MORLEY COLLEGE LONDON

Assessment Policy and Manual (Examinations, Assessment, Academic Malpractice, Plagiarism and Appeals)

POLICY OWNER: Quality and Standards Manager

APPROVAL: Policy Committee

LAST APPROVAL: 18th June 2018

NEXT REVIEW: 18th June 2019

Equality Analysis Screening

Equality analysis is a way of considering the effects on different groups protected from discrimination by the equality act. Consider if there are any risks within this policy that will adversely affect a particular group or a variety of groups. Are there any changes that need to be made to the policy its self or additional actions that need to be made to mitigate the risks? The protected characteristics are:

- Race
- Gender
- Disability
- Age
- Sexual Orientation
- Gender reassignment
- Religion and Belief
- Maternity and Pregnancy
- Marriage and Civil Partnership

Has this Policy been identified as requiring an Equality Analysis Screening [Y/N]?

Y

Risks identified: No risks identified

Evidence used (data, consultation): Policy committee consultation

Does this policy need a further action before it can be approved? No
(changes made to policy or further equality analysis needed)

Contents

1. Introduction and Purpose

The College offers a broad range of courses, both externally accredited and non-accredited. Each course will have assessment methods which have been developed by the College or stipulated by the accrediting Awarding Organisation.

The purpose of this manual is:

- To fulfil the requirements of the Joint Council for Qualifications (JCQ) and other Awarding Bodies in the form of an Examinations Policy.
- To act as a manual for staff involved in the delivery of College courses with respect to assessment and examinations.
- To provide a collated point of reference on the assessment procedures followed for the qualifications studied at the College. This does not replace detailed individual Awarding Body guidance, which can be accessed using the links provided in Section 6.

2. Policy Statement

2.1. The College will ensure systems and processes are in place to adequately assess learners' progress and achievement of learning outcomes.

2.2. Where a course offers an externally accredited qualification, the College will ensure the requirements of the Awarding Organisation are satisfied.

2.3. Section 6 will be reviewed and updated where required by the Quality and Standards Manager.

2.4. Definitions

2.4.1. Assessment:

An assessment can be of a student's knowledge, understanding, abilities or skills. The College uses three types of assessment: initial or diagnostic, formative and summative.

2.4.2. Initial or Diagnostic assessment

Determines the preparedness of a student for achieving the learning outcomes of a course or module.

2.4.3. Formative assessment

Measures a student's progress towards achieving the learning outcomes of a course or module.

2.4.4. Summative assessment

Measures the degree to which a student has achieved the learning outcomes of a course or module.

3. Statutory requirements

3.1. Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, Awarding Bodies and JCQ.

3.2. Access arrangements

These are identified as early as possible by the tutor during induction; the student is referred to the Additional Learning Support team (ALS) who then meets the student and informs the subject teachers.

The College recognises that some students with learning difficulties/disabilities will need to use a laptop in exams as a reasonable adjustment in light of their disability. The overriding principle governing the use of laptops in exams is that this reflects the candidate's "normal way of working" i.e.: that they have been using a laptop in class and for exams throughout the year. The College recognise that students with the following difficulties may benefit from use of a laptop (this is not an exhaustive list):

- A learning difficulty, which has a substantial and long-term adverse effect of their ability to write legibly.
- A medical condition.
- A physical disability.
- A sensory impairment.
- Planning and organisational difficulties when writing by hand.
- Very poor handwriting.
- Other conditions, which affect the student's ability to write at speed under timed restrictions.

If a laptop is required, the MIS Exams Office will inform IT Services, as agreed with ALS, via the Helpdesk, giving at least 3 working days' notice, including specific configurations required e.g.:

- Spelling/grammar correction facility is disabled.
- No internet access.
- Software required i.e.: Microsoft Word.
- Where candidate files should be stored.

The ALS team will inform tutors of students with special educational needs and any special arrangements that individual students will need during the course and in any assessments/exams. This will be communicated to the MIS Exams Office.

The ALS team determines a student's access arrangement requirement.

Ensuring there is appropriate evidence for a student's access arrangement is the responsibility of ALS. It is the candidate's responsibility to provide evidence within the timescale requested.

Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the MIS Exams Office.

The Exams Co-ordinator and Room Booking will arrange rooming for access arrangement candidates.

Invigilation and support for access arrangement students, as defined in the JCQ Access Arrangements Regulations, will be organised by the Examinations Co-ordinator. The MIS Exams Office can only provide the service to the candidate when the ALS team (timeframe dependent on qualification) has formally requested it in advance.

3.3. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Management Information Services.

Contingency plans are available in the College's Business Continuity Plan available from the intranet (EMMA) and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

4. College Exam responsibilities

The **Principal**:

- As "Head of Centre" the Principal has overall responsibility for the college as an exams centre

The **Deputy Principal:**

- Advises on appeals and re-marks
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*

The **Examinations Co-ordinator**:

- Manages the administration of internal assessments and external exams
- In collaboration with Programme Managers, advises the Senior Management Team (SMT), subject and course tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies and liaises with relevant teams to agree dates for on demand examinations
- Oversees the production and distribution, to all centre staff, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates are informed of and understand those aspects of the exams timetable that will affect them.
- Provides and confirms detailed data on estimated entries where applicable
- Maintains systems and processes to support the timely entry of candidates for their exams
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*
- Accounts for income and expenditure relating to all exam costs/charges.
- Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Assists in the tracking, dispatching, and stores returned coursework / controlled assessments
- Arranges for dissemination of exam results to Programme Managers and certificates to candidates and processes, in consultation with the Heads of School and Programme Managers, any post results service requests

The **Heads of School** and **Programme Managers**:

- Ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Provide guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- Ensure accurate completion of entry and where appropriate the entering of online mark sheets in adherence to deadlines as set by the MIS Exams Officer
- Accurate completion of coursework / controlled assessment declaration sheets
- decide on post-results procedures
- Work with ALS to ensure that necessary exam adjustments are identified
- Inform the Exams Co-ordinator of any changes concerning exams (e.g. changes of Awarding Body, changes to specifications)
- Deal with any issues raised by the students concerned with exam entry

The **Tutors**:

- Supply information on entries, coursework and controlled assessments as required by the Programme Manager and/or Examinations Co-ordinator
- Ensure that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Assist in identifying candidates who may be eligible for access arrangements and signposting them to ALS
- Ensure students fully understand the exam requirements as stated by the Awarding Body and the college
- Decide whether a candidate should be entered for a particular subject in consultation with the Programme Manager where necessary
- Mark and provide written, developmental feedback on internally assessed assignments ('coursework') within two working weeks of the date of submission.

The **Additional Learning Support Manager**:

- Identifies and test candidates' requirements for access arrangements and notifies the MIS Exams Office in good time so that they are able to put in place exam day arrangements
- Submits to the MIS Exams Office for processing any necessary applications in order to gain approval where required
- Works with the Examinations Co-ordinator to provide the access arrangements required by candidates in exam rooms.

Premises:

- Set up the exam room equipment i.e. tables, chairs and other equipment required as specified by ALS for specific individual needs

IT Services:

- Ensure PCs are kept up to date with all necessary software required to run online exams.
- Provide specialist IT equipment /software required as specified by ALS for specific individual needs

Invigilators:

- Assist the Examinations Co-ordinator in the efficient running of exams according to JCQ regulations and all other Awarding Body specific regulations outside of JCQ.

- Collect the exam papers and other material from the MIS Exams Office before the start of the exam.
- Collect all completed and unused exam papers in the correct order at the end of the exam and ensure their return to the MIS Exams Office.

