

# Shelton College International Pte Ltd

(Registered with the Ministry of Education, Singapore)

## Assessment Results, Appeal and Progression Process

### Approval of assessment papers

All assessment papers will be set by the lead tutors and internally moderated at Shelton College. All assessment papers, whether they are exams or assignments, should be accompanied with clear assessment criteria and marking scheme linked to the learning outcomes of the relevant module. For each module, two versions of the assessment paper must be set, one for the first sit and the other for resit.

Quality Assured Levels – Certificate, Diploma and Advance Diploma assessment papers will be further moderated and approved by appropriately appointed SU University Examiner(s).

Franchised Level H (Top-up) assessment papers will be further moderated and approved by appropriately appointed SU University Examiner(s) and appointed External Examiner(s).

Approval will only be granted when the examiner(s) are satisfied that the assessment tasks are appropriate to the subject matter and to an appropriate standard. For staff not experienced with the British assessment system, changes to the original papers may be required before the examiners give final approval. For this reason, it is advisable that staff at Shelton College starts designing assessment papers before they start teaching the relevant module(s) and allow appropriate time for the amendment and approval of assessment papers.

### *Timing of assessment and re-assessment*

The programme management teams at Shelton College will work closely with relevant colleagues at SU to carefully ensure that there is sufficient time available for moderating and approving assessment papers and moderation of assessed work prior to an Assessment/Award Board.

### *Marking of assessed work for franchised Level H programmes*

Assessed work for a module needs to be first marked at Shelton College by the tutor delivering it and then second marked by another colleague with the relevant subject expertise. The two markers must discuss any discrepancies between their marks and record how they reached the agreed marks. In cases where the differences between the two markers are significant and cannot be resolved a third marker should be involved.

For the first two years' operation, it is advisable that all assessed work is second marked. Once colleagues at Shelton College have become fully conversant with the British assessment system and practice a sample second marking policy may be adopted. This should cover:

- a) All distinctions
- b) All fails
- c) *Of the remaining 'n' number of scripts, at least 4 plus the square root of 'n' (rounded to nearest whole number) should be randomly selected paying particular attention to borderline cases, e.g. 59%, 49%.*

The sample quantity at c) should be increased appropriately where there are significant variations in marks between the first and second marker and/or when the module or marker are new. If the marking variation remains, or the module content is totally new, or the marker entirely new to teaching, 100% second marking is recommended. Whilst assessed work is often marked in percentages, only GRADE POINTS should be communicated with students.

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Each module should have an assessment summary sheet giving the following information:

Student Name	1 <sup>st</sup> Marker's Mark	2 <sup>nd</sup> Marker's Mark	Agreed Mark	Agreed Grade Points

### *Moderation of assessed work*

Initially all Assessment Boards will involve a visit from the SU team. Where numbers of students are relatively low, video conferencing may be considered. If this is the case, the following procedure will be implemented.

Once double marking has taken place, the double marked scripts need to be sent via DHL with the Assessment Summary Sheet to the appropriate Administrator at SU who will pass them onto the appropriate university examiner(s) for moderation. Staff at Shelton College should always take a copy of the sample assessed work in case the originals go missing in the post.

The table below summaries the whole process of assessment paper verification and moderation.

### *Summative Assessment Verification and Moderation Process*

WHAT	WHO	WHEN
Prepare assessment paper ( B-ACUNI-001)	Module Leader/Lecturer	Week 0
Check assessment strategy complies with the module specifications	Module Leader/Lecturer	Week 1
Complete verification and internally moderate	Shelton College Moderation Team	Week 2
Send to University for moderation	Shelton College Administration	Week 3
University review	Programme Manager/Relevant University Administrator	Week 5 to 9
Review and amend as necessary/final University/external* approval	Shelton College Module Leader/ Programme Manager/Relevant University Administrator	Week 9 to 10
Assessment takes place at Shelton	Shelton College Administration	As set
Complete first marking (B-ACUNI-012)	Lecturer/Module Leader	Two weeks from date of assessment
Complete second marking of sample	Designated second markers	Within 5 working days
Internal moderation, external moderation and consideration of extenuating circumstances	Internal moderation team & Shelton College / SU* Administrative staff	As soon as practical
<b>ASSESSMENT/AWARD BOARD</b> (B-ACUNIU-021)	Shelton College / SU* Award Board	As arranged
Student informed of Examination Board decision.	Shelton College / SU* Administrator	Pass list within 48 hours by letter within 2 weeks

\* ~ These apply to SU franchised programmes, i.e. Level 3.

