more than 2 resubmission opportunities per milestone project.

8.1.3   If a resubmission opportunity is provided the student will be given a deadline, which will not usually be more than 15 working days after the original submission deadline. The student will be informed of the learning outcomes and their corresponding assessment criteria that have not been met. The student will also be reminded of the information and guidance available to them that they could have used in their submission.

8.1.4   The grade for the resubmission will not be capped.

8.1.5   Resubmission will not be awarded to improve grades; only to allow students to demonstrate the achievement of missed learning outcomes.

8.1.6   A learner will not be allowed to resubmit more than twice.

9.   LATE SUBMISSION OF WORK

9.1   Students who do not submit assignments by the due date may be awarded a resubmission opportunity, to a maximum of 2 per milestone project.

10.   SHORT-TERM EXTENSIONS (STE)

10.1   It is important to submit work on time. However, it is recognised that there are times when this is not possible due to circumstances which the student experiences. For this reason, students are able to request a STE for milestone projects only. STE will be for up to 5 working days (in exceptional circumstances 10 working days).

10.1.1   The following are acceptable reasons for requesting a short-term extension:
- Personal short-term illness
- Short-term illness of person for whom the student has responsibility of care
- Bereavement – death of a close relative/significant other (which in an employment context would lead to a period of compassionate leave)
- Other reasons considered acceptable by the Student Advisor.
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10.1.2.   The following are not acceptable reasons for such a request:
- academic workload;
- misreading the instructions on submission deadlines;
- computer, USB memory stick, disk, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work);
- unauthorised absence from UCP (e.g. holiday taken during teaching weeks and assessment periods).

10.1.3   A student can only submit a request for an extension up to 2 working days before the original milestone project deadline.

10.1.4   If requested by Student Support, the student must provide evidence to support their claim within five working days of submitting the request to Student Support and before the original assessment deadline.

10.1.5 The student would normally be informed of the outcome by Student Support within five working days of the request submission. However, should there be a delay, for example, where evidence is not submitted at the time of the request, the decision should be communicated to the student within ten working days of the form being submitted.

10.1.6 The student should be informed of the consequence of the request being rejected at the point of submitting their form. Extension requests will not automatically be granted. A student should continue to work towards the original deadline until they receive a response, in the form of a signed approved extension form, from the Student Advisor.

10.1.7 If a student cannot submit within the original or revised timescale then the assignment will be failed and the student will be offered a resubmission opportunity.

11. ACADEMIC APPEALS

11.1 Appeals may be made in relation to:
- the results of assessments
- decisions regarding Reasonable Adjustments and Special Consideration, or
- decisions relating to any action to be taken against a Student following an investigation into malpractice or maladministration, or
- where evidence suggests UCP did not apply procedures consistently, or that procedures were not followed properly and fairly.

11.1.1 Learners who wish to appeal about their assessment results or a decision affecting their learning should either be supported by their Centre or should have exhausted their Centre's own appeals process before appealing to Gateway Qualifications. In the latter case, learners must provide Gateway Qualifications with evidence that they have first appealed to their Centre.

12. COMPLAINTS

12.1 Complaints will be dealt with using the UCP COM001 Higher Education Student Complaints Policy on the UCP website.

13 DISCIPLINE

13.1 Students on all courses offered by UCP are covered by DIS001 Higher Education Student Disciplinary Policy which is on the UCP website.

14. INTERMISSION

14.1 Students who need to take a break from their course may do so in exceptional circumstances for a maximum period of 3 months initially. If unusually those exceptional circumstances continue beyond the maximum time period, the HE manager may support a further period of intermission up to maximum of 3 more months.

15 WITHDRAWAL

15.1 If a student wishes to withdraw from the course they should be aware that if this is after the cooling off period of 14 days, which begins on the day access to the course is granted, a

refund may not be granted. Refunds will only be granted in extenuating circumstances and on provision of supporting documentary evidence. In such circumstances an intermission may be offered as an alternative.

15.2   If a student still wishes to withdraw Student Support will conduct an online Exit interview. This is to
- ensure the student is making informed decision
- offer more support if this seems appropriate
- complete appropriate paperwork to be completed within cooling off period

16.   ATTENDANCE/ENGAGEMENT

16.1   Students are expected to engage in their learning as this is the best way to ensure successful completion of the course.

16.1.1 If a tutor feels that a student is not engaging in their studies Student Support may contact the student to see if there is any pastoral support that may help them to re-engage and stay on track to achieve the qualification.

17.   BURSARIES

17.1   This course is a Level 5 75 credit course and students are entitled to Advance Learner Loans rather than a student loan. Therefore, students on this course cannot apply for Bursaries which may from time to time be offered by UCP to its students on full 120 credit a year courses. However, UCP will issue letters for students on 1-year courses which involve at least 21 hours of study a week to claim Council Tax discounts as full-time students.