

ONCAMPUS Assessment Policy

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Introduction

This policy is to ensure that assessment decisions are fair to all ONCAMPUS students and provides staff with the relevant tools and means to ensure their marking is consistent with other ONCAMPUS Centres and accurate based on the marking criteria. It ensures and offers information so that ONCAMPUS can evaluate progress made by students and it enables the improvement of academic quality.

Assessment Procedure

Formative Assessments

Regular formative assessment takes place throughout the year at each Centre (see Learning, Teaching and Assessment Policy for minimum requirements).

Summative Assessments

ONCAMPUS students will be assessed by a variety of methods during their programme, with the intention to give them a range that they may experience when they progress to their chosen university. This may include but is not limited to:

- Written coursework (essay, report, project)
- Presentation
- Seminar
- Debate
- Unseen examination
- Open-book examination
- Practical assessment

Resubmission/resits

For each piece of formally assessed work/exam, students are entitled to **ONE** resit, regardless of the mark achieved in the first sitting. Students may choose to resit if they have failed the first attempt, missed the deadline/ill for an examination or wish to further increase their grade to meet their progression requirement. Where a student's programme is only 1 term in length, there will only be one English exam opportunity to achieve the required level to pass the programme and progress.

For English exams (OCTOE), ONCAMPUS does not permit the transfer of results from sections of previously taken English exams i.e. students must resit the entire listening, reading and writing paper. Speaking tests do not have to be repeated as they are a separate paper.

Where the assessment involves a practical element i.e. science laboratory report, students will not be entitled to resit if they did not attend the initial experiment, however students that do attend will have the normal resubmission opportunity. Please note for lab-based examinations, i.e. a written paper that takes place directly after a lab experiment where questions are related to the investigation, resits will not be available.

Coursework Submission Declaration

For coursework submissions, all students are required to complete the Coursework Submission Declaration to declare that all work submitted during their programme will be their own. This must be submitted to Turnitin before the first assignment, as instructed by the Centre. Failure to submit the Coursework Submission Declaration before the first piece of summative work will result in an initial warning, with any further pieces of work being awarded 0%. Students will have a resubmission opportunity if this is their first attempt, and the re-submission will not be capped.

Word count

For written assignments, students must include page numbers and word count. The word count does not need to include contents, end of text references or appendices. Students will receive a 10% penalty if they go over the word limit by more than 10% (or exceed a specified length for presentations). If the assignment/presentation is significantly under the word count/length advised, students will not be penalised, however are advised that they may not have answered the question in full and this will be reflected in their overall mark.

Presentations

Students are required to submit their PowerPoint slides to Turnitin prior to an oral presentation at least 24 hours before the presentation date. Each Centre is responsible for setting the deadline for presentation submissions, which may involve one deadline for all students, so any advantage gained by students presenting on a later day is reduced. If a student fails to upload their presentation slides prior to the deadline but attends their oral presentation, a penalty of 10% shall be applied to the final mark. The student must still submit their slides to Turnitin once the presentation is complete so it can be checked for plagiarism. This should be done no later than 48 hours after the presentation date. A mark of zero will be awarded if the presentation slides are not uploaded by the deadline given by the Centre. If a student fails to submit their slides and does not show for the presentation element, the standard policy for late submission/non-attendance and capping of resubmission will apply.

Capping of marks

If an assessment deadline/examination is missed or the student has committed an academic offence (see ONCAMPUS Academic Offences Policy), the resit mark is capped at the ONCAMPUS pass mark (40%), unless the student has been granted an extension or has an approved extenuating circumstances case. Absence on medical grounds must be communicated to the Centre before 9am on the morning of the exam in question and supported by medical evidence. If approved, the student will be permitted to resit/resubmit without their result being capped.

