



Writtle
University
College

Further Education Assessment Policy

Includes:

Academic Appeals Policy

**Access Arrangements in Examinations and Assessments for Students
with Learning Difficulties and/or Disabilities**

Assessment Malpractice Policy

Recognition of Prior Learning Policy

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Policy Overview and Scope

The 'College' referred to throughout means Writtle University College.

The Further Education (FE) Academic Regulations of the College apply to all students registered on 'Further Education' programmes / courses with Writtle, irrespective of mode of attendance and place of study. FE Programmes / courses are all programmes / courses up to and including Level 4. These regulations apply from 1 February 2023, and to any subsequent referral assessment arising from this period. The Academic Board reserves the right to amend the FE Academic Regulations at any time. Any such amendment will be communicated to all students and will not disadvantage any student.

These regulations over-ride and displace any Course Scheme specific academic regulations. However, these academic regulations may be over-ridden by specific requirements of validating organisations. These Regulations are reviewed annually.

A number of specific terms are utilised in the text. These are explained in more detail within the Glossary of Terms in Appendix C.

Copies of these regulations can be downloaded from the College website. If you require assistance with this or interpreting any of the regulations you should contact your Course Manager in the first instance.

The terms of reference and constitution of the Academic Board and its sub-committees are available from the Academic and Quality Systems Office (AQS).

UNIVERSITY COLLEGE STAFF EXPECTATIONS

University College staff (including instructors, tutors, course managers, curriculum managers) will:

- Ensure that staff involved in delivering, assessing and internally verifying are appropriately qualified to at least the minimum standard as required by awarding organisations.
- Ensure that all students undergo impartial initial information, advice and guidance which includes initial assessment to ensure that students make the correct course choice taking into account previous qualifications and experience and future aims.
- Provide an induction programme which ensures that students:
 - are familiar and comfortable with their new environment
 - sign their learner agreement to show understanding of all elements of their study programme
 - are familiar with policies, procedures and expectations
 - are clear about the assessment regimes for their programme and what they need to do to achieve
 - Know how to provide feedback on any aspect of their course or the University College.
- Provide an accurate timetable of activities for the programme of study which shows the days and times of their sessions including tutorials, English, math's, work placements and enrichment activities.

- Provide a Scheme of Work which shows activities on a session by session basis, outlining the key objectives for each session alongside the wider personal development skills.
- Provide an assessment schedule at the start of a programme which is published on the College VLE and gives details of all study programme assessments including externally assessed components.
- Ensure that all assessments and assessed work go through internal verification as per the Internal Verification Policy and Procedures.
- Ensure that students are registered on the correct programme, units and assessments prior to any assessment taking place.
- Provide appropriate assessment methods for the programme of study which meet awarding organisation requirements and include the provision of special arrangements as required.
- Utilise a range of assessment types such as practical's, written reports, projects, oral (e.g. presentations) which take into account the group profile and individual learning needs where possible (e.g. not awarding organisation prescribed assessment).
- Set academic targets for all students which are reviewed through the tutorial process and course team meetings. Provide feedback on progress to students, employers and parents / guardians / carers (under 18s only) at regular intervals e.g. through tutorials, workplace visits, parents evenings, reports.
- Provide formative and summative assessments which include detailed feedback to enable improvement. All internal assessments are expected to be marked, undergo IV and returned to students in a timely fashion with feedback being provided on vocational aspects of assessment and general skills such as English, math's, ICT and wider skills development.
- Consider equality of opportunity and fair and respectful treatment of all students in all aspects of assessment, including access to the appeals and complaints processes of the College.
- Provide access to a range of additional support for students with specific identified learning difficulties or disabilities, including assessment, provision and review of support needs with reasonable adjustments made for assessment (according to awarding organisation regulations and APPENDIX G - Access Arrangements in Examinations and Assessments for Students with Disabilities
- Assess the quality of the teaching, learning and assessment experience of students through processes such as lesson observations, the internal verification process, staff development, sharing practice, internal and external audit, external verification and student feedback.
- Collect student feedback on assessment processes via learner surveys, liaison meetings and unit reviews

UNIVERSITY COLLEGE STUDENT RESPONSIBILITIES

All learners are expected to sign up to the University College and Learner Commitment which lays out what learners can expect from the University College and, in turn, what the University College and other learners expect in return. The full University College and Learner Commitment document can be found in the Student Handbook and as Appendix A of this document. The extract below states the Learner Responsibilities.

Any breach of this Agreement may result in disciplinary action and may affect any bursary payments that you receive. The College reserves the right to contact parents/carers of students under the age of 18 (under 25 in the instance of a vulnerable adult).

Extract from the University College and Learner Commitment:

As a student at Writtle University College you have responsibilities to yourself, to fellow students, to staff and to the University College environment. This means that you should respect and uphold others and your rights to study in an environment that is free from discrimination.

You should:

- Treat others with respect and consideration
- Value and respect each other's differences, including their beliefs, religion, gender, disability or sexual orientation

It is your responsibility to:

- Attend and commit to your studies
- Adhere to the notification of absence procedure. Provide a medical certificate in case of absence on health grounds in excess of one week
- Arrive on time prepared for your sessions with appropriate equipment including any PPE
- Meet course work deadlines and submission dates. – you should be aware that you may be charged for missed assessments
- Avoid plagiarism and cheating
- Not disrupt other students' learning
- Retain assessed work for inspection until the final award is confirmed
- Attend any support sessions that have been arranged to assist you with your studies
- Keep the University College up to date with any change to your circumstances, for example change of address or phone number
- Follow University College procedures with regard to correct use of IT and computer equipment including email and internet
- Abide by University College and departmental rules surrounding use of mobile phones and personal music equipment
- Give fair and honest opinions during student surveys and liaison meetings
- Avoid behaviour, including inappropriate dress and language, bullying or harassment, that may cause offence or harm to University College staff, students and visitors and University College property
- Abide by the rules surrounding consumption of alcohol and illegal substances on University College premises or on University College activity
- Abide by the rules relating to the carrying and possession of blades and weapons
- Respect the University College environment, do not drop litter
- Only eat, drink and smoke in designated University College areas
- Drive safely with due care and attention with respect to speed limits and park within designated student parking areas

REGULATIONS RELATING TO ASSESSMENT

Each student is required to:

- Attend examinations and submit work for assessment in accordance with programme regulations, and without cheating or otherwise seeking to gain unfair advantage.
- Undertake all assessed work within a unit, before the candidate can be deemed to have passed that unit. Work-based units are not graded. A candidate is either competent or not yet competent.
- Students may apply for, and be granted credit from, unit assessment on the grounds of accredited prior learning. Credit will normally only be granted after an RPL process which will involve the documentation of evidence of prior learning (See Appendix E, Recognition of Prior Learning Policy).
- Produce work for assessment that meets the specified criteria. In order to pass a unit, students must complete all assessments containing outcomes that contribute to the final grade of that unit in

accordance with the requirements of the Awarding Organisation. These may be internal or external assessments.

