

## Lecturers and Assessors will:

1. Produce an assessment plan at the beginning of year/semester clearly stating hand out and hand in dates or proposed assessment dates.
2. Provide a variety of assessment methods appropriate to the unit and compliant to the Awarding Organisation.
3. Carry out assessment throughout the duration of the course and not end load assessment.
4. Return marked work within 15 working days, including IV where required.
5. During the teaching phase provide formative development feedback prior to summative assessment.
6. Use occupationally competent assessors to make assessment decisions.
7. Provide clear written feedback referencing to the assessment criteria.
8. Ensure that feedback is provided on SPAG and numeracy using the error correction.
9. Ensure that SPAG and numeracy targets are set as required.
10. Store assessment records electronically and keep for 3 years (dependent on awarding organisations requirements).
11. Make sure assessment decisions are quality assured in line with the curriculum's IQA strategy.
12. Ensure that quality assurance has taken place prior to confirming assessment outcomes with the student.
13. Provide samples of written feedback for termly moderation by English and maths staff to ensure consistent compliance with the Assessment Charter.

## Students will:

1. Receive in their course induction information on assessment practices, assessment time lines, assessing team, rules and regulation relating to assessment and consequences of non-submission or late submission.
2. Take responsibility to time manage their assessment.
3. Hand in by the agreed hand in date.
4. Have a clear understanding that handing in late may jeopardise achieving the qualification.
5. Sign and date authenticity declaration form.
6. Make sure the work produced is their own and all sources clearly referenced.
7. Where possible submit assessments electronically.
8. Be expected to submit work that has been completed to the best of their ability.
9. Have the opportunity to reflect on their marked work.
10. Have clear information on the appeal process.
11. Be able to track their progress during the duration of the course.
12. Proof read work before submission.

## SPAG Error Correction Code

Code	Issue	Example Mistake
SP	Spelling (Incl. capital letters)	It's <b>imposible</b> not to like this.
P	Punctuation	I need to plant some more <b>flower's</b> .
V	Vocabulary	The aim is to promote the <b>good</b> of recycling.
//	Start new Paragraph here	
?	Meaning not clear	We will show you can how to save on energy by...
SS	Some problem with sentence structure	There <b>was</b> many <b>problems</b> with this approach.

## Maths Error Correction Guidelines

Issue	Example
Feedback is given on mathematical processes used in calculations, not just the outcome.	Incorrect methods are highlighted to develop the process skills. Marks awarded for correct workings where appropriate.
Mathematical terminology is used correctly and applied.	Feedback reflects incorrect use or lack of units shown in calculations. Spelling of technical words is corrected. Representations of data, e.g. graphs and charts, are appropriate, correctly labelled and accurate.