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## ***Assessment/Award boards***

At the end of each semester, an Assessment Board chaired by a Senior Academic from SU will be held with the attendance of the University Examiner(s) to consider and confirm all assessment results for students on the SU programmes. This will be followed by an Award board that considers the overall profile of each student and decides on the appropriate classification.

For the Certificate, Diploma and Advanced Diploma, which are Shelton College's own awards, quality assured by SU, the Boards will be chaired by a senior member of Shelton College and generally attended by the SU – appointed examiner. This Board will confer attainment at Certificate, Diploma and Advance Diploma to those who have successfully completed the respective programmes.

The Assessment/Award Board should be attended by the following members:

- ◆ *Local Senior Academic Manager (Chair for quality assured programmes)*
- ◆ *SU Senior Academic Manager (Chair for franchised programmes)*
- ◆ *Programme Manager*
- ◆ *Admissions Tutor*
- ◆ *Teaching staff*
- ◆ *SU University Examiners*
- ◆ *External Examiners (applicable to franchised programmes)*
- ◆ *Local programme administrator*
- ◆ *SU International Programme Advisor (observer)*
- ◆ *SU off-campus programme administrator (for franchised programmes)*

It should be noted that for SU Quality Assured programmes, i.e. Certificate, Diploma and Advance Diploma it is Shelton College's responsibility to chair the assessment and award board. For SU franchised programmes, i.e. Level H, it will be SU's responsibility to chair the assessment and award board.

The full Staffordshire University Assessment Board regulations can be found on the University website: [http://www.staffs.ac.uk/images/assessment\\_of\\_students\\_tcm68-12680.pdf](http://www.staffs.ac.uk/images/assessment_of_students_tcm68-12680.pdf)

## ***Extenuating Circumstances (B-ACUNI-020)***

Shelton will adopt the SU's practice on dealing with Extenuating Circumstances (EC) on the SU franchised programmes Level H. The specific regulations on EC can be found on the SU website:

[http://www.staffs.ac.uk/images/extenuating\\_cir\\_tcm68-15855.pdf](http://www.staffs.ac.uk/images/extenuating_cir_tcm68-15855.pdf)

As the SU regulations are subject to amendment from time to time Shelton College is encouraged to check regularly for up-dates at the University website.

The procedure for implementing the SU regulation for EC is shown in Appendix A, Flowchart 1.

It should be noted that for Certificate, Diploma and Advance Diploma it is Shelton's responsibility to implement its own regulations.

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## ***Cheating and plagiarism*** (B-ACUNI-025)

Shelton's will adopt the SU's practice when dealing with cheating and plagiarism on the SU franchised programmes Level H. The specific regulations on cheating and plagiarism can be found on the SU website:

[http://www.staffs.ac.uk/images/academic\\_dishonesty\\_tcm68-12681.pdf](http://www.staffs.ac.uk/images/academic_dishonesty_tcm68-12681.pdf)

As the SU regulations are subject to amendment from time to time Shelton College is encouraged to check regularly for up-dates at the University website.

The procedure for implementing the SU regulation for cheating and plagiarism is shown in Appendix A, Flowchart 2.

It should be noted that for Certificate, Diploma and Advance Diploma it is Shelton's responsibility to implement its own regulations.

## ***Appeals and complaints*** (B-ACUNI-012)

Shelton will adopt the SU practice when dealing with appeals and complaints on the SU franchised programmes Level H. The specific regulations on cheating and plagiarism can be found on the SU website:

[http://www.staffs.ac.uk/images/rev\\_of\\_exam\\_board\\_tcm68-12688.pdf](http://www.staffs.ac.uk/images/rev_of_exam_board_tcm68-12688.pdf)

As the SU regulations are subject to amendment from time to time Shelton College is encouraged to check regularly for up-dates at the University website.

The procedure for implementing the SU regulation for appeals and complaints is shown in Appendix A, Flowchart 3 and 4