Candidates:

- Understand coursework / controlled assessment regulations and sign declaration that authenticates the coursework as their own.
- Ensure they conduct themselves in all exams according to the JCQ regulations.
- Agree to attend exam/s they are entered for (or agree to pay an administration fee for non-attendance).
- Agree to complete internally assessed work ("coursework") by the submission date, and to follow the correct procedures if deadlines are unable to be met.

5. Procedures

5.1. Academic Malpractice and Plagiarism

The College, in accordance with the procedure set out below, will deal with academic malpractice. Academic malpractice includes unintentional acts, where students have not familiarised themselves with good academic practice

Academic malpractice may take a number of forms. The following is not an exhaustive list but includes:

• Plagiarism: this happens where students incorporate the work of others (published or unpublished) in their own work without properly acknowledging it, effectively claiming ownership for work that is not their own. This includes word-for-word borrowing as well as copying with minor changes. "Work" is not limited to text, but also includes statistics, assembled facts or arguments, figures, photographs, pictures or diagrams. Students must follow the correct referencing guidelines provided by the programme.

• Self-plagiarism, i.e. using the same work that a student submitted for a previous summative assessment.

• Using an essay-writing service, buying or otherwise obtaining work online or elsewhere, which a student then submits for an assessment. Commissioning an essay is fraud and the most severe penalty, termination of the student's programme, may apply.

• Fraudulent or fabricated coursework, such as reports of practical work that are untrue and/or made up; fabrication of research or dishonest interpretation of data; unethical research practice.

• Cheating in exams e.g. through impersonation, taking in unauthorised materials or mobile phones, copying from other candidates or from notes.

• Collusion: submitting work produced jointly with another student (save where the terms of the assessment require collaboration).

• Deception, for example faking mitigating circumstances or forging a signature relating to a placement

Incidents of Alleged Academic Malpractice

The tutor reports the suspicion to the relevant Programme Manager setting out any evidence gathered in support of the allegation.

The Programme Manager will consider the allegation:

a) Where the Programme Manager considers that malpractice has taken place they will determine a course of action based upon the severity of the alleged malpractice.

b) Where the Programme Manager concludes that malpractice has not taken place, no further action will be taken. A note of the allegation should be passed to the Quality and Standards Manager who will keep a record.

c) If the student's behaviour could be considered a serious breach of the Disciplinary Code the Disciplinary Procedures should be invoked in conjunction with the Academic Malpractice Procedure below.

Minor Malpractice

Where the Programme Manager considers that a minor breach of the regulations has taken place, they may exercise the discretion to address the matter through advice and support for the student.

The Programme Manager will write to the student informing them of the allegation and the decision to address the matter through learning and teaching support. The Academic Malpractice Report Form, supporting evidence and any related correspondence should be forwarded to the Quality and Standards Manager.

Moderate & Serious Malpractice

Where the Programme Manager considers that a moderate or serious breach of the regulations has taken place, they will send an initial warning letter to the student. The letter will explain that an allegation of academic malpractice has been made, and is under investigation, and will include a copy of the Academic Malpractice Procedures. The Quality and Standards Manager should be copied into the correspondence.

The investigation should include a discussion with the student. The student should be given at least 7 days' notice of the meeting and should be given the opportunity to attend on a mutually convenient date. If, once arrangements have been agreed, the student fails to attend on the agreed time and date, the College will provide one further opportunity for the student to attend. If the student fails to attend a second time, or if the student fails to respond to all reasonable attempts to make arrangements, the investigation will continue without the initial meeting.

The Programme Manager should write up a report of the meeting and submit it to the Chair of the Academic Malpractice Panel, together with any evidence. The Chair would normally be the Head of School for the area.

The Chair will consider the report and evidence and determine an appropriate course of action, based upon the severity of the allegation.

a)   If the Chair considers that there is insufficient evidence for the case to go forward to the Academic Malpractice Panel, the student will be informed, in writing, that the case has been closed. The Quality and Standards team will keep the report, evidence and any correspondence in relation to the case as a record.

b)   If the student admits to a moderate or serious breach of the regulations during the investigation phase, the Chair of the Academic Malpractice Panel will use their discretion to either:

i. Make a recommendation to the Exam Board on the severity of the malpractice and an appropriate penalty, without the need to convene a full panel. The Chair will inform the student using the standard template provided by the Quality and Standards Manager. The letter will include the Course Manager's written report and any supporting evidence

or

ii. Convene an Academic Malpractice Panel Hearing. The Chair will inform the student using the standard template provided by the Quality and Standards Manager, giving details of the arrangements for the Hearing. The letter will include full details of the allegation, including the Programme Manager's written report and evidence, and a copy of the Academic Malpractice Procedures.

c) If the student contests an allegation of moderate or serious malpractice during the investigation phase, and there is sufficient evidence for the Academic Malpractice Panel to consider the case, the Chair will convene an Academic Malpractice Panel Hearing. The Chair will inform the student of the outcome, giving details of the arrangements for the Hearing. The letter will include full details of the allegation, including the Programme Manager's written report and evidence, and a copy of the Academic Malpractice Procedures.

Academic Malpractice Panel Hearing

For contested moderate or serious cases of malpractice, or for more complex cases of admitted serious malpractice, the Chair will convene an Academic Malpractice Panel.

The panel should consist of Head of School as Chair, Quality and Standards Manager and Student Services Manager. Additional members of staff may be consulted as appropriate.

The student will be given at least 14 days' notice of the hearing and should be given the opportunity to attend on a mutually convenient date. If, once arrangements have been agreed, the student fails to attend on the agreed time and date, the College will provide one further opportunity for the student to attend. If the student fails to attend a second time, or if the student fails to respond to all reasonable attempts to make arrangements, the hearing will take place in the absence of the student concerned.

The outcome of the hearing will be communicated to the student by letter within 5 working days. The student is permitted to be accompanied by a nominated person at the meeting, barring a legal representative.

Appeals

There is no right to appeal the Academic Malpractice Panel's decision.

Appeals

Internal Assessment

In order to ensure that work produced by candidates is authenticated in line with the requirements of the awarding body, Morley College London is committed to a quality assurance process of internal moderation and standardisation to ensure consistency of marking.

There is no appeals process for the grades assigned to non-accredited learners but where the internal assessment of student work contributes to the achievement of a qualification or award, the student will have the right to appeal the grade assigned, if they believe that this quality assurance process may not have been followed in relation to their work.

A grade appeal may be submitted on two grounds:

1) In the awarding of the grade, the College failed to follow the procedures set out in its Assessment Policy.

2) There is evidence of bias or prejudice on the part of the assessor.

Appeals Procedure

1) The appeal must be submitted in writing to the Deputy Principal (Curriculum & Quality) within seven calendar days of the student's receipt of the moderated grade. If the grade has been posted to the student, he or she will be regarded as being in receipt two days after posting. The appeal must set out the grounds for challenging the grade assigned.

2) The Deputy Principal (Curriculum & Quality) will appoint a senior manager to conduct the investigation. This manager will not have been involved in the internal assessment process for that subject. The purpose of the investigation will be to decide whether the process used for internal assessment conformed to the Awarding Body's specification and subject-specific associated documents.

3) The Deputy Principal (Curriculum & Quality) will respond to the appellant within 14 days of receipt of the appeal request, stating his/her decision to allow the appeal to go forward to an Appeals Hearing or disallowing it.