Where a student requires a higher mark to progress (above 40%) and the Centre identifies that an individual piece of capped work is responsible for obstructing a student's opportunity to progress, this must be presented as a borderline case at the Pre-Examination Board (see section below)

- Members of Pre-Examination Board will review each case, taking into account student conduct and performance, to ensure that each student is given a fair opportunity to progress.
- If the borderline case is approved, the capped mark of 40% may be increased to the progression mark for the student's chosen degree, increasing their overall module mark.
- The student **must** achieve a mark equal to or higher than the progression mark on the repeat assessment in order to be eligible to be capped at the progression mark. This ensures that the mark awarded reflects the level of learning demonstrated by the student.

Borderline requests of this nature should only be submitted in cases where the overall module mark and opportunity to progress has been negatively impacted by an individual piece of capped work. Students that have repeatedly submitted late work or committed academic offences will not be considered.

Grading system

In order to successfully complete an ONCAMPUS programme, students must pass each academic module at 40%, and achieve the IELTS equivalent of 6.0, with no skill below 5.5. In some Centres, students must achieve higher grades in order to be able to progress their chosen degree. The Centre Head/Director or other designated person will be able to advise on the grades required for progression. Please refer to the following grading scale:

A*	90% and above
A	70%-89%
B	60-69%
C	50-59%

D	40-49%
Fail	39% and below

Recording grades

When a student takes a resit opportunity, the highest mark achieved across both submissions will be used towards their final module result. In the case of English exams (OCTOE), the best result from the overall exam grade will be taken, rather than a mix of individual elements. The Centre may however choose to use the lower overall OCTOE result in cases where each individual element of the lower score meets the pass mark, and this is not the case on the higher overall result.

Moderation Procedure

Internal moderation is the process of monitoring assessment practice in order to ensure that assessment decisions meet ONCAMPUS standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of students' work.

It aims to:

- ensure that all students are fairly, accurately and regularly assessed in a consistent manner;
- ensure that valid assessment decisions are reached for all our students and that external requirements are fully met;
- provide a mechanism for resolving differences in the application of marking standards;
- support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

For the purpose of this policy, the term internal moderation encompasses all forms of activity that check and validate assessment. It may occur through shared observation of student activities, second marking of student work, or team grading/assessment. Any assessment that contributes to the students' final achievement in their programme will fall within the scope of this policy.

Standardisation

Standardisation develops an understanding of the standards and expectations of attainment that each level/grade demands. Standardisation involves tutors establishing together whether their views of what constitutes credit worthy student work in relation to the marking criteria are accurate and reliable.

The main standardisation process occurs prior to the marking of summative assessments and will be conducted online through a dedicated subject group meeting. To check the accuracy of tutor judgements, tutors must use live standardisation materials provided by the Subject Leader or exemplar assessments which have been previously marked (where live assessment material is not available). The process will involve tutors across all ONCAMPUS centres that deliver that module. The meeting recording of the standardisation session must be made available to all tutors and the Subject Leader will complete the Standardisation Activity Record Form which will be shared with the Central Academic Team and any concerns followed up as required (see Standardisation Process Document for further information).

Centres are also expected to carry out their own standardisation activities once the assessment has been marked. This is to ensure that marks across tutors and groups within their Centre are consistent and the mark scheme has been applied accurately and fairly. The Centre may use this process to identify areas of further training with their team or in extreme cases, the need for an assessment to be re-marked.

Second Marking

For all summative assessments, both first sitting and resit/resubmissions, a sample of student work must be second marked within each ONCAMPUS Centre. The sample must include:

- **10% or a minimum of 4 scripts from each tutor, whichever is higher. The minimum of 4 scripts must include (where possible):**
 - Fail: below 40% (highest fail grade)
 - Low: 40-49%
 - Middle: 50-59%
 - High 60%+

Where one or more of the grade boundaries listed above is not available, an appropriate range across the marks awarded should be selected. Where group sizes are lower than 4, all students should be second marked. All results must be recorded on the ONCAMPUS Marker Form, which details student ID, first marker grade/%, second marker grade/%, difference in marks and final agreed mark. Where an assessment is not graded out of 100, percentage calculations should be rounded to the nearest whole percentage, with consideration for two decimal places i.e. 39.45% will round to 40%. This also applies to overall module and programme result calculations.