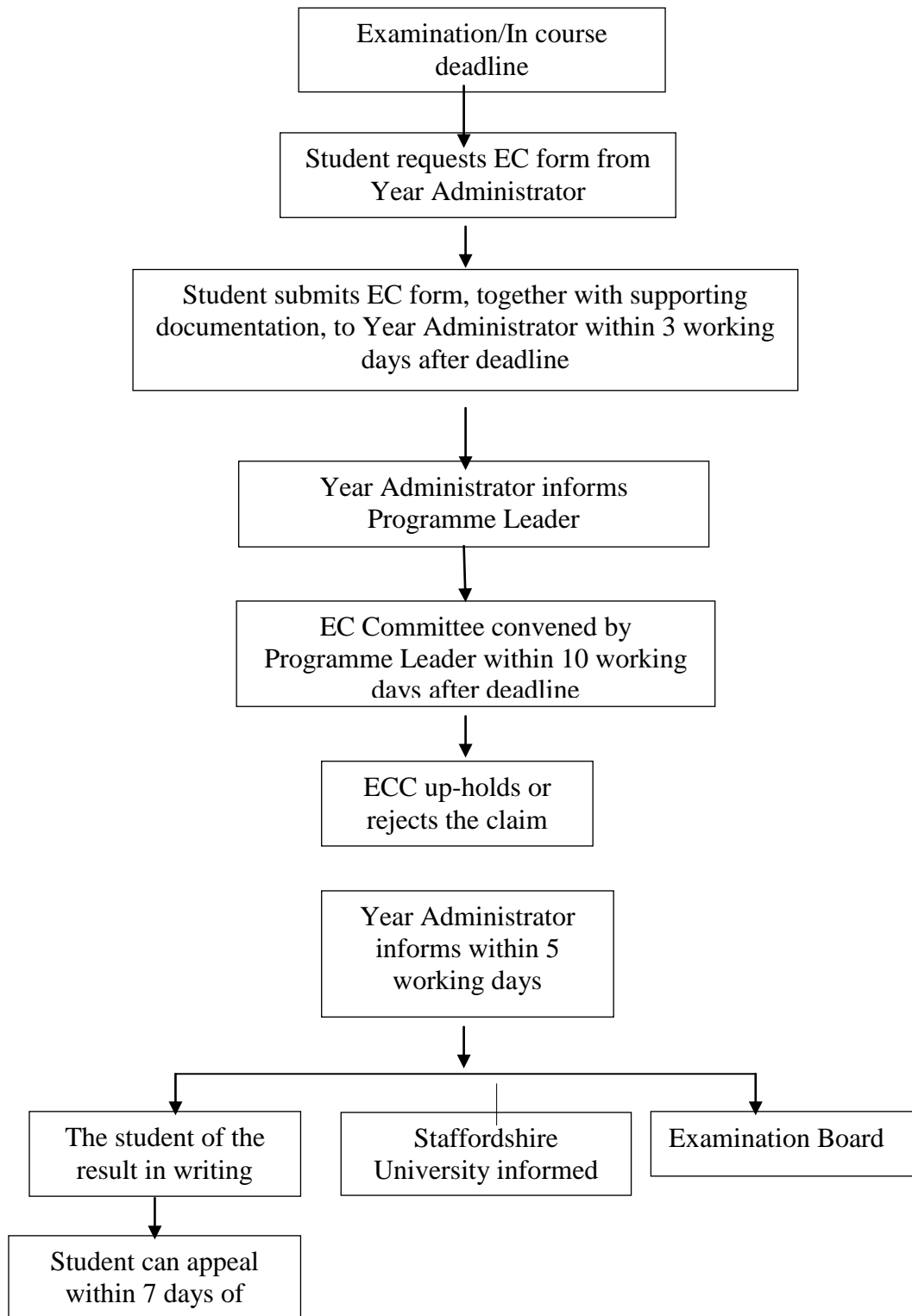
It should be noted that for Certificate, Diploma and Advance Diploma it is Shelton's responsibility to implement its own regulations.