- Provide the Course Manager with any evidence regarding personal circumstances which may have affected performance, and which should be taken into consideration. This is to be done by delivering written details to the Course Manager. (See also Appendix F, Academic Appeals Regulations).
- Students should be aware that it may be in their best interests to provide their Course Manager with details of any personal circumstances which may affect performance, irrespective of their current level of performance.
- Retain all assessed work in the form of a portfolio **until their final Award has been conferred** and allow access to the portfolio by the University College if required. This may be a considerable period of time and is to allow External Quality Assurers and Internal Quality Assurers to view evidence of assessments. Failure to do this may affect certification of the award.

Notes:

An important principle, in relation to assessment, is that of fairness; both to the individual candidate and to the student body as a whole. In particular, where the Course Manager is of the opinion that a candidate may be heading for non-achievement or termination, it is the duty of the Course Manager to draw this to the candidate's attention and, if the student is under 18, to inform their parent/carer.

Specific Learning Difficulties and Disabilities

In some cases of students with formally diagnosed specific learning difficulties or disabilities (see Appendix G - Policy on Access Arrangements in Examinations and Assessments for Students with Disabilities) it may not be appropriate to assess by the normal methods specified in the Course Scheme Regulations. In such cases the Course Manager can seek guidance from the Awarding Organisation to the appropriateness of varying the method of assessment, bearing in mind the objectives of the course, and the need to assess the student on **equal** terms with other students. They may be allowed extra time or to make use of appropriate aids. It should however be noted that it is not permissible for students with specific learning difficulties or disabilities to be given work for assessment which is **easier** to pass.

Conditions of Assessment:

The student's right to be assessed or re-assessed depends on fulfilment of the responsibilities specified below. Note that this guidance may be superseded by specific awarding organisation policy.

- If a student/candidate does not attend for assessed work or fails to submit work for assessment without good cause, the Course Manager has authority to deem the student/candidate to have not passed/achieved the assessments concerned.
- If a student/candidate is found to have cheated (including plagiarism) or attempted to gain an unfair advantage, the Course Manager has authority to deem the student/candidate to have not passed/achieved the assessments concerned. Please refer to the Assessment Malpractice Policy, Appendix H.

Notes:

Students/candidates should be aware that it may be in their best interests to provide their Course Manager with details of any personal circumstances which may affect performance, irrespective of their current level of academic performance.

If a student/candidate is found to have acted in breach of the disciplinary requirements of either the College or another institution in which study (or other programme related experience) is being undertaken, the College or other institution at which the student/candidate is enrolled has authority to ban the student/candidate from attendance and to deem the student / candidate to have not fulfilled the requirement to attend the programme of learning and examinations / assessments, provided that this authority is exercised through the approved disciplinary procedures of the College or other institution.

COURSE REGULATIONS / STANDARDS

Regulations relating to specific programmes / courses are available from the FE Central Office or Awarding Organisation Websites (details in Appendix B). These specific regulations:

- Specify the means by which students may progress through the programme of study (identifying core and optional units) and the progression points at which they must be completed.
- Identify all the competencies or outcomes that will be assessed.
- Specify the means of assessment, its nature and timing.
- Identify the components of the study that must be completed and passed in order for a student to achieve the award.
- Specify the criteria governing the successful achievement of the award including any classification and distinctions that may be available.

EXTERNAL QUALITY ASSURERS

- *Appointment*
 - External Quality Assurers are appointed by the awarding organisations.
- *Purpose*
 - The role of the External Quality Assurer is to ensure that the College is delivering and assessing the course in accordance with Awarding organisation requirements. External Quality Assurers are able to withhold learner certification if requirements are not met.
- *External Quality Assurers liaison with the College appointed Internal Quality Assurer / Course Manager*
 - The Internal Quality Assurer ensures that candidate portfolios, assessment records and documentation meet the College and Awarding organisation requirements. In order to achieve the above, Internal Quality Assurers are required to sample portfolios and assessments. External Quality Assurers will also wish to sample and examine students' work, which must be made available on request for this purpose.

REGULATIONS RELATING TO EXAMINATIONS

Writtle University College follows the Joint Council for Qualifications (JCQ) instructions for conducting exams and controlled assessments (<https://www.jcq.org.uk/exams-office>). The JCQ is a membership organisation comprising the seven largest providers of qualifications in the UK and provides a single voice for its members

on issues of examination administration. Full details can be found at <http://www.icq.org.uk/about-us>. Information can also be obtained from the Exams Office (exams@writtle.ac.uk).

JCQ 'Information for Candidates' on examinations can be found at <http://www.icq.org.uk/exams-office/information-for-candidates-documents> and should be read prior to any examinations.

NON-ACHIEVEMENT

When deciding on appropriate action following a non-achievement grade, the Course Manager is obliged to only consider the best interests of the student concerned, and the maintenance of University College and Awarding organisation academic standards.

Course Managers and course tutors review student progress regularly. The decision to terminate or transfer learners to a more appropriate course can be made by the Course Manager and/or the Curriculum team Leader.

It should be noted that in the case of externally awarded qualifications, the College does not have the power to change an assessment decision made by the Awarding Organisation. In the case of externally assessed qualification components where appeals are made to the awarding organisation, the policy will enable a decision as to whether a student's appeal to the Awarding Organisation will be supported by the University College.

- In the case of non-achievement and/or borderline grades in a whole or part unit being reported to a Course Manager, that Course Manager, following the appropriate awarding organisation regulations, has the option to:
 - offer a **referral/resit** (i.e. an opportunity to undergo re-assessment).
 - recommend a **retake** of any incomplete units.
 - confirm the non-achievement of the student, informing their parent/carer if the student is aged under 18.