4) The Deputy Principal (Curriculum & Quality) will chair the Appeals Hearing. Also present will be a Programme Manager (not from that Programme Area) and the Appeal Investigating Officer. The member/s of academic staff responsible for the assigning of the grade and the appellant will also attend. Others may be invited solely for the purposes of giving evidence either by the chair or by the appellant.

5) The Appeals Hearing will consider the following:

   a. The written appeal

   b. The justification of the grade as provided by the assessor/ moderator

   c. The investigating officer's report

   d. The evidence of witnesses (if called)

   e. Any other material the chair considers relevant

Written documentation to be considered at the hearing will be provided to the appellant at least 48 hours prior to the hearing. If either the chair or the appellant wishes to call witnesses they must notify the other party at least 48 hours prior to the hearing.

The Appeals Hearing will either:
i) reject the appeal

ii) require that a different member, or members, of the academic staff who would have been, in the decision of the Chair, appropriately qualified to have carried out the original assessment, reassess the assignment. This is not a stipulation that the assignment be given a different grade.

The reassessment will be final, save only if provision is made for further appeal in the rules and regulations of the Awarding Body.

6) The appellant will be informed in writing within 7 calendar days of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

The outcome of the appeal will be logged as a formal complaint and a written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the Awarding Body will be informed.

After candidates' work has been internally assessed/moderated, it may be externally moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the College and is not covered by this procedure.

External Assessment

Where assessment is carried out externally a student's right of appeal will be governed by the rules and regulations of the Awarding Body (please see Section 6). However, a student seeking to appeal a grade externally assigned should normally seek the support of the College by writing to the Deputy Principal (Curriculum & Quality) setting out the grounds of his or her appeal.

The grounds on which the College would normally be expected to support an appeal are:

i) The appellant failed the assignment when expected to pass

ii) The appellant gained a significantly poorer grade than expected

iii) The College is aware of circumstances – for instance, the maladministration of an exam – which may have, through no fault of the appellant's, significantly impacted the appellant's ability to evidence their relevant knowledge, understanding, skills or abilities and has not already been accounted for through special consideration requests to the awarding body

iv) The appellant has written confirmation of support from the relevant Programme Manager

When supporting a student's appeal to an Awarding Body, the College will require a deposit from the student, which is refundable, should the appeal result in a successful re-grading.

Please note that contacting staff not directly involved in the process to support an appeal is not acceptable and may result in rejection of the appeal.

5.2. Managing invigilators

External staff will not be used to invigilate examinations.

Invigilators are recruited, timetabled, trained and briefed by the Exams Co-ordinator.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources team.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Invigilator.

Note: an appropriate member of staff must accompany candidates who leave an exam room at all times.

The Exams Co-ordinator is responsible for handling late candidates on exam day. Absent candidates are dealt with by the Programme Managers in conjunction with the course tutor.

5.3. Certificates

Candidates will receive their certificates:

- By post (recorded delivery) or;

- Collected and signed for (on request and by appointment only).

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. The MIS Exams Office must agree this beforehand.

The centre retains certificates for one year. After this time, they are disposed of according to the individual board's guidelines.

The cost of replacement certificates are the responsibility of the candidate except where the fault lies with the College.

6. Awarding Bodies of qualifications studied at Morley College London

This section is subject to annual review by the Quality and Standards Manager.

6.1. Non-accredited adult learning

The College's policy for the assessment of non-accredited adult learning is contained within the [Learning, Teaching and Assessment Policy](), specifically section 7.2 Enabling Student Achievement: the Morley approach to RARPA.

6.2. AAT

Introduction

Morley College London is an approved Association of Accounting Technicians (AAT) centre:

https://www.aat.org.uk/sites/default/files/assets/2012_Appeals_policy_and_procedure.pdf

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Business, Enterprise and Professional Training.

Forms of Assessment:

Computer based assessments (CBAs), tests (CBTs) or projects (CBPs). These are run entirely on PCs or laptops.

Moderation:

N/A

Grading:

Grading is at: Competent or Not Yet Competent.

Results:

Results for computer-marked assessments will be available within 24 hours through the AAT website

Results for human marked assessments will continue to be made available within 6 weeks through the AAT Website

Final results will be confirmed through the MIS Exams Office, following course completion.

Re-assessment / Appeal:

If a student thinks their result does not reflect their performance, they can request to have their assessment script reviewed as part of the enquiry stage of AAT's enquiries and appeals procedure.

For individual feedback in the first instance, students should speak to their tutor. As a registered centre, we able to access free automatic feedback for individual students.

The fee for appeal is £28 per assessment.

To submit an appeal:

- For computer-based tests (CBTs), students should send a blank email to appeals@aat.org.uk and AAT will email back with the correct form.
- For computer-based projects (CBPs), students should send a blank email to projectappeals@aat.org.uk, and AAT will email back with the correct form.

For assessments at Levels 1, 2 and 3, as part of the procedure AAT will:

1. Check the outcome reported is correct.

2. Perform a desktop review.

3. Provide basic feedback giving a general indication of performance against the criteria for each task on this occasion.

Timelines for submitting an enquiry/appeal:

The form and fee must be received:

- Within 10 days of sitting the computer based test (CBT) for level 1, 2 and level 3 where provisional results are available the same day.
- Within 10 days of receiving the outcome of a complaint through the centre's own complaints procedure about the computer based project (CBP).

Please note if a student believes there is an error in the content of the assessment material itself, the College should be informed and a formal incident report submitted to AAT's Centre Support team.

Progression and Award:

A student must successfully complete the full qualification before progressing to the next level of qualification.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. For Level 1-2 courses, students should speak to the Programme Manager in the first instance. For Level 3 courses, students should refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

If students experience extenuating circumstances, which prevent them from sitting an external examination on the day, they should speak to the Programme Manager responsible for qualification delivery in the first instance.

6.3. AQA

Introduction

Morley College London is an approved AQA centre:

http://www.aqa.org.uk/subjects/english/gcse/english-language-8700

http://www.aqa.org.uk/exams-administration/exams-guidance

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for English.

Forms of Assessment:

Two written exams a year in June. Paper 1 is 'Exploration in Creative Reading and Writing' and Paper 2 is 'Writers' Viewpoints and Perspectives.' A non-exam assessment: Spoken Language, is a centre-based assessment that is filmed and sent to AQA for moderation before May.

Moderation:

The non-exam assessment is marked internally and externally moderated. The Programme Manager will carry out internal standardisation according to the process described in the AQA specification, and confirm this on a centre declaration sheet. Internal standardisation may involve all teachers marking some sample pieces of work, and identifying differences in marking standards.

Grading:

The grading is from 1-9. 9, 8 and 7 correspond to the current old grades of A* and A. A grade 6 is a little higher than the old B grade. A 'standard pass' is a grade 4, and a 'strong pass' is a grade 5.

Results:

Results are posted directly to the candidates.

Re-assessment / Appeal:

Candidates can pay to submit a formal enquiry about results or to have their exam re-marked. The deadline for this is the September following the June exam. The marks can go up or down and the turnaround period is 20 days.

Progression and Award:

The award is a GCSE in English Language, and the progression route for most students is onto an Access course or HND.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

Special consideration can be applied when:

A student is fully prepared for the exam but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.

In these cases, a small percentage is added to the raw mark. The percentage is determined by using the guidelines agreed by all the awarding bodies and published by the Joint Council for Qualifications (JCQ).

A student is absent from an examination for a valid reason.

In these cases, a mark is calculated for the missing unit provided the student has completed enough of the specification to meet the minimum requirements specified by JCQ. The calculation of the missing mark takes into account the student's performance in the other comparable units of the exam and the national average for those units. This method is considered to be fair and consistent.