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## A. PROCESSES

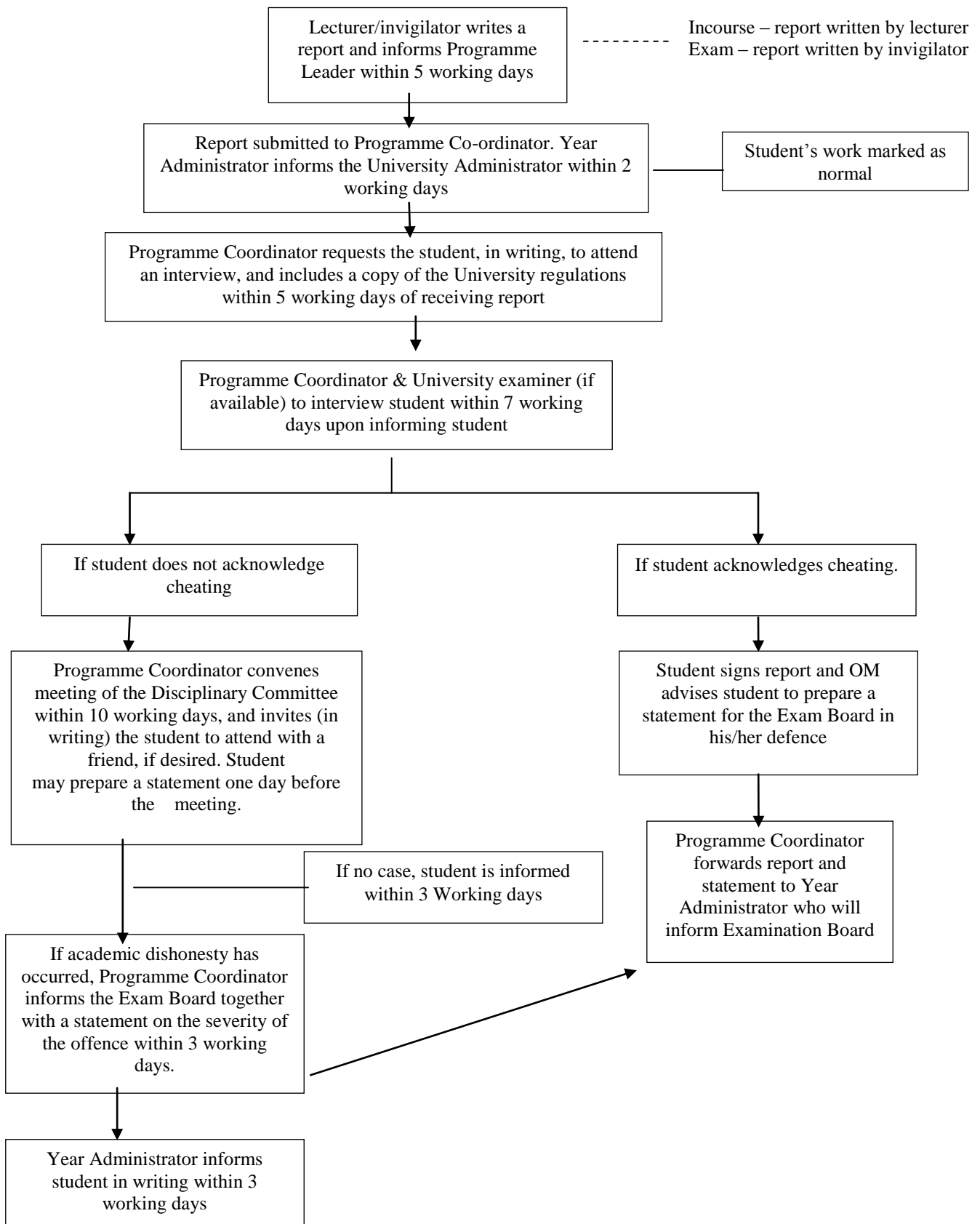
### FLOWCHART 1: PROCEDURE FOR EXTENUATING CIRCUMSTANCES CLAIMS



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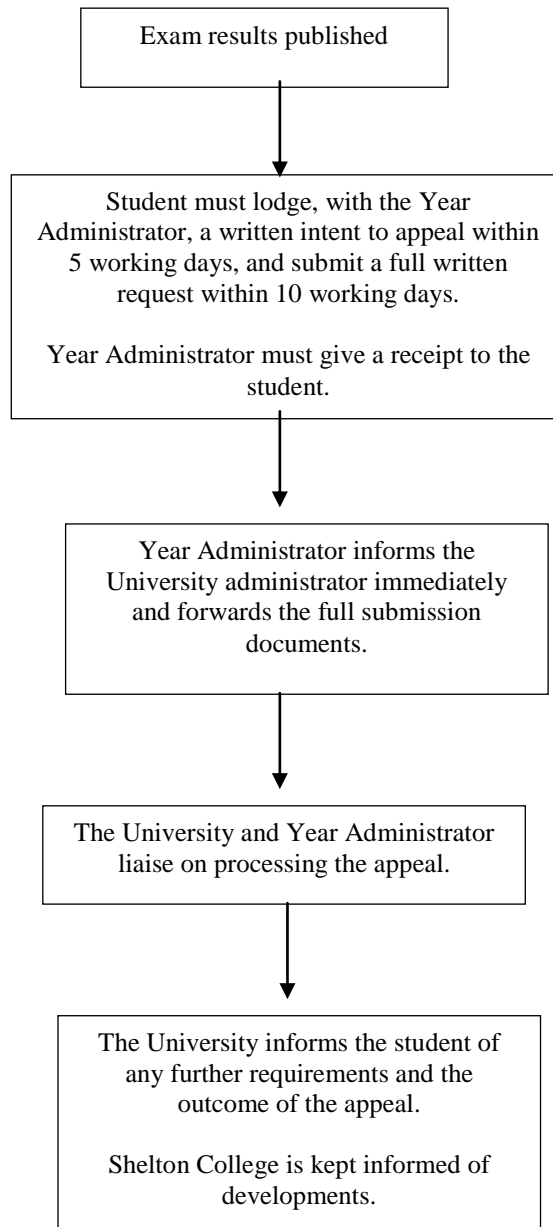
## FLOWCHART 2: PROCEDURE FOR PLAGIARISM/ACADEMIC DISHONESTY