Tutor Action

Where a student has not passed an initial internal assessment, the tutor may, at his/her discretion and following the appropriate awarding organisation regulations, immediately proceed with a referral without waiting for Internal Quality Assurer approval (NOTE: except for in the case of Pearson / BTEC programmes). The basis of such action is that it will often be more convenient to the student, and will have less of a disruptive effect on other studies, than would a referral postponed to the following term.

However, the original grade must be reported to the Internal Quality Assurer together with the subsequent referral grade.

Failure to Submit Work

Where a student does not meet the deadline for handing in work, or does not submit work for assessment, then in the absence of a previously negotiated extension or a medical certificate or other

good reason, the student shall be deemed to have not achieved that assessment. The Course Manager will make a decision as to whether to offer an additional attempt at the assessment under guidance of Awarding organisation regulations.

PROGRESSION

Progression Points

Many programmes / courses of learning contain progression points at which each student's progress will be reviewed by a Course Manager and/or the Curriculum Team Leader and a decision taken on whether or not the student should be allowed to progress to the next stage, transferred to a more appropriate course or terminated.

Criteria for Automatic Progression within a course

To be allowed to automatically progress, the student must have:

1. Achieved a satisfactory level of performance in all standard units.
2. Completed satisfactorily all referrals and retakes.
3. Received a satisfactory report from the Course Team (to include attendance, punctuality and attitude to study).

Failure to Automatically Progress

In cases where the student does not meet the requirements to automatically progress, their progression requires the specific agreement of the Course Manager. Conditions for the student, with deadlines, will normally be part of such agreement.

TERMINATION

When deciding on appropriate action in a potential termination case, the Course Manager and/or the Director of FE are obliged to only consider the same issues as when considering instances of non-achievement – namely the best interests of the student concerned, and not of the rest of the student body.

When to Consider Termination

While each case must be considered individually, termination should be recommended on academic grounds only when it is the opinion of the Course Manager and/or the Director of FE that the student is not capable of achieving the Award at that time, or in serious cases of assessment malpractice (see Appendix H, FE Assessment Malpractice Policy).

Student Withdrawal

Where the Course Manager deems it appropriate, it may recommend or suggest withdrawal to a student instead of enforcing the course termination process itself. Where withdrawal is recommended, the student's parent/carer will also be informed of this decision if the student is under 18.

Withdrawal Through Absence

Students will normally be deemed by the Course Team to have effectively withdrawn from their course of study if they are absent from all timetabled classes, tutorials and assessments for a continuous period of three weeks, without the consent of the Course Manager.

Student Continuation

In some cases, a student who is clearly not going to achieve the Award may nevertheless be genuinely benefiting from the study programme, without significantly hindering other students. In such instances, the Course Manager may suggest transferring to a different programme, and will inform the parent/carer if the student is under 18.

APPENDIX A

UNIVERSITY COLLEGE AND LEARNER COMMITMENT

The **University College and Learner Commitment** agreement is designed to make it clear what learners can expect from the College and, in turn, what the University College and other learners expect in return.

All FE learners should read this document carefully and sign with their course tutor. Please ask your tutor if you are not sure about what any part of the Commitment means.

YOUR ENTITLEMENT

Writtle University College aims to provide a high quality, stimulating learning environment where you are respected as an individual.

We are committed to providing an atmosphere where you have equality of opportunity regardless of race, ethnicity, religion or belief, sex, gender identity, sexual orientation, age or disability. We take issues related to harassment and bullying seriously.

We have clear policies and procedures which will support you whilst at University College; full details are available on Moodle. Some relevant policies are listed below:

- *Academic regulations*
- *Academic Appeals*
- *Special examination arrangements*
- *Student Disciplinary Procedure*
- *Single Equality Scheme*
- *Attendance and Absence procedures*
- *Complaints procedure*
- *Child Protection and Safeguarding policy*

We will endeavour to provide:

- Learning opportunities suitable to your individual needs, ambitions and achievements
- Equal access to teaching resources, staff, support, guidance and information

We will also listen to and foster your views through student liaison groups, student surveys and fair and transparent policies and procedures.

Guidance and Support

You are entitled to:

- Your information and records being treated confidentially in accordance with the Children Act (1989, 2004), Every Child Matters (2004) and the General Data Protection Regulation (GDPR) (2018)
- Initial guidance which will enable you to make the correct course choice taking into account your previous qualifications and experience and your future aims
- A tutorial support programme which will include regular group and individual tutorial sessions, in which targets will be set to assist you in achieving your qualification and aims for the future

- Access to information advice and guidance relating to financial support, emotional well-being and progression, which includes progressing to Further Education, Higher Education and careers
- Safe and secure access to work placements and enrichment opportunities

Environment

You are entitled to:

- A safe, stimulating and appropriate learning environment
- Access to University College amenities that are fit for purpose, including buildings, resources and equipment and relevant professional staff
- Clear Health & Safety information including a non-smoking environment (with designated areas for use)
- Appropriate resources for students with learning difficulties and/or disabilities (e.g. accessible learning materials).

Teaching and Learning

You are entitled to:

- A high quality learning experience delivered by well qualified professional staff
- Course information published and available from a variety of sources giving clear detailed achievement and progression routes
- Opportunities for guidance related to assessment, target setting and submission of work
- Access to a range of additional support for students with specific identified learning difficulties or disabilities
- Access to opportunities to engage in sport and other enrichment activities

YOUR RESPONSIBILITIES

As a student at Writtle University College you have responsibilities to yourself, to fellow students, to staff and to the University College environment. This means that you should respect and uphold others and your rights to study in an environment that is free from discrimination.

You should:

- Treat others with respect and consideration
- Value and respect each other's differences, including their beliefs, religion, gender, disability or sexual orientation

It is your responsibility to:

- Attend and commit to your studies
- Adhere to the notification of absence procedure. Provide a medical certificate in case of absence on health grounds in excess of one week
- Arrive on time prepared for your sessions with appropriate equipment including any PPE
- Meet course work deadlines and submission dates – you should be aware that you may be charged for missed assessments
- Avoid plagiarism and cheating
- Not disrupt other students' learning
- Retain assessed work for inspection until the final award is confirmed
- Attend any support sessions that have been arranged to assist you with your studies