The MIS Exams Officer at College must apply online using the Special Consideration section of e-AQA and can select one of the following four options:

Disadvantaged candidate – for a student who was disadvantaged at the time of a written exam.

Absent candidate – for a student who was absent from a written exam.

Group request – for a group of students for any exam or assessment.

Non-timetabled assessment – for a student whose coursework, oral or practical assessment has been lost or is incomplete.

AQA's Special Consideration Team then processes applications and the Examinations Co-coordinator can select 'view requests' to see the outcomes.

6.4. Ascentis

Introduction

Morley College London is an approved Ascentis centre:

https://www.ascentis.co.uk/

https://www.ascentis.co.uk/Pages/FAQs/Category/key-documents

Course Team Responsibility:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Community Learning and Engagement Manager.

Forms of Assessment:

All units are internally assessed through the learner building a portfolio of evidence that covers the assessment criteria.

Moderation:

Internally assessed and verified by the Centre and externally verified by Ascentis.

Grading:

Pass or fail.

Results:

Final results will be confirmed through the MIS Exams Office, following course completion.

Re-assessment / Appeal:

Assignments, which do not meet the assessment criteria on the first submission, can be reattempted on one further occasion.

Progression and Award:

After successful completion of Level 1, students can progress to an Ascentis Level 2 Certificate.

Fees:

The examination fee is included in the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. Students should speak to the Manager responsible for qualification delivery in the first instance.

6.5. BCS

Introduction

Morley College London is an approved BCS centre:

http://www.bcs.org/category/14405

https://www.bcs.org/upload/pdf/operational-requirements-manual_1.pdf

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Maths and IT.

Forms of Assessment:

Computer-based assessment

Moderation:

N/A

Grading:

Pass or fail

Results:

All tests are computer marked and results issued on the same day.

Re-assessment / Appeal:

Re-sits are offered at the end of each course.

In the first instance, a student must appeal their result with the Programme Manager who will conduct an investigation and communicate the outcome of this to the student.

In the event that students are still not satisfied, then they can raise the appeal with BCS. Students will be required to provide written evidence of the appeal they have submitted to the Programme Manager.

When submitting an appeal to BCS, students must provide relevant supporting information:

- Name and BCS registration number.
- Date(s) you received notification of a BCS result.
- Title and number of the BCS qualification affected or nature of service affected (if appropriate).
- Full nature of the appeal.
- Contents and outcome of any communications relating to the investigation carried out by the College.

The appeal is considered by the Quality and Standards Manager who will decide if there is a case for appeal.

The standard appeal fee is £10.00 + VAT.

Progression and Award:

Certificates are issued by BCS after students have passed all relevant modules.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

The centre can make a request on behalf of students, by completing a Special Consideration request form (via the Approved Centre Forum), including relevant supporting information, for example:

- learner's name and BCS registration number.
- nature of, and rationale for, the request.
- supporting information/evidence (e.g. medical evidence or a statement from the invigilator or any other appropriate information).

6.6. City and Guilds

Introduction

Morley College London is an approved City & Guilds Centre.

https://www.cityandguilds.com/qualifications-and-apprenticeships#fil=uk

https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures

Functional Skills English E1-L2:

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for English.

Forms of Assessment:

Functional Skills English has three components: reading; writing; speaking, listening and communication.

At Levels 1 and 2, the reading and writing papers are externally set and assessed. The speaking and listening assessment is centre based and assessed.

At Entry 1-3 the reading and writing papers are externally set and internally assessed. The speaking and listening assessment is centre based and assessed.

Moderation:

Levels 1 and 2: The speaking and listening assessment is internally marked and moderated. A sample of assessments are internally moderated by the lead IV and externally moderated by a City and Guilds External Verifier.

Entry 1-3: All components are internally marked and moderated. A sample of assessments are internally moderated by the lead IV and externally moderated by a City and Guilds External Verifier.

Grading:

Pass or fail.

Results:

Final results are confirmed through the MIS Exams Office, following course completion.

Re-assessment / Appeal:

Re-assessment is at the College's discretion, but students are given at least one other opportunity to retake their qualification; after that they may be allowed one further resit depending on the grades achieved.

There are 3 stages to the Appeal process:

Enquiry – Stage 1

Appeal – Stage 2

Independent Appeals Board – Stage 3

Follow the link for comprehensive information about the appeal process:
https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/appeals

Progression and Award:

All three components must be passed in order to achieve a pass.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

Special consideration may be given following a dated examination for candidates who are present for the examination or assessment but may have been disadvantaged, for example, by temporary illness or adverse circumstances during the examination. Students should speak to the Programme Manager responsible for qualification delivery in the first instance.

Course Team Responsibilities:
Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Maths and ICT.

Forms of Assessment:
Entry level: Students take a classroom-based assessment in February and June.
Level 1/Level 2: Students take an externally set and assessed exam in February and June.

Moderation:
Entry level assessments are internally marked, moderated and sampled by the lead IV. This is followed by an annual external verification visit from City and Guilds.

Grading:
Pass or fail

Results:
As above

Re-assessment / Appeal:
As above

Fees:
As above

Extenuating Circumstances:
As above

Course Team Responsibilities:
As above

Forms of Assessment:
Students take a classroom-based assessment in February and June

Moderation:
Assessments are internally marked, moderated and sampled by the lead IV. This is followed by an annual external verification visit from City and Guilds.

Grading:
As above

Results:
As above

Re-assessment / Appeal:
As above

Fees:
As above

Extenuating Circumstances:
As above

Level 1 Certificate in Beauty Therapy:

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Health.

Forms of Assessment:

Graded assignments.

Moderation:

A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier.

Grading:

Pass, Merit, Distinction.

Results:

As above.

Re-assessment/Appeal:

As above

Progression and Award:

Successful completion will allow students to progress to the Level 2 Diploma in Beauty Therapy.

Fees:

As above

Extenuating Circumstances:

As above

Level 2 Diploma in Beauty Therapy:

Course Team Responsibilities:

As above

Forms of Assessment:

eVolve online theory exams and a practical assessment for all modules.

Moderation:

A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier.

Grading:

As above.

Results:

As above.

Re-assessment/Appeal:

As above.

Progression and Award:

Successful completion will allow students to progress to the Level 3 Diploma in Beauty Therapy.

Fees:

As above.

Extenuating Circumstances:

As above.

Level 3 Certificate in Anatomy, Physiology and Pathology for Complementary Therapies:

Course Team Responsibilities:

As above

Forms of Assessment:

A two-hour multiple-choice examination.

Moderation:

N/A

Grading:

As above.

Results:

As above.

Re-assessment/Appeal:

As above.

Progression and Award:

Successful completion will allow students to progress to related Level 3 or Level 4 courses.

Fees:

As above.

Extenuating Circumstances:

As above.

City & Guilds Level 3 Award in Education and Training:

Course Team Responsibility:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Business, Enterprise and Professional Training.

Forms of Assessment:

Learners are assessed through a combination of written assignment and practical exercises, e.g. a micro-teach activity.

Moderation:

Assignments are externally set and locally marked. A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier.

Grading:

Pass or Referral. The pass mark is 70%.

Results:

As above.

Re-assessment / Appeal:

As above

Progression and Award:

The qualification allows candidates to progress into employment as teachers/trainers, as well as to relevant level 4 City & Guilds qualifications.

Fees:

As above.

