



Assessment Board Policy

Date Adopted: 24th June 2021

Date Last Amended: 8th August 2022

This policy document outlines the structure and operation of Assessment Boards that Engineers Academy holds both as its own centre, and in conjunction with partner colleges. It includes the following sections:

1. The Purpose of the Assessment Board
2. Planning of the Assessment Board
3. Attendance of the Assessment Board
4. Actions Following the Assessment Board

1. The Purpose of the Assessment Board

Engineers Academy will convene an Assessment Board on set dates within each assessment year, in order to:

- 1.1. Review the actions and recommendations of the external examiner's visit.
- 1.2. Review any extenuating circumstances which may apply to particular students or cohorts of students studying on HE programmes.
- 1.3. Address any instances of assessment misconduct, as outlined in the Academic Conduct Policy.
- 1.4. Review any appeals or complaints that have been referred to the Assessment Board.
- 1.5. Review resubmissions, where:
 - 1.5.1. The authorisation of resubmissions is not approved directly by the board, but such activities are delegated at a programme-leader level.
 - 1.5.2. A record of such resubmission activity is recorded centrally and reviewed by the Assessment Board.
 - 1.5.3. The authorisation of resubmissions may not be delegated to a programme leader who is also chair of the Assessment Board.
- 1.6. Ratify awards that are to be made to students, based on the calculation of students' grades according to Pearson awarding body expectations.
- 1.7. Confirm the progression of students from Level 4 HNC to Level 5 HND programmes, where students have made an application to do so, and have met the necessary entry requirements, including the confirmation of their achievement at Level 4.
- 1.8. Monitor academic standards.

2. Planning of the Assessment Board

Engineers Academy operates as a centre in its own right, as well as a *sub-contractor* of other partner colleges. As a result, separate Assessment Boards are held for each provision.

- 2.1 Due to the flexible nature of Engineers Academy study programmes, with multiple start dates throughout the assessment year, Engineers Academy may hold more than one meeting of the Assessment Board throughout the year.
- 2.2 Assessment Boards for provisions that involve partner colleges will similarly be held on multiple occasions throughout the assessment year, on dates that are agreeable to both parties. Typically, this will be on a termly (triannual) basis.
- 2.3 The meeting date for the next assessment board is confirmed during each board meeting and circulated to all attendees. Attendees should confirm their attendance in advance.
- 2.4 An agenda is provided in advance of the assessment board.
 - 2.4.1 This agenda outlines the activities of the board that will take place during the meeting, in line with those activities outlined in Section 1.
 - 2.4.2 This agenda includes the standing item of Engineers Academy's Conflicts of Interest policy. This policy may be updated as part of the meeting should circumstances change, and attendees may opt out of specific discussions where such conflicts arise.
- 2.5 Prior to the Assessment Board, all Internal Verifiers (IVs) must complete the following actions for each of the units that they have been allocated, to present to the Assessment Board:
 - 2.5.1 Check unit grades are displayed correctly on tracking documents, for any student who has completed the unit since the preceding Assessment Board. The unit grade must be the same as the lowest scoring assessment grade for the unit. Once ratified, the IV should initial and date the appropriate columns on the tracking document.
 - 2.5.2 Check certificates for any student who has been awarded Recognition of Prior Learning (RPL), either for the full unit or assessments within that unit. In either case, the grades displayed on the tracking document must be ratified, and the appropriate columns on the tracking document should be initialled and dated.

3. Attendance of the Assessment Board

The Engineers Academy Assessment Board is made up of the three directors of Engineers Academy, who – at the time of the adoption of this policy document – are responsible for all assessment and IV activity within Engineers Academy.

- 3.1. For those Assessment Board sessions held for Engineers Academy's own provision, the quorum for such meetings is the entire directorate of Engineers Academy.
 - 3.1.1. The scheduling of such board meetings is made in advance in order to allow for the attendance of all directors.
 - 3.1.2. If the meeting is inquorate for whatever reason, the meeting will be rescheduled where possible.
 - 3.1.3. If the meeting cannot be rescheduled, or the circumstances leading to that meeting being inquorate prove to be ongoing, the chair of the board may opt to proceed, providing that the views of the non-attendee be received in advance of the meeting in writing.

- 3.2. For those Assessment Board sessions held in conjunction with a partner college, the quorum for such meetings will be two directors from Engineers Academy and a Quality Nominee from the partner college, in addition to a chairperson nominated by the partner college.
 - 3.2.1. Given that both parties must attend such a board meeting due to the nature of the collaborate arrangement, an inquorate meeting must be rescheduled.
- 3.3. For those Assessment Board sessions held for Engineers Academy's own provision, a person external to Engineers Academy should be invited to chair the board.
 - 3.3.1. The invited chairperson should be someone who is independent of Engineers Academy and the programmes under consideration.
 - 3.3.2. In the event that an external chairperson cannot be sourced, the meeting will be chaired internally by a person who is not a programme leader for the programmes under consideration.
- 3.4. For those Assessment Board sessions held in conjunction with a partner college, a chairperson for the assessment board is nominated by the partner college.
 - 3.4.1. The invited chairperson should be someone who is independent of both Engineers Academy and the programmes under consideration.
 - 3.4.2. In the event that an external chairperson cannot be sourced, the meeting will be chaired internally by a person who is not a programme leader for the programmes under consideration.
- 3.5. The role of the chairperson is limited insofar that the chairperson:
 - 3.5.1. Can control the meeting, given that all remarks must be addressed through the chairperson.
 - 3.5.2. Can ensure that the agenda items are covered in their entirety.
 - 3.5.3. Can ensure that the meeting is carried out fairly and ethically.
 - 3.5.4. Can conclude, re-examine or clarify issues raised, as appropriate.
 - 3.5.5. Can encourage discussion to find consensus among members.
 - 3.5.6. Cannot make decisions outright, overrule decisions or adopt a 'veto' power.
- 3.6. The activities of the Assessment Board's meetings are minuted.
- 3.7. The allocated External Examiner is invited to the Assessment Board.

4. Actions Following the Assessment Board

The following actions arise as the result of an Assessment Board being held:

- 4.1. The minutes of the meeting of the Assessment Board are distributed to members of the Assessment Board.
 - 4.1.1. These minutes include any actions arising for nominated members during the course of the meeting.
 - 4.1.2. These minutes are made available to the External Examiner.
- 4.2. A finalised document of student grades that have been reviewed by the assessment board will be produced, in the format of the Pearson tracking document for learner grades.
 - 4.2.1. This grades document will be made available to the External Examiner, along with the meeting minutes as per 4.1.2.
- 4.3. The centre shall not enter any grades onto the Pearson system until instructed to do so by the external examiner, post completion of their review of the materials provided as per 4.1.2 and 4.2.1.