- Keep the University College up to date with any change to your circumstances, for example change of address or phone number
- Follow University College procedures with regard to correct use of IT and computer equipment including email and internet
- Abide by University College and departmental rules surrounding use of mobile phones and personal music equipment
- Give fair and honest opinions during student surveys and liaison meetings
- Avoid behaviour, including inappropriate dress and language, bullying or harassment, that may cause offence or harm to University College staff, students and visitors and University College property
- Abide by the rules surrounding consumption of alcohol and illegal substances on University College premises or on University College activity
- Abide by the rules relating to the carrying and possession of blades and weapons
- Respect the University College environment, do not drop litter
- Only eat, drink and smoke in designated University College areas
- Drive safely with due care and attention with respect to speed limits and park within designated student parking areas

Any breach of this Agreement may result in disciplinary action. The University College reserves the right to contact parents/carers of students under the age of 18 (under 25 in the instance of a vulnerable adult)

Student Name: **Student Ref. No:**

Student Signature: **Date:**

Tutor Name: **Date:**

Tutor Signature:

APPENDIX B

Awarding Organisation Websites:

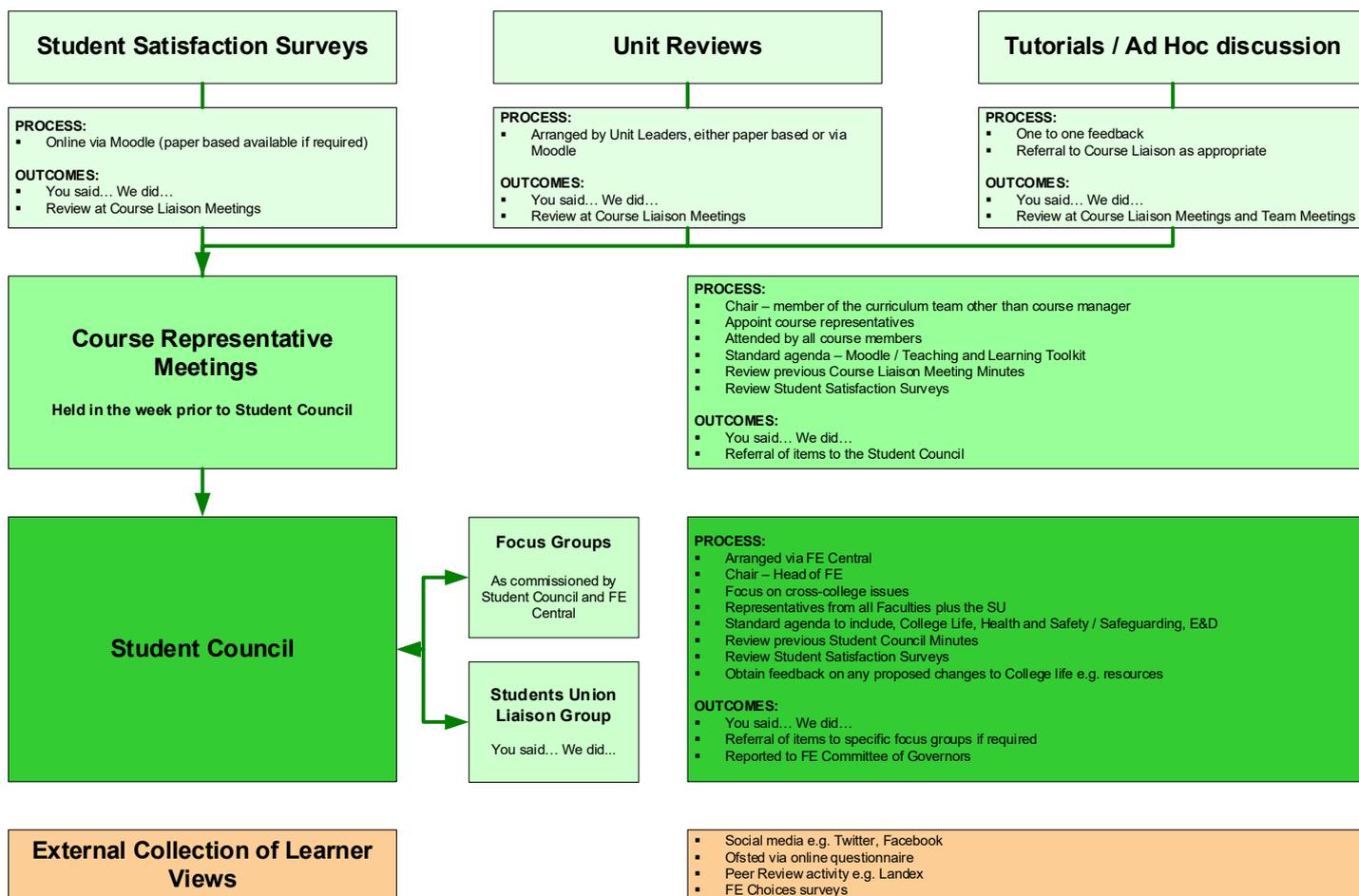
Central YMCA Qualifications	www.cyg.org.uk/
City and Guilds	https://www.cityandguilds.com/
Pearson / BTEC	http://qualifications.pearson.com/en/home.html
Royal Horticultural Society	www.rhs.org.uk
UAL	www.arts.ac.uk
ABC (Skills & Education Group)	www.abcawards.co.uk
Gateway Qualifications	https://www.gatewayqualifications.org.uk/
VetSkill	https://www.vetskill.com/
NCFE	https://www.ncfe.org.uk/

APPENDIX C - Glossary of Terms

Academic Year	The annual cycle which forms the basis of most study <i>programmes</i> . It runs from 1 September to 31 July.
Accreditation of Prior [Experiential] Learning (AP[E]L)	The formal recognition of a student's previous learning achievements. This may include taught qualifications, or experience gained through work, home or leisure activities.
Assessment	The process of marking or grading knowledge, skills, competencies or outcomes against specified criteria, where the mark, grade or outcome contributes towards a unit or overall award.
Assessed Work	Any activity or piece of work which may be marked or graded as part of the 'Assessment' for a unit or overall award.
Award	A formal educational qualification, gained by accreditation of specified <i>units</i> .
Awarding organisation	A body approved by the Department for Education and Skills to design and operate as assessment and quality assurance system for learning programmes and to provide certification for candidates.
Competence	The ability to perform work within an occupation to specified national standards.
Credit	Recognised educational value. <i>Credits</i> for individual <i>units</i> may be accumulated towards an <i>Award</i> .
Element	A sub-division of a unit of competence.
Evidence	Candidates have to provide evidence of their performance in order to prove their competence against specified <i>grading criteria or learning outcomes</i> .
Examination	A substantive assessment or series of assessments that are normally time constrained and that are completed in a controlled environment under arrangements made by the Course Manager.
External Quality Assurer	Appointed by <i>Awarding Bodies</i> to make regular visits to approved centres and monitor quality.
Grading Criteria	Criteria which indicate the standard of performance required.
Internal Quality Assurer	Appointed by the College to monitor and develop quality systems of assessment.
Programme/course	A route of study, normally comprising of a specific series of <i>units</i> .
Re-assessment	This simply means further assessment – which may be offered when a student does not pass an earlier attempt. <i>Re-assessment</i> may be offered in the context of a <i>referral</i> (assessment only), or a <i>retake</i> (learning and assessment).
Referral	An opportunity to be <i>re-assessed</i> , which may be offered when a student does not pass an earlier attempt. Normally a short interval is allowed before <i>referral</i> assessments, to provide opportunity for the student to prepare and revise.
Registration	The formal commitment to the <i>Awarding organisation</i> by a student to a particular <i>programme/course</i> .