Extenuating Circumstances:

Special consideration may be given following a dated examination for candidates who are present for the examination or assessment but may have been disadvantaged, for example, by temporary illness or adverse circumstances during the examination. Students should speak to the Programme Manager responsible for qualification delivery in the first instance. If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. Please refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

City and Guilds Level 3 Diploma in Massage; Aromatherapy; Reflexology:

Course Team Responsibility:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Health.

Forms of Assessment:

Online multiple-choice assessment

Graded assignments

Theory exam paper

Practical exam assessment

Moderation:

A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier. An independent assessor attends the summative practical exams.

Grading:

Final results are an amalgamation of grades and a Pass, Merit or Distinction is given for 3 of the 4 modules.

Results:

As above.

Re-assessment / Appeal:

As above.

Progression and Award:

These qualifications are modular and successful completion of 4 modules will enable students to gain a full Diploma qualification. After that, they only need to sit one other unit to gain further practitioner qualifications. For example, once a student has successfully completed 4 modules for Reflexology they can progress to achieve one further module to add massage to their skill set. This is applicable for all three Diplomas.

Fees:

As above.

Extenuating Circumstances:

As above.

City & Guilds Level 3 Diploma in Medical Administration:

Course Team Responsibility:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Business, Enterprise and Professional Training.

Forms of Assessment:

Learners are assessed through a combination of written tests and assignments.

Moderation:

Assignments are externally set and locally marked. A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier.

Grading:

Written examinations
Unit 5519-330 Level 3 Medical Terminology:

Pass=70% Merit=80% Distinction=90%

Unit 5519-335 Level 3 Medical Principles for the Administrator:

Pass=55% Merit=70% Distinction=85%

Written assignments
Each assignment is graded as either Re-sit, Refer, Pass, Merit or Distinction in accordance with the grading criteria for the assignment.

Results:

As above.

Re-assessment / Appeal:

As above.

Progression and Award:

The qualification allows learners to progress into employment as well as to relevant level 4 City & Guilds qualifications.

Fees:

As above.

Extenuating Circumstances:

As above.

City & Guilds Level 4 Certificate in Education and Training:

Course Team Responsibility:

As above

Forms of Assessment:

The qualification will be assessed by a combination of assignments and observation of teaching or training. Simulation of teaching (microteaching) is not permitted for this qualification.

Moderation:

Assignments are set by City and Guilds or devised by the centre, and delivered and marked by the tutor/assessor along with product evidence located in the teaching practice portfolio. A sample of assessments are internally moderated by the lead Internal Verifier and externally moderated by a City and Guilds External Verifier.

Grading:

Pass (generally 70% of the mark) or referral.

Results:

As above.

Re-assessment / Appeal:

As above.

Progression and Award:

The qualification allows candidates to progress into employment as teachers/trainers, as well as to relevant Level 5 qualifications.

Fees:

As above.

Extenuating Circumstances:

As above.

6.7. CACHE

Introduction

Morley College London is an approved Council for Awards in Care, Health and Education (CACHE) centre:

https://www.qualhub.co.uk/

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Health and Social Care.

Forms of Assessment:

Mandatory and optional units are internally set and marked. A range of assessment methods are used.

There are two extended (externally set and marked) assessments, one covering the 'Core Mandatory' units and one covering the 'Diploma Mandatory' units.

The extended assessment covers:

- 100% of the Certificate content
- Approximately 80% of the Extended Diploma content.

Extended assessments will be graded from A*- D.

Moderation:

Another tutor in the curriculum team will look at every unit on the course and a sample of work is moderated through the year. In addition, the course has its own external moderator appointed by CACHE. All coursework must be provided before the moderation date. Both internal and external moderators have the authority and may change a grade should they feel it has not been awarded correctly. Final decisions on all grades are made at the end of the course with external moderation.

Grading:

A* - D. Refer

Results:

Published by CACHE at the end of the course.

Re-assessment / Appeal:

Re-mark requests for extended assessments:

Within each qualification, there is a maximum of one further opportunity after the first submission to submit the extended assessments in order to achieve a pass grade or to improve a grade.

The centre may request a re-mark if they do not think the result is a true reflection of the student's performance. This request must be made within 20 working days of the result reaching the Centre. A re-mark result may decrease as well as increase.

Referral of an extended assessment:

A result that does not achieve a D grade will be graded as a referral. If a student intends to submit an extended assessment for another attempt to achieve a D grade or above, they will be required to make a new submission of an alternative assessment provided by us. If an external assessment is referred after

the second opportunity, then the student will have failed the course (regardless of status of internally set and marked units).

Improving the grade of an extended assessment (upgrading):

When a student has achieved a D grade or above for extended assessments, they may want to improve their grade. In this case, they will be required to make a new submission of an alternative assessment provided by us. The higher of the grades achieved for the assessment will be the final result.

Referral of an internally set unit:

A student can be referred for a unit and have the opportunity to meet criteria through submission for additional evidence.

Progression and Award:

Students must successfully complete the full qualification before progression to the next level qualification.

Upon achievement of the qualification, students may be able to access Higher Education* and progress into a wide range of job roles within the health and social care sector.

* Higher Education Institutions may have their own entry requirements.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. For Level 1-2 courses, students should speak to the Programme Manager responsible for qualification delivery in the first instance. For Level 3 courses, students should refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

6.8. CPCAB

Introduction

Morley College London is an approved Counselling and Psychotherapy Central Awarding Body centre:

http://www.cpcab.co.uk/tutors/assessment-moderation-and-verification

http://www.cpcab.co.uk/site/policies

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Health and Social Care.

Forms of Assessment:

Mandatory units are internally and externally set and marked. A range of assessment methods can be used and a recommended range of assessment of methods has been identified, which may be used for the qualification depending on the level.

The qualification is made up of seven learning outcomes and associated assessment criteria. This structure is based on the seven processes of the CPCAB model.

Moderation:

Completed units will be internally and externally moderated.

Grading:

Proficient or not proficient

Results:

Published by CPCAB at the end of the course.

Re-assessment / Appeal:

If the external assessment result is 'not proficient', the centre can arrange with CPCAB for to re-sit the assessment or appeal the assessment result. A fee is charged for both a re-sit and an appeal. If the appeal is successful, the fee is refunded. The tutor can ask CPCAB for verbal feedback on external assessment results in order to help the centre decide whether an appeal is warranted.

Progression and Award:

The full qualification must be successfully completed before students are able to progress to the next level qualification.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. For Level 1-2 courses, students should speak to the Programme Manager responsible for course delivery in the first instance. For Level 3 courses, students should refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

6.9. ILM

Introduction

Morley College London is an approved ILM centre:

https://www.i-l-m.com/trainers-and-centres/customer-handbook

Course Team Responsibility:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Business, Enterprise and Professional Training

Forms of Assessment:

Learners are assessed through a combination of written assignments and practical exercises.

Moderation:

At Level 2 assignments can be set internally or externally. At Level 3 assignments are externally set. All assignments are locally marked and quality assured by ILM.

Grading:

Pass or Referral

Results:

Final results will be confirmed through the MIS Exams Office following course completion.

Re-assessment / Appeal:

Follow the link for comprehensive information about the appeal process: https://www.i-l-m.com/~/media/ilm%20website/sharepoint%20documents/_published%20documents/enquiries%20and%20appeals%20policy.pdf.ashx

Progression and Award:

Successful learners can progress to a range of qualifications including:

● ILM Level 3 Certificate in Coaching and/or Mentoring
● ILM Level 3 Certificate or Diploma in Facilities Management
● ILM Level 3 Certificate in Enterprise and Entrepreneurship
● ILM Level 4 Award, Certificate or Diploma in Leadership and Management.

