

Process for ratification of course assessment strategy and student achievement (2020-21)

The College will utilise its existing management structure to provide support and guidance to teams on the appropriateness of the design of assessment strategies. Particularly with respect to any 'by exception courses' that cannot follow a normal unit by unit assessment regime, combined unit assessment or amended conditions of assessment.

HN/VQ/NC/NQ/NPA/PDA/SfW

Using the guidance given on the Decision Tree (Appendix 1) course team meetings will be held to discuss student work and the decision-making process.

1. Where grades can be awarded by traditional unit by unit methods (including the use of combined unit assessment and/or amended conditions of assessment, using steps 1 or 2 of the Decision Tree, grades will be awarded by staff before being internally verified, resulted to SITS and ratified for resulting at a progression board.
2. Where grades cannot be established by the means outlined in '1' and are made using step 3 of the Decision Tree; Sector Managers/Subject Leaders will prepare a rationale for the methods used to decide on student grades and notify the Sector Development Director, who will report it to CASE as a 'by exception course'.

Any assessments that are modified to be combined or that amend the conditions of assessment must use the appropriate process and documentation and submit to the Quality Department to progress for approval by the awarding body, **prior to use with students**. All revised assessments must be noted on the change to assessment spreadsheet.

Interim progression boards

Teams have the choice to either attend an interim progression board or to review an interim progression board checklist.

1. The progression board will be chaired by the Sector Manager/Subject Leader and a formal core report will note the achievement and status of each student

2. The interim progression board checklist (Appendix 2) will be used at a team meeting and will capture the status of each course assessment strategy at that time. Notes from the meeting must be held in the master folder and the checklist approved and signed by the Sector Manager and Sector Development Director, acting in the capacity of an Internal Quality Assurers (IQA).

NB:

- All networked HN courses must be reviewed at a networked progression board.
- Only results ratified at a formal progression board as per 1 above will be resulted to the awarding body prior to the final progression board.

Resulting of National 5/Higher

The Sector Manager and Sector Development Director will act as IQAs to verify the quality of the methods used to assess student work for all estimated results prior to submission to Student Records for resulting to SQA.

Final resulting/progression

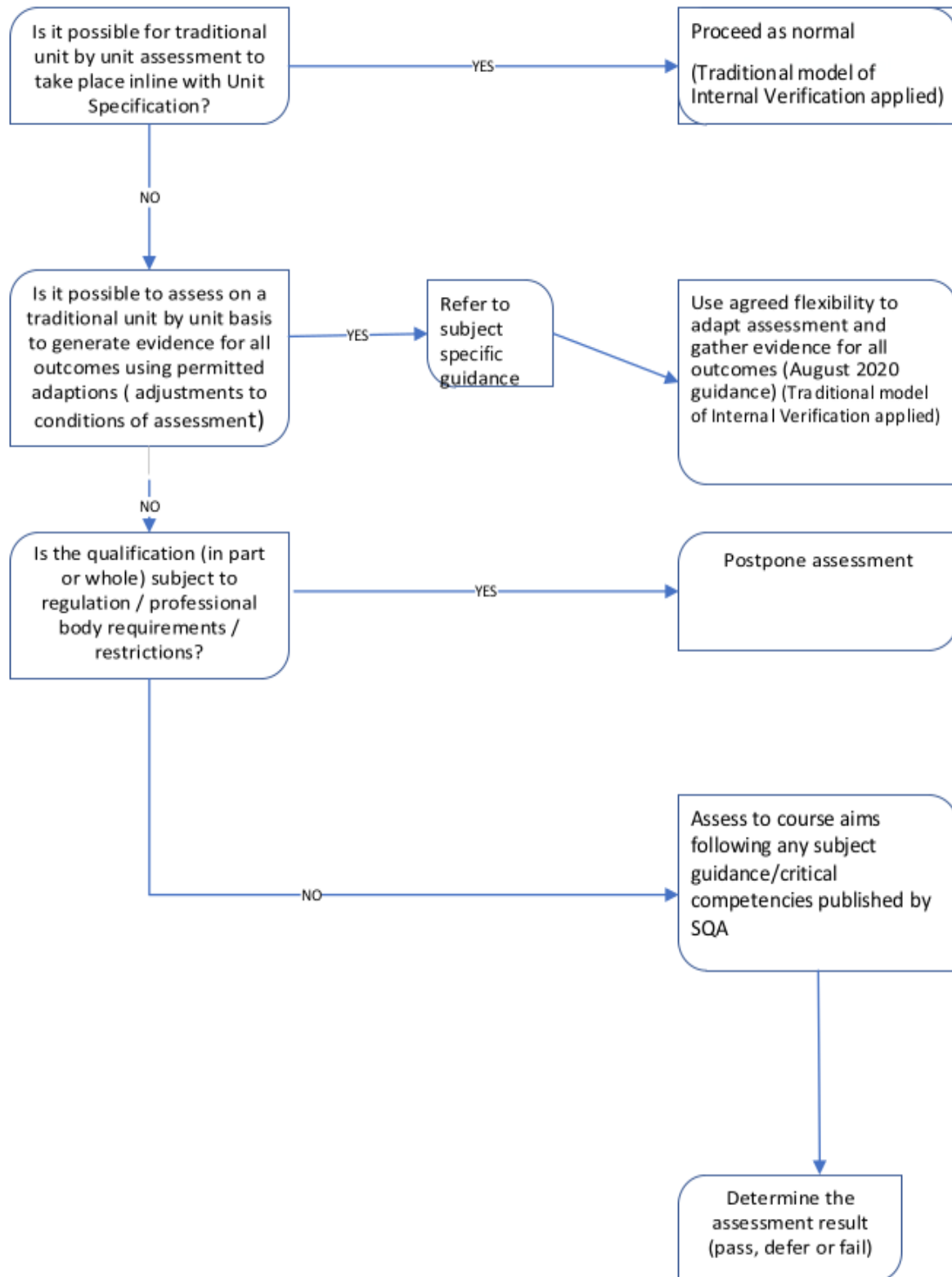
Teams must hold a pre-progression board in June prior to the formal final progression board to ensure accuracy of student results and to assure that evidence used to determine a result is sufficient and meets the relevant awarding body criteria for that course award. All relevant assessors and internal verifiers are required to attend that meeting.