Retake	<p>An opportunity to undertake further learning – often a repeat of a previous unit, if permitted by the Awarding Organisation – followed by the relevant re-assessment. Like a referral, a retake may be granted when a student does not pass an earlier assessment. An offer of a retake is made where the Course Manager considers the student is not likely to pass a simple referral and requires additional input and support.</p> <p>A retake is by its nature a more lengthy process, requiring considerable further study effort from the student.</p>
Unit	A self contained block of learning and assessment.
Work for Assessment	Any activity or piece of work (including practical task, verbal presentation, written report, test or examination) defined as a requirement of the 'Assessment' for a unit or overall award.
Working Days	Monday to Friday inclusive, but exclusive of Bank Holidays.

APPENDIX D – COLLECTION OF STUDENT FEEDBACK



APPENDIX E – Recognition of Prior Learning Policy

Policy Overview and Scope

This policy applies to all programmes running within the Further Education Division at Writtle University College which are not finally assessed through external / national examinations.

Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can demonstrate that they meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop these through a course of learning.

RPL may also be known as Accreditation of Prior Learning (APL), Accreditation of Prior Experiential Learning (APEL), Accreditation of Prior Achievement (APA), Accreditation of Prior Learning and Achievement (APLA) and Recognition of Prior Learning (RPL).

It is acceptable to RPL aspects of units, complete unit(s) or a whole qualification using a range of evidence which should be valid (including current) and reliable.

Individual Awarding Bodies have policies for RPL and these should be reviewed with any request by a learner for RPL:

Pearson / BTEC	Recognition of Prior Learning Policy
City and Guilds	C&G Centre Manual
Royal Horticultural Society	www.rhs.org.uk
UAL	www.arts.ac.uk
ABC (Skills & Education Group)	www.abcawards.co.uk
Gateway Qualifications	https://www.gatewayqualifications.org.uk/
VetSkill	https://www.vetskill.com/

NOTE: Where previous achievements have already been certificated and taking into account the rules of combination, it may be possible to use one of the following options:

Credit transfer is the process of counting credit(s) awarded in the context of one qualification towards the achievement requirements of another qualification.

Exemption is where a learner may claim exemption from some of the achievement requirements of a QCF qualification, using evidence of certificated, non-QCF achievement deemed to be of equivalent value

Policy and Procedure

THE PRINCIPLES OF RPL

- RPL is a valid method to enable students to claim credit for units irrespective of how their learning took place; there is no difference between the achievement of a unit or aspects of units through RPL or a formal study programmes
- All the processes and subsequent decisions made in relation to RPL should be rigorous, transparent, fair, reliable and accessible to ensure that all stakeholders can be confident in the decisions and outcomes agreed
- RPL should be learner-centred and voluntary, a learner wishing to take advantage of RPL should be provided guidance and support to make a claim for credit through the process
- Assessment for RPL is subject to the same QA processes as any other form of assessment
- Assessment for RPL should be of equal rigour to any other assessment method and can be used for any unit unless the assessment requirements of the unit / qualification do not allow this.

WHERE MAY RPL BE APPROPRIATE?

RPL may be appropriate or of particular value in situations such as:

- A learner with no formal qualifications but experienced in a subject, for example through employment
- A learner who has undertaken a programme of study but has not had their learning formally recognised through a qualification. NOTE: if a learner has certificated learning, then they should apply for exemption rather than RPL

THE PROCESS

If it is identified through information, advice and guidance that a learner may wish to claim RPL for aspects of a qualification, the process below should be followed.

1. Learner should be registered on the qualification as soon as evidence gathering commences
2. The learner identifies possible areas of a unit / qualification that they feel they may be able to demonstrate RPL
3. The Programme Team confirms that it is appropriate for the learner to gather evidence to demonstrate RPL and provide guidance on what is required. For example:
 - i. Witness statements
 - ii. Photographs
 - iii. Training previously received
 - iv. Job descriptions
 - v. Appraisals
4. The Programme Team will ensure that the learner understands that the information should be:
 - i. Valid – i.e. match the level and competence required
 - ii. Sufficient – does it cover all aspects being looked for and cover the full range
 - iii. Authentic – is it definitely the learner's own work
 - iv. Reliability – would a different assessor make the same assessment decision
 - v. Currency – is the evidence recent enough to measure current competence and be appropriate considering changes that may have taken place in thinking and technology over time

5. Once the learner has compiled a portfolio of evidence, an appropriate member of the Programme Team will assess the evidence against the criteria / units that RPL is being claimed for; this decision will then undergo internal verification by the Lead IV for the programme.
6. Records of assessment are maintained in the same way as for any other method of assessment i.e. criteria achieved are recorded in ProMonitor.
7. Certification claims are made according to normal processes

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
2.1	Updated for 2016/17	01/08/2016
2.2	Updated for 2017/18	31/07/2017
2.3	Updated for 2018/19	20/08/2018
2.4	Updated for 2019/20	10/07/2019
2.5	Updated for 2020/21	18/02/2021
2.6	Reviewed for 22/23	11.02.2022
2.7	Reviewed for 23/24	01.02.2023

APPENDIX F – Further Education Academic Appeals Policy

Policy Owner	Department
FE Central	FE Central
Version Number	Date drafted/Date of review
2.5	18/02/2021
2.6	11.02.22
2.7	01.02.23
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
Reviewed and Approved by (see Policies Guidance for approval process)	Date
FEQMG	18/02/21
Academic Board	24.02.22
Academic Board	01.02.23
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

Policy Overview and Scope

Terms of Reference

- To conduct appeals lodged by appellants against decisions made the Course Manager concerning their academic performance, or the termination of their programmes of study on academic grounds. In this, the Director of FE will make the final decision.
- The policy includes all assessment types including, but not restricted to, written reports, portfolios, practical's, tests and controlled assessments.
- In the case of externally assessed qualification components where appeals are made to the awarding organisation, the policy will enable a decision as to whether a student's appeal will be supported by the University College.
- Students do not have a formal right of appeal to items of assessment that form only part of a unit. These terms of reference refer only to substantive academic performance issues.