Fees:

The assessment fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. For Level 2 courses, students should speak to the Programme Manager responsible for qualification delivery in the first instance. For Level 3 courses, students should refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

6.10.   NCFE

Introduction

Morley College London is an approved NCFE centre:

https://www.qualhub.co.uk/

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Community Learning and Engagement Manager

Forms of Assessment:

Portfolio of work (continuous assessment).

Moderation:

Internally assessed and moderated. Externally moderated by NCFE.

Grading:

Pass or fail.

Results:

Final results will be confirmed through the MIS Exams Office following course completion.

Re-assessment / Appeal:

Assignments, which do not meet the assessment criteria on the first submission, can be reattempted on one further occasion.

Progression and Award:

These qualifications provide students with skills they can use in a variety of industries relevant to the subjects studied. Students can also progress to relevant Level 2 or Level 3 qualifications.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. Students should speak to the Manager responsible for qualification delivery in the first instance.

6.11.   OCN London

Introduction

Morley College London is an approved OCN London centre:

http://www.ocnlondon.org.uk/access-to-he.aspx

https://www.ocnlondon.org.uk/access-to-he/access-centre-area.aspx

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for the specific Access to HE course. Overall coordination is the responsibility of the Advanced Learning Development Coordinator.

Forms of Assessment:

Units are assessed using a variety of methods relevant to the course being studied, which may include role-play, presentation, essay, timed tests or production of artefacts.

Moderation:

The Programme Area running the course internally moderates all assignment briefs. The Programme Area also internally moderates samples of completed assignments from all units. External moderation takes places twice a year. During the spring term, a team of subject specific moderators from OCN London will visit the College and moderate a sample of completed work. At the end of summer term, the external moderators will visit again to sample the completed portfolios. Final confirmation of grades and achievement takes place following this at the Access to HE Awards Board.

Grading:

All Access to HE subject-specific units are graded: Pass, Merit, or Distinction. Study Skills units are graded: Pass/Fail. In order to pass a unit, all the Assessment Criteria must be achieved. In order to achieve Merit/Distinction grades, the grade guidance on the assignment brief must be implemented correctly. All units must be passed to achieve the Diploma.

Results:

The Advanced Learning Development Co-ordinator, following the Access to HE Awards Board at the end of the summer term, can confirm a student's overall grade profile.

Re-assessment / Appeal:

If a student fails to meet one or more Assessment Criteria in a unit, they will be allowed one opportunity to resubmit – this will take the form of a new assignment, assessing the failed Assessment Criteria only. If the resubmission is failed, the unit is referred and the Access to HE Developmental Coordinator will make an Appeal to OCN London for the unit to be assessed again (this Appeal may not be successful).

If an assignment is submitted late, without the completion of an Extenuating Circumstances form in advance of the submission date, the grade will be capped at a Pass.

If a student feels their work has not been marked fairly, they can complete a Grade Review form (see Advanced Learning Tutor Handbook for further information). The unit will then be moderated and, if necessary, the grade changed (please note that a grade may increase, decrease or remain unchanged).

Progression and Award:

Following successful completion of the course, students will be awarded an Access to HE Diploma, equivalent to 3 A Levels and carrying UCAS tariff points (dependent on unit grades. This can enable progression to university.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting course work or assignments by the deadline, they may be able to apply for an extension. Students should refer to the Extenuating Circumstances Request Form in the Advanced Learning Tutor handbook, available on EMMA.

6.12. Pearson (Higher Nationals)

Introduction

Morley College London is an approved Pearson HND centre:
https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/about/quality-assurance-process.html

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for the specific HND Diploma. Overall coordination is the responsibility of the Higher Education Development Coordinator.

Forms of Assessment:

Units are assessed using a variety of methods relevant to the course being studied e.g.: role-play, presentation, essay, production of artefacts etc.

Moderation:

The Programme Area running the course internally verifies all assignment briefs. The Programme Area also internally verifies samples of completed assignments from all units. External verification takes places twice a year: during the spring term and at the end of summer term during the Assessment Board. Final confirmation of grades and achievement takes place following this. If first year students have not completed sufficient units at this stage to progress onto year 2 they will be withdrawn from the course.

Grading:

Individual units are graded Pass, Merit or Distinction. HNDs are graded either Pass, Merit or Distinction at the end of the two year programme, with the final grade calculated by the awarding body
https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/HN.GradingNotice.pdf

Results:

Confirmed by the MIS Exams Office at the end of second year of the course.

Re-assessment / Appeal:

If a student submits work by the deadline but fails to meet one or more Assessment Criteria in a unit, they will be allowed one opportunity to resubmit – this will take the form of a new assignment. This work will be graded, provided it meets the agreed deadline dates for resubmission.

If a student feels their work has not been marked fairly, they can complete a Grade Review form (see HND Handbook for further information). The unit will then be internally verified and, if necessary, the grade changed (please note a grade may be increased, decreased or remain the same).

If a student is still not happy with the grade, they can make an appeal to the External Verifier. Grades confirmed at the Assessment Board held in the summer are final, with no right of appeal.

Progression and Award:

An HND qualification can be 'topped up' to a full degree by completing a Level 6 year at an HE provider.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

If students experience extenuating circumstances, which prevent them from submitting work by the deadline, they should complete an Extenuating and Exceptional Circumstances form (see HND Handbook for further information) before the deadline date. Work will then be assessed with a provisional grade. These grades, in conjunction with the EEC form, will be reviewed and confirmed or revised at the EEC panel, held prior to the Assessment Board in the summer term.

6.13. Pearson Edexcel

Introduction

Morley College London is an approved Pearson Edexcel Centre:

https://qualifications.pearson.com/en/qualifications.html

https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html/student

Functional English L1:

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for English.

Forms of Assessment:

Functional Skills English has three components: reading; writing; speaking, listening and communication. The reading and writing papers are externally set and assessed. The speaking and listening assessment is centre based.

Moderation:

The speaking and listening is internally marked and moderated. A sample of assessments are internally moderated by the lead IV.

Grading:

Pass or fail.

Results:

Final results are confirmed through the MIS Exams Office following course completion.

Re-assessment / Appeal:

Resits of components are permitted.

Progression and Award:

All three components must be passed in order to achieve a pass in the subject.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

A candidate's examination performance can sometimes be affected by circumstances out of their control. Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the examination. Candidates can apply for special consideration. Students should speak to the Programme Manager responsible for qualification delivery in the first instance.

6.14. Trinity

Introduction

Morley College London is an approved Trinity College London centre.

http://www.trinitycollege.com/site/?id=2092

https://www.trinitycollege.com/site/?id=274

Course Team Responsibilities

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Head of Essential Skills.

Forms of Assessment:

External Skills for Life exams taken on College premises:

- Speaking & Listening – Trinity examiners interview student groups organised by teachers and MIS Exams Office.
- Reading – sit down exams usually taken in the hall in view of large numbers.
- Writing – sit down exams usually taken in the hall in view of large numbers.

Individual awards:

- Reading
- Writing
- Speaking and Listening

Overarching certificate:

- Trinity ESOL Skills for Life Certificate - awarded when individual certificates have been awarded at the same level.

Moderation:

N/A

Grading:

Pass or fail.

Results:

Final results will be confirmed through the MIS Exams Office following course completion.

Re-assessment / Appeal:

Trinity has a two-stage process to investigate examination results. The first stage is a review process for practical exams, and a re-mark request procedure for written exams. The second stage, where there is dissatisfaction following the outcome of a review or remark, is an appeal.