Where courses are having to use the lower branch of the SQA decision tree ie for a holistic approach or deferred award, then the IQA must also be in attendance at that meeting and verify the appropriateness of decision making. All records of decision making, and evidence of student assessment, must be kept in the electronic master folders and be available for external verification for the time-period designated by the relevant awarding body.

A final progression board must be held to verify student results and/or progression for all courses irrespective of the methodology on the decision tree used to assess the student achievement.

APPENDIX 1

Decision Making Process (by Department)



APPENDIX 2

Interim Progression Board Checklist (to be used February 2021)

In light of the of the current circumstances, it may be very challenging to run a formal interim Progression Board for FE, in all sectors. As a minimum the following must be followed in February 2021 for students deferred from 2019/20 and for new/continuing students for 2020/21.

The lecturer must:

- Input marks if a result is available and include any deferrals on the unit
- Advise the PAT and SM/SL that unit will be deferred and continue in S2
- Liaise with PAT to identify requests for 3rd attempts

SM/SL in consultation with PAT must check the following:

- Units are correct as per framework
- MIS are notified of
 - framework changes
 - planned semester change for unit delivery ie S1 to SC
 - unit results delayed due to continuing delivery into S2
- Student registrations on units
- Student withdrawals
- Course assessment model (IV documentation)
- Unit marks are entered and accurate
- Student deferrals due to mitigating circumstances are recorded on the IV9
- Make decision on 3rd attempt requests and record on IV10
- Arrange for standard letters to be sent out by CAT team (bespoke letters can be used by team where more appropriate)
- BRAG is up to date and monitored, including core skills

Based on the above, the SDD and SM/SL will decide if an interim progression board meeting is required*. This should only happen if there is value in doing this at this time. If this is not carried out in February/March, then all marks will be considered at the Progression Board in June 2021. You must notify MIS if an interim progression board is to be held, the date of the board, and follow normal procedure.

*an Interim Progression Boards for HE (HN/PDA) provision must be held.

Please note that the Combined and Changes to Assessment spreadsheet held in the continuous evaluation folder should be completed on an ongoing basis but must be completed and provided for the Progression Board in June 2021.

Quality requirements:

The following should be completed and held in continuous evaluation folders:

- Internal Verification documentation as per normal procedure
- Course Assessment amendment information as per agreed process
- Relevant prior verification documentation for amended assessment sent to SQA
- Notes of meetings held
- Copy of the completed checklist
- Modification to framework documentation (once sent to Quality)

<p>I confirm that the above have been completed.</p> <p>Signed:</p> <p>Sector Manager/Subject Leader</p> <p>Date:</p>	<p>I can verify the above has been completed.</p> <p>Signed:</p> <p>SDD (IQA)</p> <p>Date:</p>
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