Policy and Procedure

Interpretation

Within these Academic Appeals Regulations, unless the context otherwise requires:

- "the University College" means Writtle University College.
- "the Panel" means an Academic Appeals Panel of the University College
- "the Secretary" means the Further Education Quality Officer.
- "the Convenor" means the Assistant Director FE (Quality).

- “appellant” means a student who is the subject of an appeal.
- a “Friend” means a person invited by the appellant to accompany him/her and support him/her at the hearing. The person may be any student or employee of Writtle University College or, in the case of a student under 18 years of age, a parent or guardian who can help the appellant to present his/her case.

Membership and Officers

- The Panel will comprise of the Director of FE, Assistant Director FE and the relevant Curriculum Team Leader.

Determination of Validity of Appeal

- An appellant may appeal against a decision of the Course Manager, on the following grounds:
 - that his/her performance in the assessment process was adversely affected by illness or other factors which he or she was **unable to divulge before the Course Manager reached their decision.**
The appellant must provide medical certificates or other documentary evidence acceptable to the Panel indicating clearly why such evidence had not previously been made available to the Course Manager.
 - that there is evidence of a material administrative error, or that the assessments were not conducted in accordance with the current regulations.
- The appellant may **NOT** appeal on any ground which:
 - has already been considered by the Course Manager; or
 - could have been considered by the Course Manager had the appellant given prior notice of intent, but the appellant failed so to do for no valid reasons; or
 - merely challenges the academic judgement of the Course Manager.

Preliminary Procedure

- An appellant wishing to lodge an appeal must give notice in writing to the Secretary, within a maximum of one month after receipt of the Course Manager’s decision. This notice in writing should state the grounds on which he/she wishes to appeal.
- An appellant wishing to appeal on grounds of illness, must send to the Secretary supporting documentary medical evidence. Additionally the reasons why such evidence was not presented to the Course Manager must be stated. If the required evidence had been sent to the Course Manager, the Secretary should be notified of this fact by the appellant.
An appellant wishing to appeal on grounds of administrative error, or that assessment was not conducted in accordance with current regulations, should send to the Secretary such documentary evidence appropriate to support his/her appeal.
- In either case, this evidence must be sent to the Secretary at the same time as notice is given. The Secretary shall also notify the Panel Convenor that an appeal has been submitted.
The Secretary has the right to call for additional written evidence from the appellant or from University College staff, and to include any such additional evidence as he/she considers to be in the interests of a just outcome.
- The Convenor of the Panel, in liaison with the Secretary, shall if satisfied that the notice of appeal and accompanying evidence discloses a prima facie ground of appeal, summon a meeting of a Panel. There is no right of appeal against this preliminary decision.
- The appeal will be conducted in a timely manner.

Any student appealing against termination of study who has established legitimate grounds for appeal will be treated as remaining on their programme of study until the outcome of the appeal is known. Where applicable, the student will not be charged tuition fees for the period pending the decision of the Panel if the Appeals Panel confirms the original decision.

REFERRAL OF A COMPLAINT TO THE ACADEMIC APPEALS PANEL – PROCEDURE

The Secretary will:

- call a meeting of the Panel.
- give at least 5 working days' notice to the appellant exercising the right of appeal, that the Panel will meet to consider his/her case, giving the date, time and place of such meeting, and informing that his/her presence will be required.

The notice shall be given in writing and delivered electronically to the appellant. It will also advise the appellant that:

- in addition to his/her compulsory attendance at the hearing, he/she has the right to be heard, and to be accompanied, if he/she so wishes, by a friend or parent/carer if under 18.
- he/she has a right to submit a further written statement or written evidence for the consideration of the Panel. Such statement or evidence to be lodged with the Secretary not less than two working days before the hearing. The statement or evidence will be circulated to the Panel members prior to the meeting, by the Secretary.
- the responsibility rests entirely with the appellant for informing witnesses that he/she proposes to call, of the details of the Panel hearing, for securing their attendance and for meeting any costs incurred by the witnesses.
- the secretary should be informed not less than two working days before the Panel meeting, of the names of witnesses the appellant proposes to call, and the name and status of any friend who will accompany the appellant.

The Hearing

- The Secretary or his/her nominated deputy shall make a record of the proceedings, which shall be conducted in a manner designed primarily to draw out all relevant evidence for consideration, and subject to this also to preserve confidentiality so far as possible.
- Where two or more appellants are the subject of an appeal, the Panel shall decide whether the interests of any one of them would be prejudiced by hearing the appeal relating to them collectively. If the Panel is of the opinion that the appeal might be prejudiced, or that the proceedings could not easily or fairly be conducted in relation to two or more appellants together, then it shall continue the hearing concerning them individually. Notwithstanding this, an appellant has the right to request and receive a separate hearing.
 - The Director of Further Education and/or the appellant's Course Manager will present the recommendation of the Course Manager, together with any supporting documentation.
 - Members of the Panel will be given the opportunity to seek further information from the Director of Further Education and/or the appellant's Course Manager.
 - The appellant and/or his/her friend will be given the opportunity to seek further information from the Director of Further Education and/or the appellant's Course Manager.
 - The appellant and/or his/her friend will be given the opportunity to make a statement to the Panel, in support of the appeal against the decision of the Course Manager.
 - Members of the Panel will be given the opportunity to question the appellant and/or his/her friend and any witnesses whom the appellant has called in support of his/her appeal.

- The appellant and friend, and witnesses (if any), Director of Further Education and the Course Manager, will withdraw from the meeting.
- The Panel in private, accompanied only by its Secretary, will discuss the case and will make a decision. If the Panel wishes, it may interrupt its deliberations to seek further clarification from any of the parties involved.
- The Chair of the Academic Appeals Panel will convey its decision to the appellant and the Course Manager.
- If the appellant is present, the decision will be conveyed verbally immediately after the meeting. In all cases, the decision will also be conveyed in writing within 1 week of the meeting.
- Where the appellant does not appear at the hearing, his/her appeal will be deemed to have failed by default, unless there is good and sufficient reason for his/her non-appearance, or the Secretary has not properly notified the appellant of the sitting of the Panel. In the latter cases, the Panel will determine a date (and time) upon which to re-convene itself.

Powers

It should be noted that in the case of externally awarded qualifications, the College does not have the power to change an assessment decision made by the Awarding Organisation. In the case of externally assessed qualification components where appeals are made to the awarding organisation, the policy will enable a decision as to whether a student's appeal to the Awarding Organisation will be supported by the University College.

- The Panel, having heard the appeal, may:
 - **Submit an appeal to an awarding organisation** if assessments were not conducted in accordance with the current regulations for the course, or that some other material irregularity has occurred or if it is satisfied that the appellant's performance in the assessment was adversely affected by illness or other factors. NOTE: this may depend on the individual awarding organisation.
 - **dismiss the appeal**, if it is satisfied that the appellant has established the ground of appeal, but the Panel is nevertheless of the opinion that the ground as established is of insufficient substance to have influenced the Course Manager, or is not of such a kind as ought to have influenced the Course Manager.
 - **dismiss the appeal**, if it is satisfied that the appellant has not established acceptable grounds of appeal.
- In reversing a decision of the Course Manager, the Panel may impose certain qualifying conditions upon the appellant.

Appeal

The Panel is the final appeal body on matters of academic dispute. However, if the appellant alleges maladministration by the Panel, the right of appeal is to the Academic Board and should be directed to the Vice Chancellor, as Chair of the Academic Board, via the Secretary.

Academic Appeals – A Summary for Students

It should be noted that in the case of externally awarded qualifications, the College does not have the power to change an assessment decision made by the Awarding Organisation. In the case of externally assessed qualification components where appeals are made to the awarding organisation, the policy will enable a decision as to whether a student's appeal to the Awarding Organisation will be supported by the University College.

- There are two grounds upon which you may appeal against a decision taken about you by the Assessors for your course. These are:
 - if your performance was adversely affected by factors which you were unable, on valid grounds, to divulge to the Awards Board before it met.
 - if there was a material administrative error, or the assessment was not conducted according to the regulations.
- You have one month from the date of publication of the results in which to lodge your appeal with the Secretary. Note that this may vary for external assessments, awarding organisation guidance should be referred to.
- If you decide you wish to appeal you should contact your Course Manager immediately. He/she can advise and help you:
 - decide whether you have grounds for appeal.
 - to set out your written appeal and supporting documents (if any).
 - to understand the appeals procedure and prepare you for the next stage.
- If your appeal is referred to the Academic Appeals Panel you will be informed that you will be able to attend and that you may, if you wish, be accompanied by a “friend” or parent/carer if under 18. Your Course Manager or the Students’ Union can advise you about this.
- You also have the right to call witnesses to the hearing, for example, if you have been receiving counselling or any other help from the Learning Support Unit, it may also be appropriate to call that member of staff as a witness, but you should discuss this fully with the person concerned in the first instance. It is your responsibility to secure the services of, and attendance at the hearing of, your witnesses within the timeframe notified to you by the Secretary.
- The Appeals Procedure is summarised above, but it is important that you read the Appeals Regulations themselves. Your Course Manager, Learning Support Unit and the Students’ Union are happy to explain how the Appeals Procedure works, and to advise you how to lodge your appeal.

Additional Notes for Work-based Appeals:

If a candidate has a grievance concerning his/her assessments, there is a formal Appeals Procedure that can be utilised. Candidates will be made aware of this procedure at the earliest opportunity.

Should a candidate have cause to raise a grievance relating to:

- Access to Assessment
- Method of Assessment
- Bias in Assessment

He/she should, in the first place, approach the Assessor within 5 working days of the grievance arising. Both parties will make every effort to resolve the grievance to their mutual satisfaction within 10 working days of approach to the Assessor. If the matter is still not resolved to the student’s satisfaction then the following formal steps must be taken:

- **STEP 1**
 - the candidate will contact the Internal Quality Assurer within 10 working days of following the above initial step. Every effort will be made to resolve the grievance to his/her satisfaction within 15 working days of them contacting the Internal Quality Assurer.

- STEP 2
 - if the matter is not resolved to the candidate's satisfaction, they should contact the Quality Manager (FE) (or nominee) within 10 working days following completion of STEP 1. An appointment date for the Assessor, Internal Quality Assurer and candidate will be made to resolve the grievance to their mutual satisfaction within 10 working days of contacting the Quality Manager (FE) (or nominee).

- STEP 3
 - if the grievance is still unresolved following the completion of STEP 2, the grievance will be referred to the External Quality Assurer who will deal with it in accordance with the requirements of the relevant Awarding organisation.

APPENDIX G - Access Arrangements in Examinations and Assessments for Students with Learning Difficulties and/or Disabilities

Policy Owner	Department
Mandy Cooley	Learner Services
Version Number	Date drafted/Date of review
2.5	18/02/2021
2.6	11.02.2022
2.7	01.02.23
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
	n/a
Reviewed and Approved by (see Policies Guidance for approval process)	Date
FEQMG	18/02/21
Academic Board	24/02/22
Academic Board	01.02.23
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/>
And/Or	Or
Internal access (MyWi) <input checked="" type="checkbox"/>	Staff access only <input type="checkbox"/>

Policy Overview and Scope

Writtle University College welcomes applications from prospective students who have a disability or specific learning difficulty. All applications are considered on a fair and equal basis, however, it is recognised that for some students additional support may be required in order for them to get the most from their studies. Early disclosure of these needs is actively encouraged as it allows support to be put in place from the beginning of their programme of study.

The University College recognises that in the case of some students with a disability or specific learning difficulty, it may not be appropriate to assess a student's work by the standard methods specified for their course or programme of study. In such cases the method of study may be varied as appropriate, bearing in mind the objectives of the programme and the need to assess the student on equal terms with other students.

This policy has been written with due regard to the University College's Equality Policy. Its purpose is to ensure that all students have equal access to assessments and examinations and are neither advantaged nor disadvantaged by any learning, medical and/or mental condition they may have. The University College manages this activity in line with the guidance laid down in the most recent Joint Council for Qualifications Guidelines.