Formal enquiry needs to be made within 12 weeks of receipt of result/s.

Progression and Award:

Current ESOL students will progress to the next appropriate step (Bridging or Move On class) or the next level if they have achieved the full qualification.

They may also similarly progress if they have only a partial completion of the qualification, as they may be able to complete the relevant mode within the next year. This depends on the professional judgement of the tutor in discussion with the student and according to their in-year achievement.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

ALS works with the tutors of students who have special educational needs and ALS works with the tutors and MIS Exams Officer according to the (different) deadline required.

TCL requires a minimum of 28 days' notice prior to the start of the exam date. Requests for amended exam materials such as Braille require at least six weeks' notice. When processing requests, Trinity gives priority to requests, which were received before the deadline over any late requests.

If students experience extenuating circumstances, which prevent them from sitting an external examination on the day, they should speak to the Head of Essential Skills in the first instance.

6.15.   UAL

Introduction

Morley College London is an approved UAL awarding body centre:

http://www.arts.ac.uk/about-ual/awarding-body/qualifications/

http://www.arts.ac.uk/media/arts/about-ual/ual-awarding-body/resources/Centre-handbook-v5.3.pdf

Performing and Production Arts Diploma:

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Performing Arts.

Forms of Assessment:

This qualification is assessed through portfolios of evidence. Evidence is not prescribed. It could typically include personal reflective journals, workbooks, notebooks, research portfolios, digital recordings and witness statements of performance. Assessment tasks could cover the following:

- Investigations into research perspectives
- Analysis of live performance, written plays and performance theory
- Use of performance theory in support of creative activity
- Reflections on personal professional development
- Presentations, live and recorded performance

This list is not exhaustive and students should be encouraged to develop the most appropriate evidence to demonstrate their achievement of the unit learning outcomes and assessment criteria.

Moderation:

Units 1–7 will be assessed and internally verified through students' portfolios of evidence and are subject to UAL Awarding Body's external quality assurance.

Unit 8 will be internally assessed, internally and externally moderated against the assessment and grading criteria for the unit.

Grading:

To achieve a Pass in any unit all assessment criteria must be met. Additionally, Unit 8 is graded: Pass, Merit or Distinction. To achieve a Merit or Distinction, all grade criteria in the respective categories must be met in full. Failure to meet assessment criteria will lead to referral. Students are allowed one opportunity to redeem a referral

Results:

Final results will be confirmed through the MIS Exams Office following course completion.

Re-assessment / Appeal:

Non-Graded Units: Centres that, after assessment and internal moderation of non-graded units, identify a student's failure to meet assessment criteria must refer that student. The centre must identify to the student the assessment criteria which they have failed to meet and provide them with opportunities to work toward meeting those assessment criteria within a suitable period of time. A student will only be allowed one opportunity to redeem a Referral in each unit. Students must gain credit for all preceding units before starting the final graded unit.

Graded Units: If, when a student's work for the final graded unit is submitted it does not meet the Pass (assessment) criteria, the centre will refer that student. A candidate will only be allowed one opportunity to redeem a Referral and can only achieve a Pass grade.

Progression and Award:

Students must successfully complete units 1-7 before they are able to progress onto unit 8. Failure to complete units 1-7 within the timeframe will result in withdrawal from the qualification. The College and the student will determine withdrawal from the qualification.

Fees:

The examination fee is included within the fee to the College.

Extenuating Circumstances:

Special consideration given to a student allows for the extension of the original agreed period for the completion of the assessment. Special consideration is given when circumstances affect a student's ability to take an assessment or demonstrate their level of attainment in an assessment. If a student is disadvantaged during assessment, they might be eligible for special consideration.

Centres must submit a request for special consideration by completing the special consideration form as soon as possible after their internal assessment process and at least 30 working days prior to the external moderation date. UAL Awarding Body considers all requests and will confirm the outcome to the centre in writing. Guidelines from national disability organisations will inform decisions where appropriate. UAL Awarding Body will inform External Moderators of all approved special considerations to ensure requirements are accommodated. External Moderators are not permitted to approve new or additional special considerations; all must be agreed with UAL Awarding Body ahead of the external moderation visit.

Art Foundation:

Course Team Responsibilities:

Responsibility for the management of the delivery of the qualification/s accredited by the Awarding Body sits with the Programme Manager for Drawing and Painting, and Art History.

Forms of Assessment:

This qualification is assessed through portfolios of evidence. Evidence is not prescribed. It could typically include:

- Investigations into research perspectives, recorded in workbooks, notebooks, visual development sheets, digital material, personal reflective diaries.
- Analysis of art and design theory, recorded in workbooks, notebooks, visual development sheets, digital material, personal reflective diaries, essays.
- Use of art and design theory in support of creative activity, recorded in: workbooks, notebooks, visual development sheets, digital material, personal reflective diaries.

Moderation:

Units 1–6 units are internally verified and are subject to UAL Awarding Body's external quality assurance.

Unit 7 are internally and externally moderated against the assessment and grading criteria for the unit.

Grading:

To achieve a Pass in units 1–6, all assessment criteria must be met. To achieve a Pass in Unit 7, all assessment criteria must be met. Additionally, Unit 7 is graded Pass, Merit or Distinction. To achieve a Merit or Distinction grade, all criteria in the respective categories must be met in full. Failure to meet assessment criteria will lead to referral.

Results:

As above.

Re-assessment / Appeal:

Students are allowed one opportunity to redeem a referral at Pass grade only. If a student provides insufficient evidence to meet all the assessment criteria, then they will be referred. Students have one further opportunity to redeem the referral by submitting additional evidence within a period agreed by the centre and confirmed to UAL Awarding Body.

Progression and Award:

Students must successfully complete units 1-6 before they are able to progress onto unit 7. Failure to complete units 1-6 within the timeframe will result in withdrawal from the qualification.

Fees:

As above.

Extenuating Circumstances:

As above.

Appendix 1 Current Accredited Qualifications Offered

Awarding Organisation	Level	Learning aim reference	Learning aim reference title
Association of Accounting Technicians	1	60313067	Access Award in Accounting Software
Association of Accounting Technicians	1	60313080	Access Award in Bookkeeping
Association of Accounting Technicians	1	50116757	Award in Accounting (QCF)
Association of Accounting Technicians	2	60105513	Award in Accounting Skills to Run your Business (QCF)
Association of Accounting Technicians	2	60182209	Foundation Award in Accounting Software - Level 2
Association of Accounting Technicians	2	60182210	Foundation Certificate in Bookkeeping - Level 2
Association of Accounting Technicians	3	60182192	Advanced Certificate in Bookkeeping - Level 3
Association of Accounting Technicians	3	60165546	Advanced Diploma in Accounting - Level 3
Assessment & Qualifications Alliance	2	60142923	GCSE (9-1) in English Language
Ascentis	1	60061285	Award in Understanding Community Interpreting (QCF)
BCS - The Chartered Institute for IT	1	50062268	Award in IT User Skills (ECDL Essentials) (ITQ) (QCF)
BCS - The Chartered Institute for IT	2	50062426	Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF)
City & Guilds of London Institute	1	50093198	Functional Skills qualification in English
City & Guilds of London Institute	2	50093186	Functional Skills qualification in English
City & Guilds of London Institute	E	50113173	Functional Skills qualification in English at Entry 1
City & Guilds of London Institute	E	50098378	Functional Skills qualification in English at Entry 2
City & Guilds of London Institute	E	5009838X	Functional Skills qualification in English at Entry 3
City & Guilds of London Institute	1	50096308	Functional Skills qualification in Information and Communication Technology (ICT)
City & Guilds of London Institute	E	50085074	Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1
City & Guilds of London Institute	E	50085086	Functional Skills qualification in Information and Communication Technology (ICT) at Entry 2
City & Guilds of London Institute	E	50106387	Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3
City & Guilds of London Institute	E	50118213	Functional Skills qualification in Mathematics at Entry 2
City & Guilds of London Institute	E	50118201	Functional Skills qualification in Mathematics at Entry 3