Academic modules

- **Marks (as a final %) of 39, 49, 59, 69 and 89 are to be rounded up to take them to the next grade boundary**
 - The actual raw mark and percentage should be recorded in the first marker column
 - If part of the second marker sample, the second marker columns are to be completed in the same way
 - The final agreed mark (raw score) should also be recorded with the original mark
 - The final agreed mark (%) should indicate the rounding up with the letter R i.e. 40R

Examples:

Total marks = 100							
Tribal ID	Marker 1		Marker 2		Difference (%)	Final agreed mark	
	Raw score	%	Raw score	%		Raw score	%
12345	39	39	41	41	2	39	40R

Total marks = 70							
Tribal ID	Marker 1		Marker 2		Difference (%)	Final agreed mark	
	Raw score	%	Raw score	%		Raw score	%
12345	27	39	27	39	0	27	40R

OCTOE

The rounding of marks for OCTOE is not automatic and does not follow the same grade boundaries as shown above for academic modules. For any final percentage (likely to apply to writing only), that is 1% below the next IELTS equivalent boundary, from 49% and above (pass mark is 50% - B2), the marker must review the student's paper again and make a judgement based on the quality of the work and marking criteria whether it warrants being awarded the next boundary. If not, the mark of 49% may stand, or a decision made to reduce the mark to 48% for example.

For reference, OCTOE boundaries can be found: <https://www.oncampus.global/transcripts>

The agreed tolerance between first and second markers is 5% (using the final %). For marks within tolerance, the first marker's grade stands and should be entered into the final agreed columns. Any work outside of the 5% tolerance must be discussed between both markers, an agreed mark reached, and comments added to the marker form to explain the resolution. If final agreement cannot be reached, the Centre may choose to have the paper

third marked or contact the Central Academic Team who will arrange additional moderation.

Feedback

Students can expect to receive feedback on coursework within 10-15 working days from the coursework deadline date. Feedback will show how the level of work compares with the assessment criteria and what the student needs to do to improve. For summative examinations, students will be provided with a final grade, however detailed written feedback and a breakdown of marks by question will not be provided. Students will however receive general guidance on which areas to focus ahead of the resit. Once the marking process is complete, students can view their coursework feedback and result on Turnitin and expect their grades to be available on the Student Portal within 4 weeks.

Pre-Examination Board

A Pre-Examination Board will be held prior to the main Examination Board, where students with borderline results (i.e. module/overall marks 1% below a grade boundary) or extenuating circumstances can be discussed, provided they have followed the correct procedure in presenting their evidence in the time specified (see ONCAMPUS Extenuating Circumstances Policy). The Pre-Examination Board has the right to raise student marks by up to one grade boundary according to the impact the extenuating circumstances may have had on student performance. The Pre-Examination Board also has the right to move student module marks into the next grade boundary if a student is in the borderline category as above.

External Examiner

Results are signed off by Centres at the end of each cohort. In June and August, a sample of student work is shared with the External Examiners to enable them to reach a conclusion about the standards and consistency of marking and feedback. Unless the External has been specifically sent work to arbitrate on a dispute between internal markers, the External's role will be as a moderator. Externals should not act as second markers. In moderating student work, the External Examiner is providing an independent overview of the consistency of approaches to assessment. As such, the External's primary concern is with the overall marking standard in the module rather than with marks obtained by individual students. The External should not alter the marks of any individual student. During Examination Board, the External Examiners are invited to share feedback verbally and sign off results as final before Academic Statements are issued. A final written report is also produced by each External Examiner at the end of the academic year, with comments and recommendations for ONCAMPUS to consider.

Conflict of interest

ONCAMPUS staff must not mark the work of family, friends or partners, unless approval is given by the Chief Academic Officer. In addition, staff should not act as moderator or second marker where their family, friend or partner is the first marker unless approval is given by the Chief Academic Officer.