



Policy	Assessment and Coursework Policy
Version:	1
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1. Introduction

This policy sets out Beyond Horizons Academy's approach to assessments, with an emphasis on coursework-based evaluation. It aligns with the UK's legislative framework, including the Equality Act 2010, Data Protection Act 2018, and all other relevant educational guidelines.

2. Aims of the Policy

This policy aims to:

- a) Ensure fair and consistent assessment practices across all courses.
- b) Promote understanding of the assessment criteria and process among students and staff.
- c) Ensure all assessments are conducted in a way that is inclusive and respects the rights and needs of all students and will be monitored as part of the quality assurance process.
- d) The culture of assessment will be communicated and embraced by all staff and students who are involved with academic/vocational programmes of study.
- e) All assessments will be a fair test of the learners' knowledge and what they are able to do. However, for some students, the Institute recognise that the usual assessment format may not be suitable. As such, we ensure that our assessments do not disadvantage anyone and ensure that we have steps in place to ensure equity of access.
- f) The requirements of all awarding bodies will be adhered within the Assessment Policy.
- g) All assessment is based upon the achievement of the Learning Outcomes at standards stated by the Assessment Criteria.
- h) Assessment will be carried out taking into account the Conflicts of Interest Policy.

3. Scope

This policy applies to all students, faculty, invigilators, assessors, and individuals involved in the assessment process at Beyond Horizons Academy.

4. Principles of Assessment

The Assessment Policy and procedures relating to specific programmes will be made available to all students prior to commencement of their course and reinforced throughout their programmes of study to ensure that:

They understand the reason for assessment as a means to confirm that learning and understanding has taken place matched against the learning outcomes/assessment objectives laid down by the Awarding Body.

Assessment opportunities will be based on good practice and will follow in line of our teaching and learning policy and comprising of the following elements:

- Interesting, challenging and realistic assessments
- Comprehensive feedback mechanisms, per our teaching and learning policy.
- Clear and accurate recording of grades
- Quality assurance via internal verification and moderation
- Continual monitoring of candidate performance

5. Types of assessments

5.1 Formative assessment

Ongoing feedback to monitor and improve student learning. Typically, these will be taking place in most scheduled sessions and the associated activities, therein, including self-tests and self-assessment. More details can be found in our teaching and learning policies.

5.2 Summative assessment

This is used to evaluate student learning and is undertaken having completed the required assessment objectives for the module. This can include multiple choice activities and the completion of assignments, which covers the required awarding body assessment criteria derived from the assessment objectives. All summative assessment will be subjected to the Internal Moderation procedures of Beyond Horizons Academy and the External Verification procedures of the Awarding Body.

5.3 Coursework Assessments

Coursework is a critical component of learning and evaluation at Beyond Horizons Academy. It can take various forms, including essays, reports, projects, presentations, or other tasks relevant to the course.

5.3.1 Coursework Assessment Criteria and Feedback

Assessment criteria for each coursework task will be clearly communicated to students at the start of each course.

Students will receive constructive feedback on their coursework, aimed at helping them understand their performance and identify areas for improvement.

5.3.2 Submission and Late Submission

Students are expected to submit their coursework by the set deadline. Any exceptions or extensions must be pre-approved by the course tutor or a relevant authority.

Late submissions may be subject to penalties, unless there are extenuating circumstances.

6. Support mechanisms

This will give student's equality of opportunity for assessment. This will be enabled by:

- Provision of appropriate resources to enhance learning.
- Appropriately qualified staff to carry out and monitor assessment.
- Provision of appropriate resources for students with special learning needs.
- Provision of appropriate resources to take into account differing cultural and linguistic needs.
- Provision of appropriate quality assurance measures related to the assessment process. (Refer to Special Considerations Policy).

6.1 All students will be entitled to the following:

- Advice and guidance on assessment given by specialist tutors appropriate to their programme of study.
- Access to the Assessment Policy as part of their induction process where appropriate student's will be encouraged to self-assess their own work.
- All assessments will be planned by subject tutors to avoid bunching of assessments. This will be given to students prior to the commencement of the course.
- The opportunity to have prior knowledge and experience assessed formative assessment in classes, in accordance with the teaching and learning policy.
- Written and where appropriate oral feedback will be given on the outcome of all assignments.
- A copy of the appeals policy which is given to all Student's as part of the induction process.
- All documents relating to indicative content will be contained within the resources section on the student LMS.

7. Assessment Decisions

Students will receive a **Pass/Merit/Distinction or Fail** (Depending on the course being studied) for all summative assessments. A failed piece of work will be awarded in the following instances:

- Where a piece of work is not deemed to be entirely the student's own work. (Refer to Malpractice Policy.)

- In the event of insufficient content and/or misinterpretation of assignment tasks where no attempt has been made to answer assignment questions.

In the event of a student failing an assignment they will be provided with feedback from the markers in order to improve their work. They will then be able to resubmit the work for marking again. The re-assessment will be charged at the rate of £60 each, payable on application for the re-assessment. Students will be able to resubmit the same assignment a maximum of 1 time, if by then a student has not received a pass mark their involvement in the course would be assessed and they may not be able to continue learning. This assessment would be completed on a case-by-case basis.

Assessment decisions will be recorded on the student database, which will be used for the tracking and monitoring of grades.

Assessment decisions and feedback will be recorded using [Annex – AS Form](#)

8. Review of Assessment

In addition to being able to communicate assessment issues with subject tutors, students will also have the opportunity to make comment via the course review questionnaires.

Course team and Examination Boards will also provide further evidence of the quality of assessment.

9. Academic Integrity

Students must uphold the highest standards of academic integrity. This includes avoiding plagiarism, collusion, and other forms of academic misconduct, in accordance with our academic malpractice policy.

10. Reasonable Adjustments and Special Considerations

In accordance with the Equality Act 2010, Beyond Horizons Academy will make reasonable adjustments for students with disabilities or special educational needs. Special considerations may also be made for students affected by adverse circumstances during their assessment period. Please refer to our special considerations policy for more details.

11. Data Protection

Assessment data will be handled in compliance with the Data Protection Act 2018. Student assessment data will be used solely for educational purposes and will be stored securely.

12. Appeals

Students have the right to appeal their assessment results if they believe there has been a mistake in marking or if they have been unfairly disadvantaged. Please refer to our appeals policy for more details.

Beyond Horizons Academy demonstrates its commitment to providing high-quality education and support services that meet the needs of our students and stakeholders, while continuously improving our performance and pursuing excellence in all aspects of our institution.

Student Submission and Feedback Form**PROGRAMME DETAILS**

Name:		ID No.		Enrolment date:	
Module title:		Subject tutor:			
Course title:		Assignment No.		Due date:	

Student Declaration:

I declare that the work submitted is my own work:

Signed: