ASSESSMENT POLICY

The University of Law's Assessment Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

8	The Board of Examiners will confirm that individual students have met the necessary standard for the award of credit. Where an award is made the Board of Examiners will determine whether individual students have met the required standard for the award by successfully completing the specified credit and grade requirements.

9	The Recognition of Prior Learning

17.1. Be designed by a member of the academic staff trained and competent to do so;

17.2.

23.1. The method(s) of assessment, including the delivery/submission platform e.g. Online MCQ, in-person presentation;

23.2. When assessments will take place (the relevant assessment period rather than a specific date);

23.3. The learning outcomes to be assessed, marking criteria and standards to be met at differing levels;

23.4. The moderation and external examiner processes;

23.5. Resources to refer to, and other support available;

23.6. How and when feedback and marks will be provided;

23.7. The resit or reassessment method, timing, and how enrolment on resits will take place;

23.8. Conduct expectations, including whether collaboration with other students is permissible, whether

26.3. When assessments will take place (the relevant assessment period rather than a specific date);

26.4. The learning outcomes to be assessed, marking criteria and standards to be met at differing levels;

26.5. The moderation and external examiner processes;

26.6. Resources to refer to, and other support available;

26.7. How and when feedback and marks will be provided;

26.8. The resit or reassessment method, timing, and how enrolment on resits will take place;

26.9. Conduct expectations, including whether collaboration with other students is permissible, whether plagiarism detection software will be used, and where to find sources of support and guidance on good academic practice;

26.10. How and when to apply for Mitigating Circumstances, Deferral, and Extensions; and

26.11. The academic appeal process.

Conduct of Assessments

27 Students are responsible for complying with the assessment conduct requirements specified in the assessment brief, course materials, this Policy, and in Regulations.

28 Students studying an attendance-

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30   The University will make reasonable endeavours to accommodate observance of significant religious events during assessment periods.

31   Students must notify the Assessment Office as early as possible of religious obligations which may compromise their ability to attempt an assessment using the Religious Observance Form.

Reassessment

32   The University will provide students with the opportunity for reassessment in failed modules as specified in the University's Regulations.

33   Students are not permitted to utilise campus facilities, or attend other campuses to use any of the facilities, until they have registered for their outstanding resit assessment.

34   If a student has not registered for an outstanding resit, but they are in receipt of ULIP arrangements, or learning needs which are evidenced independently by a relevant professional, they may – on occasion – be permitted Campus access by the discretion of the Campus Dean.

Marking and Moderation

35   Summative assessments will be marked anonymously insofar as it is reasonable. It is not possible, for example, for oral assessments to be marked anonymously, however, reasonable steps should be taken to ensure objectively is enabled through marking and able to be verified via moderation.

36   For each assessment instrument the same marking schema will be applied irrespective of where the student sits the assessment or where marking takes place.

37   In advance of the commencement of marking Markers must familiarise themselves with the assessment instrument, marking scheme, and any other guidance issued, including via attendance at meetings as requested by the National Programme Director.

38   The role of Moderation is to ensure that assessment outcomes are fair and reliable. Moderation determines whether the marking criteria have been applied consistently across the cohort, and whether the marks or levels of achievement awarded are appropriate and consistent across modules and programmes. Where more than one Moderator is appointed the Moderators must agree in advance the moderation standards to be applied.

39   The Moderator(s) will review a representative sample of the students' work from an assessment, which must include a sample from each marker and each level of achievement.

Assessment Policy

48.3.

<u>Membership</u>

56 The membership of Boards of Examiners must be quorate, as defined in Regulation, and include:

56.1. A Chair, who will usually be the relevant National Programme Director or Programme Director;

56.2. External Examiner(s) for the programme(s) under consideration;

56.3.

62   The Mitigating Circumstances Panel will provide reports to the Board of Examiners which may include recommendations in respect of individual student cases.

63   The Board of Examiners does not have the right to receive or review any specific details of the mitigating circumstances that have been raised.

Conflicts of Interest

64   Conflicts of interest may arise from personal, familial, commercial, or other relationships between members of the Board and the students being considered by the Board. Members are responsible for considering whether they have a conflict of interest (actual, apparent, or potential) and reporting this to the Chair of the Board.

65   The Chair of the Board will consider the specific circumstances and determine whether a conflict of interest exists and, if so, whether the member should be absent from all or some of the meeting of the Board.

66   Members of the Board should report conflicts of interest to the Board and all reports must be included in the minutes of the meeting.

Recognition of Prior Learning, External Assessment, and Exemptions from Study

67   The University will award specific credits against individual, specified module(s) where there is appropriate and sufficient evidence that the student has achieved the learning outcomes of the module(s) via either:

67.1. Relevant prior learning; or

67.2. External Assessment.

68   Specific credits can only be mapped against entire modules and not against parts or fractions of modules.

69   The University will award notional credits where there is appropriate and sufficient evidence that, through relevant prior learning the student has successfully completed a course of study consistent with the overall programme learning outcomes. Students granted notional credits must complete any specified elements of the relevant programme and/or may be restricted in their module choices to avoid content overlap.

70   Students who gain exemption from the designated PSRB's requirements to study and achieve credit in specific modules will not be eligible for a University award unless they have also applied for and been awarded specific or notional credits by the University.

Assessment Policy

V1.2	Academic Registrar	Review	26/09/13
V1.3	Student Officer	Review	04/11/13
V1.4	Academic Board	Approval	03/10/13
V1.5	VP – AGQS	Sign-Off	19/12/13
V2.0	Vice Provost – Programme and Student Affairs	Review	02/02/16
V2.1	Academic Board	Approval	10/02/16
V2.2	Senior Quality Officer	Change to the document coding convention	30/03/20
V3.0	Project working group	Review – approved by Academic Board	October 2021
V3.1	Project working group	Minor additions regarding resit students' access to campus facilities	January 2022
V4.0	Director of Assessment Organisation & Delivery	Re-draft of Policy	June 2023
V4.0	Academic Board	Approval of review	27/06/2023