Policy No.
UCP-ASS008

Inspire Education Group

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 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

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

6.1.1 Teacher comments 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:

- 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.

7.1.3 Course Facilitators/Tutors are responsible for providing students with feedback on assessments within 20 working days of the submission deadline. If the 20-working day turnaround is not possible, students should be notified in advance of the expected return date and the reasons for the delay.

7.1.4 A grade can be given to the student at this stage but this is subject to external moderation.

8 CREDIT

8.1 Each unit of a programme is assigned a credit level by Gateway. All units are usually 15 credits in value, or a multiple of this.

8.2 Units have been designed from a learning time perspective, and are expressed in terms of Total Qualification Time (TQT).

8.3 TQT is an estimate of the total amount of time that could reasonably be expected to be required for a student to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT includes undertaking each of the activities of Guided Learning, Directed Learning and Invigilated Assessment.

8.4 Each 15-credit unit approximates to a TQT of 150 hours and 60 hours of Guided Learning 10.3 The assignment of credit to learning should be understood in the following terms:

● Credit is allocated to a learning activity based on its stated learning outcomes.
● A student will only be assigned credit after demonstration through assessment of the achievement of the stated learning outcomes.
● Credit cannot be assigned if no assessment has taken place or if the assessment has not been appropriately conducted. 10.4 The number of credit points assigned is independent of the standards (grades awarded).

8.5 Students achieving higher standards will not be allocated more credit points. The higher standard will be reflected in the grade and classification of the pass.

9 LEARNING OUTCOMES

9.1 All units and programmes have learning outcomes which explicitly describe the learning central to that study and to which the award of credit and qualifications is linked.

9.2 Unit learning outcomes define a threshold standard of learning which all students who successfully complete the unit are expected to be able to demonstrate. The learning outcomes will:

● Define a threshold level of learning.
● Be achievable within the notional learning hours or time constraints of the unit.
● Be appropriate to the agreed level of learning.
● Be assessed.

9.3 To achieve a Pass, a student must have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 5 of the national framework.

9.4 To achieve a Merit, a student must have satisfied all the Merit criteria (and the Pass criteria) through high performance in each learning outcome.

9.5 To achieve a Distinction, a student must have satisfied all the Distinction criteria (and the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

10 RECORDS OF ASSESSMENT TYPE, COMPONENTS, CREDITS AND LEARNING OUTCOMES

10.1 The UCP Academic Office sets up and maintains records of each assessment type by entering approved unit information onto ProMonitor. The following process is adhered to:

● The content of the Gateway subject Specification is transcribed onto ProMonitor by the Academic Office staff for each Unit the Course Leader has identified for delivery. This includes the unit title credit weighting, learning outcomes, assessment elements, assessment type, Unit Leader name.

● The Academic Office checks the information against the approved Unit Specification and enters the assessment due date onto ProMonitor. Students enrolled on the unit are also linked to the unit occurrence on ProPortal.

11 INTERNAL VERIFICATION OF ASSESSMENT DECISIONS

11.1 First markers complete Internal verification of assessment decisions Form (see Appendix 5), attach it to the sample of student work along with the overall mark list and marking scheme, and provide this to the designated internal moderator.

11.2 The first marker selects a sample for internal moderation which:

- Every Assessor
- Every unit
- Work from every assignment
- Every assessment site (for multi-site centres)
- Pass, Merit and Distinction achievement (a student who has not yet achieved or a referred student is also a valid selection).
- takes account of any support required by the HE Manager for new and/or inexperienced first markers.

11.3 Once the internal moderator has agreed the marking standards of the sample provided, they sign the Internal verification of assessment decisions form (see Appendix 5) to confirm this and then forwards the complete bundle to the Unit Leader.

11.4 The internal moderation process should lead to an agreed set of marks. Where agreement cannot be reached, the matter is referred to the HE Manager. The HE Manager can:

- Refer all student work to be second marked (in cases of significant discrepancy between first marker and internal moderator);
- Refer the batch to a third marker who will determine the final mark in consultation with the relevant External Examiner.

11.5 Once the unit marking is confirmed the Unit Leader enters results onto ProMonitor. Course Leaders must audit at least 10% of the marks input on ProMonitor against internal moderation records. The deadline published by the Academic Office must be adhered to.

11.6 Marks entered during the marking and moderation period are hidden from students on ProMonitor. The Academic Office is responsible for restricting students access until results are approved after the Award Board. Provisional marks (i.e. those that have been internally moderated but not yet ratified by an Award Board) which are disclosed to a student, should clearly state that the marks are not confirmed and could change. Assessments must go through the moderation process prior to any release of confirmed marks (see Appendix 4).

11.7 Marks are entered and codes applied in ProMonitor to record late submissions, academic offence penalties or non-submission of an assessment element. These outcomes will be confirmed to students on ProMonitor following the Award Board meeting.

