



Awaken y athrylith o fewn ~ Awaken the Genius Within!

Assessment Policy

BML College, Birmingham, United Kingdom

Policy authorised by Responsible Officer Nov 2018

Table of Contents

Assessment Policy	1
1. Introduction	1
2. Objectives	1
3. Assignment Standards and Submission	2
4. Assignment Marking and Feedback.....	3
5. Appeals.....	3
6. Useful contacts.....	4
End of the Policy.....	4

Assessment Policy

BML College, Birmingham, United Kingdom

1. Introduction

Assessment is the way in which a student's knowledge, understanding, and skills are measured and evaluated. BML College UK is committed to providing students with assessment that tracks, measures, assures quality; is fair, consistent, unbiased, transparent, valid, reliable and accessible to all students. Assessment is to be robust and substantial to provide a fair gauge of student ability and achievement to support progress.

2. Objectives

Following are our objectives.

- 2.1 To follow the guidelines agreed by the awarding body to recognise prior learning.
- 2.2 To provide a system of assessment which is easily interpreted and understood by students and assessors.
- 2.3 To promote learning and achievement by establishing a system of recording assessment and feedback to allow student and assessor to monitor progress.
- 2.4 To provide a basis for induction and training of new assessors, moderators and internal quality assurers.
- 2.5 To establish rigorous standards of assessment which are consistent across equivalent programme levels in all curriculum areas.
- 2.6 To ensure the College complies with the assessment regulations and procedures of external awarding bodies.



3. Assignment Standards and Submission

We will use assignment briefs provided by the awarding body to assess learner skills, knowledge and understanding. We will clearly state arrangements for handing in work, the deadlines and the criteria that need to meet in order to pass each assessment.

Following are the expected student work standards and submission criteria.

- 3.1 All work set will be issued via the relevant VLE, e-portfolio or in print, clearly indicating what the student is required to do, what needs to be handed in, the deadline for handing in the work, and how the work will be assessed using the appropriate assessment sheet.
- 3.2 Students are required to use given formats and should be typed, spell checked, have standard front page with name, student ID and assessment title.
- 3.3 Learner work should aim to minimise the amount of unnecessary attachments or appendices.
- 3.4 Information that is essential to the learners to meet the Assessment Criteria should be included within the main body of the report.
- 3.5 All use of tables, graphs, diagrams, Gantt chart and flowcharts should be incorporated into the main text of the assessment, but not included in the word count.
- 3.6 Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assessment but not included.
- 3.7 Where required, learners should use a recognised referencing convention and should be mindful of the risk of plagiarism and collusion.
- 3.8 Learners must sign a declaration of authenticity for each submitted assessment.
- 3.9 All work will be handed to the Assessor who set the work or where arranged and in all cases a record of submission will be kept.

4. Assignment Marking and Feedback

All assignments will be marked by the assessor and verified by the internal verifier prior submitting for external verification by the awarding body.

- 4.1 Assessors will provide constructive feedback that clearly identifies the quality of the evidence provided to justify the grade given and provide SMART action points to identify additional work required to complete the assignment or where approved by the Internal Verifier to achieve an improved grade.
- 4.2 The SMART actions set must guide the students to the learning outcomes and assessment criteria that have not yet been met, but must not lead the student with very specific detail of what to add.
- 4.3 All assessments will be marked and returned to students within the agreed time frame: 10 working days for assignments set by 1 member of staff or 15 working days for joint assignments.
- 4.4 Students are given chance to resubmit failed assessments within agreed timeframe and capped at pass mark only.
- 4.5 There will be a penalty fee of £40 per assessment that student has to pay for resubmissions.

5. Appeals

Following is the College's appeal procedure for students who want to appeal against their results.

- 5.1 A student can appeal an assessment within five days of its return.
- 5.2 Internal Quality Assurance/ Internal Verifier carries out stage two of the 'Assessment Appeals Procedure' when a candidate is not satisfied with the outcome from a stage one appeal.
- 5.3 Internal Quality Assurance/ Internal Verifier work using awarding body guidelines and documents or College quality assurance documents where awarding body does not provide documents.



5.4 Internal Quality Assurance/ Internal Verifier form(s) and assessment sample are returned to assessor with action points for any improvements or adjustments made.

5.5 Internal Quality Assurance/ Internal Verifier signs the work sampled. Internal Quality Assurance/ Internal Verifier carries also signs assessment sheet to show where they have sampled work.

5.6 Student will be notified on the outcomes of the appeal in writing via email or by a letter.

6. Useful contacts

For more information please visit our website www.bmlcollege.com. Alternatively, call at: +44 (0) 757 734 0 724 or email at: info@bmlcollege.com. Or visit us at; BML Centre for Higher Education, Morgan Reach House, 1st Floor, 136, Hagley Road, Birmingham, B16 9NX, United Kingdom.

End of the Policy



Awaken y athrylith o fewn ~ Awaken the Genius Within!