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## FLOWCHART 3: APPEALS PROCEDURE



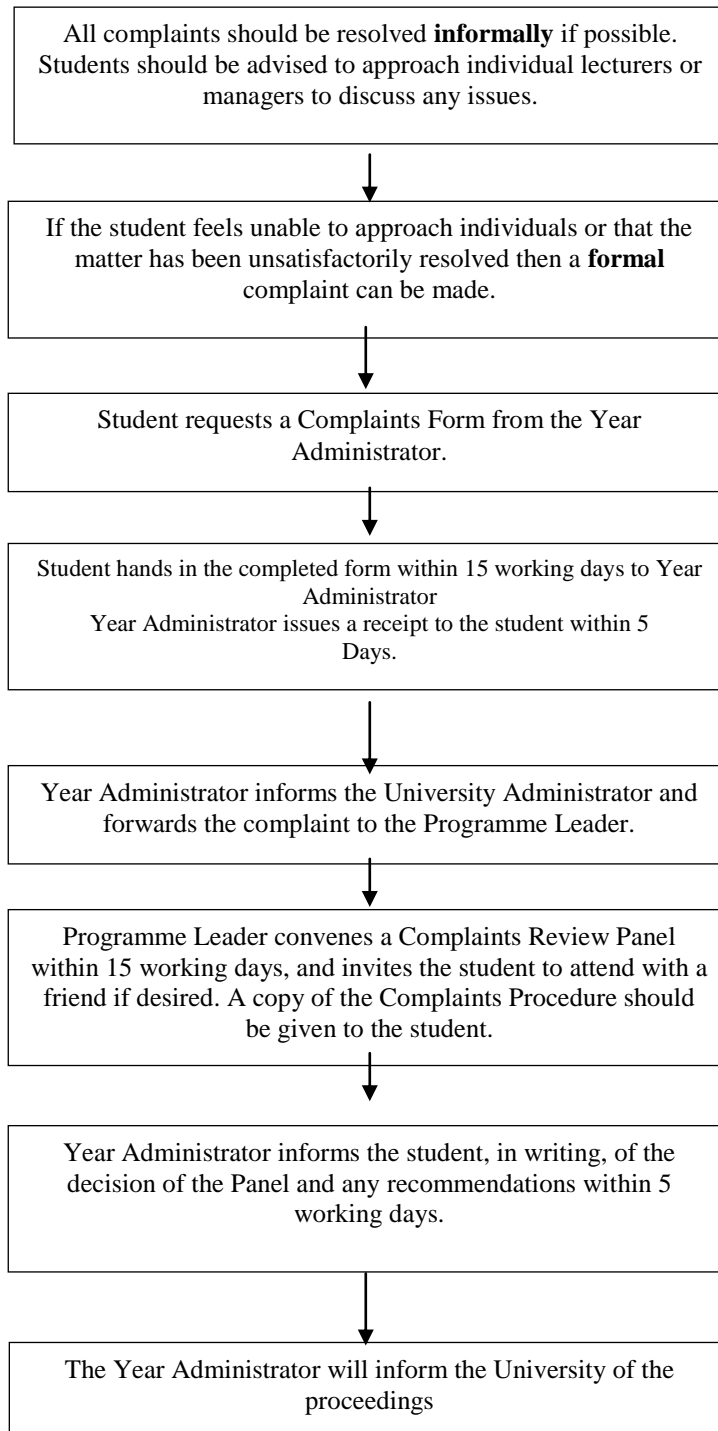
*Note:*

*The University informs student directly notifying Shelton College - Year Administrator*

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## FLOWCHART 4: COMPLAINTS PROCEDURE



**At the conclusion of any formal Complaints Procedure concerning a student on a Staffordshire University award, a copy of the full documentation should be sent to the Dean of Students and Academic Registrar for records.**

**FLOWCHART 5: ETHICS APPROVAL PROCEDURE**