12 EXTERNAL MODERATION OF SCRIPTS

12.1 External examination usually takes place through an annual visit, although additional visits may be put in place. The EE will agree a date for the remote visit with the Academic Office and Course Leader during the Spring term.

12.2 Course Leaders will provide external moderation sample packs of coursework to the Academic Office by the internal deadline agreed in the secure electronic Academic Office course file (with evidence of internal moderation). This file is protected and only accessible to Course Leaders, EEs, UCP Academic Office and HE Managers.

12.3 The external moderation sample includes:

• a full schedule of all marks achieved by all students registered for the unit, clearly indicating which examples of work have been included in the sample;
• the relevant Unit Specification;
• the Assessment Criteria and Marking Standards/marking scheme for each assessment task;
• The Internal Moderation Form;
• Sample size as requested by the EE;
• the assessed work covering the full range of marks identified within the final marksheet (covering borderlines, pass, fails and distinctions);
• includes The EE is likely to want to include assessments that have been resubmitted;
• work submitted by any IEG staff member studying on the programme;
• covers all markers;
• addresses any external requirements such as those of Professional Statutory Regulatory Bodies.

12.4 Assessments scripts which have not been externally moderated will be securely stored by the Course Leader until the date the awarding bodies have notified it can be released.

12.5 An EE can request a second sample if the first sample did not result in a release of certification or if further sampling is required in order for certification to be released. Any second sample will include:

• The elements of the first sample that prevented the release of certification, including all additional work completed by students to address any gaps identified
• Evidence that amendments have been made to address the issues highlighted in the EE report, such as revised grades for the whole cohort foe the unit(s) affected
• Work for additional students so that the EE can check that standards are being reapplied consistently across a programme.

12.6 The Award Board cannot agree to moderate the marks of individual candidates unless the EE has moderated all assessed work for all candidates.

12.7 Course Leaders are expected to discuss with Unit Tutors feedback on assessment provided by the EE at the Award Board and in the annual EE Report

13 RETENTION OF STUDENT EVIDENCE AND ASSESSMENT RECORDS

13.1 Course leaders should retain:

• both internal and external assessment records for centre and awarding body scrutiny for a minimum of three years following certification

• all student repositories must remain live for public access for a minimum of 3 months after certification.

Claims panel (quarterly)

14 RESUBMISSIONS OF ASSESSMENTS

14.1 Where a student has submitted a piece of work but 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.

14.2 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.

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

14.4 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 student has been informed that they have not meet the criteria or learning outcome. 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.

14.5 The grade for the resubmission will not be capped.

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

14.7 A learner will not be allowed to resubmit more than twice for each milestone project.

14.8 Upon failure of the final attempt, the candidate can continue on the diploma and achieve unit credits through Gateway.

14.9 When a student has failed their third submission, a meeting will be held with the Programme Lead for further guidance.

15 LATE SUBMISSION OF WORK

15.1 Students who are not able to submit assignments by the due date will need to discuss this with the Course Facilitator/Tutor.

15.2 If students are not able to submit their Milestone projects by the end of their 12 months registration period, UCP will be unable to accept any submission of work.

16 ACADEMIC APPEALS

16.1 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.

16.2 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.

17 COMPLAINTS

17.1 Complaints will be dealt with using the CQ006 IEG Complaints Policy found here: https://www.ieg.ac.uk/documents/

18 DISCIPLINE

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

19 INTERMISSION

19.1 Students who need to take a break from their course may do so in exceptional circumstances.

19.2 Student Support review intermission requests and supporting evidence. The HE Manager makes a final decision based on the recommendations of Student Support and the Program Lead.

19.3 During a period of intermission, students do not have access to systems and course materials.

19.4 The maximum total time taken in intermission cannot exceed 12 months.

20 WITHDRAWAL

20.1 If a student wishes to withdraw from the course they should be aware that if this is after the cooling off period of 4 weeks, which begins on the day access to the course is granted, the student is liable for the full course fee. 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.

20.2 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

21 ATTENDANCE/ENGAGEMENT

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

21.2 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.

23 BURSARIES

23.1 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 course. 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.

24 FEE INFORMATION

24.1 All fees become liable on the completion of an enrolment form.

24.2 There is a 4 week cooling off period from the date that your course starts, until you become liable for the course fee.

24.3 If a student withdraws after the cooling-off period, they will be liable for the full course fees.

24.4 If a student is in receipt of Advanced Learner Loan, a student will be personally liable for the balance of the course fees, less any moneys received from Student Finance England.

24.5 The maximum period of intermission allowed for students in receipt of an Advanced Learner Loan is 12 months. After this, Student Finance England will cancel the learner entitlement.