

ASSESSMENT POLICY

Key Information

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This policy will be reviewed and ratified at least annually and/or following any updates to national and local legislation and/or guidance.

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Introduction

This policy outlines the guidelines and procedures for the assessment of student work at Circomedia. The policy covers the assessments, marking, feedback, moderation, verification, and external examination of assessments. The assessments will be considered at the assessment board at a senior level. This policy should be read in conjunction with the relevant [policies](#) of Bath Spa University.

For all students following an accredited degree pathway, Circomedia Assessment Regulations should be read in conjunction with the academic and assessment regulations and the undergraduate or postgraduate degree framework (as appropriate) of our partner, Bath Spa University. Students following a vocational route will be subject to the regulations applicable to the practical/vocational elements of the programme only.

Assessment Criteria

A clear and comprehensive set of assessment criteria will be established for each module in the programme. These criteria will be communicated to students at the beginning of each module, along with the assessment weightings and assessment methods to be used.

1. **Continuous Assessment:** A mix of formative (continuous) assessment and summative assessments will be used to evaluate student progress. Continuous assessment may include practical demonstrations, performances, projects, essays, and other forms of assessment appropriate to the course content.
2. **Grading System:** A clear and transparent grading system will be established for each assessment. This system should be based on objective and measurable criteria and communicated to students in advance.
3. **Feedback:** Students will receive feedback on their performance and progress throughout the programme. This feedback should be constructive, specific, and timely, and may be provided in person or through written comments.
4. **Progression:** Students must demonstrate satisfactory progress to progress to the next level of the programme. This may involve passing specific courses or modules or achieving a minimum grade average.
5. **Repeat Assessment:** Students who fail an assessment may be given the opportunity to resit or retake the assessment. Repeat assessments should be subject to specific rules and time limits, in some cases the grade will be capped at the pass mark (40%).
6. **Academic Integrity:** Students must adhere to the highest standards of academic integrity. Any form of plagiarism, cheating, or academic misconduct will be subject to disciplinary action.
7. **Appeals:** Students have the right to appeal against an assessment decision that has been ratified by an examination board. They may not appeal against a grade unless they believe that the assessment process has not been followed fairly or with due diligence. The appeals process will be clearly defined and communicated to students.

Marking

All assessments will be marked by the appropriate academic staff member(s) with relevant expertise. The marking criteria and standards will be made clear to the students in the assessment brief and any other relevant documents. Marks awarded for each assessment will be entered into the university's online grading system by the academic staff member responsible for the marking. Academic staff must ensure that marks awarded are accurate, fair and consistent with the marking criteria and standards.

Feedback

Students will receive feedback on their assessed work to help them understand how to improve their performance. Feedback will be given in a clear and concise manner, with specific comments on the areas where students have done well and where they need to improve. Feedback will be provided in a timely manner, within 15 working days of the main deadline allowing students to use it to enhance their learning

Moderation

All assessments will be subject to moderation to ensure consistency and fairness across all assessments. The moderation process will be carried out by another academic staff member

with relevant expertise, who has not been involved in the original marking. The moderation process will involve reviewing a sample of assessed work, and the marks awarded, to check that the marking has been conducted accurately and fairly.

Verification

The verification process will be conducted by a senior academic staff member to ensure the accuracy of the marking. A sample of assessed work will be selected for verification, and the marks awarded will be checked against the marking criteria and standards. If there are any discrepancies between the original marks awarded and the verified marks, the assessment will be reviewed.

External examiners

External examiners will be appointed for each programme of study to provide an independent assessment of the assessments. External examiners will be responsible for verifying the accuracy and fairness of the marking, moderation, and verification processes. External examiners will submit a report to the university after reviewing the assessments, highlighting any issues or areas of improvement.

Assessment Board

The assessment board will be held by Bath Spa University and chaired by a senior academic staff member. The assessment board will be responsible for overseeing the assessment process, ensuring that all assessments have been marked, moderated, verified and examined externally. The assessment board will make final decisions on the marks awarded for each assessment. The assessment board will also consider any mitigating circumstances or appeals related to assessments.