City & Guilds of London Institute	3	60095544	Award in Education and Training (QCF)
City & Guilds of London Institute	3	60050925	Diploma in Aromatherapy (QCF)
City & Guilds of London Institute	3	60049698	Diploma in Massage (QCF)
City & Guilds of London Institute	3	60050883	Diploma in Reflexology (QCF)
City & Guilds of London Institute	3	60105574	Diploma in Medical Administration (QCF)
City & Guilds of London Institute	4	60102536	Certificate in Education and Training (QCF)
NCFE	1	60013035	Award in Introduction to Health, Social Care and Children's and Young People's Settings (QCF)
NCFE	1	60141827	Certificate in Well-Being (QCF)
NCFE	3	60161097	Certificate in Health and Social Care (VRQ)
NCFE	3	50097453	Certificate in Supporting Teaching and Learning in Schools (QCF)
NCFE	3	60134744	Diploma for the Children and Young People's Workforce (England) (QCF)
NCFE	3	60126292	Diploma for the Early Years Workforce (Early Years Educator) (QCF)
Chartered Institute for Securities and Investment	2	60134847	Award in Fundamentals of Financial Services (QCF)
Chartered Institute of Personnel and Development	3	5010763X	Diploma in Human Resources Practice (QCF)
City & Guilds of London Institute	1	50092844	NVQ Certificate in Beauty Therapy (QCF)
City & Guilds of London Institute	3	60049509	Certificate in Anatomy, Physiology and Pathology for Complementary Therapies (QCF)
City & Guilds of London Institute	2	50090768	Diploma in Beauty Therapy (QCF)
Counselling & Psychotherapy Central Awarding Body	2	50077624	Award in Introduction to Counselling Skills (RQF)
Counselling & Psychotherapy Central Awarding Body	2	50079384	Certificate in Counselling Skills (RQF)
Counselling & Psychotherapy Central Awarding Body	3	60051048	Certificate in Counselling Studies (RQF)
Counselling & Psychotherapy Central Awarding Body	2	50046846	Award in Understanding Substance Misuse (RQF)
Pearson Education Ltd (Formerly EDEXCEL)	4	50092297	BTEC HND Diploma in Performing Arts (QCF)

Pearson Education Ltd (Formerly EDEXCEL)	5	6030909X	BTEC Higher National Diploma in Art and Design
Pearson Education Ltd (Formerly EDEXCEL)	5	60183652	BTEC Higher National Diploma in Business
Pearson Education Ltd (Formerly EDEXCEL)	5	50092212	BTEC HND Diploma in Art and Design (QCF)
Pearson Education Ltd (Formerly EDEXCEL)	5	50083624	BTEC HND Diploma in Health and Social Care (QCF)
Pearson Education Ltd (Formerly EDEXCEL)	5	50082565	BTEC HND Diploma in Music (QCF)
Institute of Leadership & Management	2	60112207	Award in Introduction to Mentoring Skills (QCF)
Institute of Leadership & Management	3	60136984	Certificate in Coaching and Mentoring (QCF)
Institute of Leadership & Management	3	60059631	Certificate in Principles of Leadership and Management (QCF)
NCFE	1	60012110	Award in Introduction to Health, Social Care and Children's and Young People's Settings (QCF)
NCFE	1	50112958	Award in Mentoring (QCF)
NCFE	1	60110879	Award in Occupational Studies for the Workplace (QCF)
NCFE	1	50104172	Award in Working with Children (QCF)
NCFE	2	50112983	Award in Mentoring (QCF)
NCFE	1	60110880	Certificate in Occupational Studies for the Workplace (QCF)
NCFE	2	60125366	Certificate in an Introduction to Early Years Education and Care (QCF)
NCFE	2	60188546	Certificate in Health and Social Care
NCFE	2	60170712	Certificate in Principles of Business Administration (VRQ)
NCFE	2	50100312	Certificate in Supporting Teaching and Learning in Schools (QCF)
Open College Network London Region	2	60158116	Certificate in Skills for Professions in Applied Science and Technology (QCF)
Open College Network London Region	3	40005379	Access to Higher Education Diploma: Business Studies
Open College Network London Region	3	40006050	Access to Higher Education Diploma: Creative and Digital Media
Open College Network London Region	3	40002573	Access to Higher Education Diploma: Fashion
Open College Network London Region	3	40002597	Access to Higher Education Diploma: Health and Human Sciences

Open College Network London Region	3	40002627	Access to Higher Education Diploma: Humanities
Open College Network London Region	3	40007546	Access to Higher Education Diploma: Science
Open College Network London Region	3	40002822	Access to Higher Education Diploma: Social Science
Pearson Education Ltd (Formerly EDEXCEL)	3	50078379	Diploma in Music Technology (QCF)
Pearson Education Ltd (Formerly EDEXCEL)	1	50087009	Functional Skills qualification in English
Pearson Education Ltd (Formerly EDEXCEL)	1	50089067	Functional Skills qualification in mathematics
Pearson Education Ltd (Formerly EDEXCEL)	2	50089079	Functional Skills qualification in mathematics
Pearson Education Ltd (Formerly EDEXCEL)	2	60147003	GCSE (9-1) in Mathematics
Signature	1	50060703	Award in British Sign Language (QCF)
Trinity College London	1	60152199	Award in ESOL Skills for Life (Speaking and Listening) (QCF)
Trinity College London	2	60152205	Award in ESOL Skills for Life (Speaking and Listening) (QCF)
Trinity College London	E	60152072	Award in ESOL Skills for Life (Speaking and Listening) (Entry 1) (QCF)
Trinity College London	E	60152084	Award in ESOL Skills for Life (Speaking and Listening) (Entry 2) (QCF)
Trinity College London	E	60152096	Award in ESOL Skills for Life (Speaking and Listening) (Entry 3) (QCF)
Trinity College London	1	60147866	Certificate in ESOL Skills for Life (QCF)
Trinity College London	2	60152060	Certificate in ESOL Skills for Life (QCF)
Trinity College London	E	60147854	Certificate in ESOL Skills for Life (Entry 1) (QCF)
Trinity College London	E	60152047	Certificate in ESOL Skills for Life (Entry 2) (QCF)
Trinity College London	E	60152059	Certificate in ESOL Skills for Life (Entry 3) (QCF)
University of the Arts London	3	50053164	Foundation Diploma in Art and Design (QCF)
Pearson Education Ltd (Formerly EDEXCEL)	3	60172320	BTEC National Diploma in Performing Arts

Appendix 2 Academic Malpractice Report Form

Morley College London - Academic Malpractice Report Form

To be completed by the Programme Manager. Please refer to Section 5.5.1 of the Examinations, Assessment, and Academic Malpractice, Plagiarism and Appeals Manual when completing the form.

Student:

Programme Manager and Area:

Course:

Malpractice identified:

Action to be taken:

Please attach any supporting evidence and/or further correspondence and return to the Quality and Standards Manager.