It should be noted that for the University College to consider access arrangements, the onus is on students to notify the University College of their disability and/or learning difficulty (as noted in the Further Education Academic Regulations). Access arrangements are managed by Writtle University College but final agreement on appropriate access arrangements according to individual courses of study is made by the Awarding Organisations.

Policy and Procedure

PRINCIPLES OF ACCESS EXAMINATION / ON COURSE ARRANGEMENTS

- 1.1 For students that have access arrangements in place. Students are requested to provide the University College copies of the associated documentation regarding their previous arrangements.
- 1.2 The nature of any access arrangements for examinations or assessments will be determined according to the recommendations in a relevant:
 - Assessment from an Educational Psychologist or equivalent, *or*
 - Medical Report
- 1.3 In determining any access arrangements the University College will seek to ensure:
 - i. that such arrangements do not give the candidate an unfair advantage over other candidates;
 - ii. that such arrangements do not reduce the validity or reliability of the examination or assessment;
 - iii. that such arrangements do not mislead users of the Qualification or Certificate about the candidate's attainment;
 - iv. that such arrangements are approved (when applicable) by the relevant Awarding Organisation;
 - v. that assessments for access arrangements are up to date (if a student was under 16 when they were assessed, access arrangements have to be renewed every two years);
 - vi. that the candidate's usual methods of working are taken into account and that, if necessary, the candidate has had an opportunity to gain some experience in the use of any special arrangements.
- 1.4 The Learning Support department will be responsible for confirming student entitlement to access arrangements in examinations and assessments and any additional teaching and learning support. All students who are eligible for access arrangements will be confirmed to the relevant Course Manager by Learning Support staff. Access arrangements may apply to students with a temporary disability as well as to those students who have a permanent or long-term disability or learning difficulty.

- 1.5 Depending on the Awarding organisation, any entitlement to variation in the method of assessment or to access arrangements in examinations will need to be agreed as early as possible and no later than twelve weeks before the assessment is due to take place.

EXAMINATION ARRANGEMENTS

Written Examination Papers

- 2.1 For learners taking functional skills examinations the University College can grant additional time (of up to 25%) without having to apply to the Awarding Organisation, as long as current evidence is provided and copies held on file. For learners taking GCSE examinations, however, extra time has to be formally applied for. For other any other examinations, the University College will review and work within individual Awarding Organisation requirements.
- 2.2 Other arrangements such as reading of questions, an amanuensis, dictation of responses on to tape or oral examination may be permitted if recommended in evidence provided (as in 2.2) and approved by the relevant Awarding Organisation.
- 2.3 Supervised breaks or rest periods may be allowed either inside or outside the examination room as recommended in evidence provided (as in 2.2). The duration of any breaks will not be deducted from the time allowed for the examination paper. Additional time for completion of the examination paper may be allowed in addition to approved rest breaks.

Oral Assessment

- 2.4 If recommended in evidence provided (as in 2.2), alternative arrangements may be made for a student for whom a disability or medical condition may influence performance in oral assessment.

ON COURSE ARRANGEMENTS

- 3.1 Once students have been assessed, Learning Support staff will be responsible for notifying the Examinations Office and Curriculum Area Managers or Course Managers. Curriculum Area Managers/Course Managers will be responsible for notifying any other staff who need to know for teaching and assessment purposes.
- 3.2 The University College will endeavour to provide additional learning support and make reasonable adjustments according to individual need.
- 3.3 There will be no entitlement to additional time allowance for assignments.
- 3.4 There will normally be an emphasis on the correct spelling of technical names and terms for all students. However, students with a specific learning difficulty (evidence provided as in 2.2) will have their work marked in accordance with the 'guidelines for marking the written work of students with a specific learning difficulty'.

REPORTING

Information about any access arrangements agreed will be made available to the relevant Examinations Board, or Awards Board.

STAFF DEVELOPMENT

The University College will provide relevant staff development to enable staff to be fully aware of the difficulties that learning difficulties and/or disabilities may present to students.

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Version Control

Version Number	Purpose/Amendment	Date
2.3	New format	22.08.17
2.4	Updated for 2018/19	20.08.18
2.5	Updated for 20/21	18.02.21
2.6	Reviewed for 22/23	11.02.22
2.7	Reviewed for 23/24	01.02.23

APPENDIX H - Further Education Assessment Malpractice Policy

Policy Overview and Scope

The aim of this policy is to ensure that the integrity and validity of assessment and certification of Further Education qualifications is maintained through the appropriate conduct of University College students and staff.

Malpractice considered in this policy includes:

Learner malpractice which is any action by a learner which has the potential to undermine the integrity and validity of the assessment of the learners work.

Staff malpractice/maladministration which is any deliberate action by a member of staff which has the potential to undermine assessment or certification of any qualification.

Plagiarism which is the taking and using of another's thoughts, writings, inventions etc. as one's own. This includes the use of AI software.

It should be noted that this policy sets out general principles, all staff and students should ensure that they abide by specific awarding organisation / qualification assessments; these can be found in the awarding organisation qualification specification.

Policy and Procedure

1. Aims of the Policy

1.1 The aims of this policy are to:

- Identify and minimise the risk of malpractice by staff or learners
- Respond to any incident of alleged malpractice promptly and objectively
- Standardise and record any investigation of malpractice to ensure openness and fairness
- Impose appropriate penalties and / or sanctions on learners or staff where incidents or attempted incidents of malpractice are proven
- Protect the integrity of the University College as an examination centre.

2. Definitions of Malpractice

2.1 Learner Malpractice

Examples of assessment malpractice by students include:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying) – plagiarism
- Deliberate destruction of another's work
- Fabrication of results or evidence

- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation by pretending to be someone else in order to produce the work for another e.g. by taking one's place in an assessment

Note that this list is not exhaustive and other instances of malpractice may be considered by the University College at its discretion.

Possible actions taken by the University College if malpractice is proven could include:

Moderate cases of assessment malpractice:

For example:

- Copying from books without acknowledgement which makes a significant contribution to the overall work
- Allowing another student to use your work
- Evidence of a limited amount of copying and pasting information from the internet without acknowledgment or passing this off as your own work

Possible actions include:

- Assessment grade /mark could be reduced or awarded zero
- You may not be offered another opportunity to complete the assessment
- You may have to re-do the work under supervised conditions
- You may be given a different assessment to complete covering the same assessment criteria
- You may enter a formal disciplinary process which could include a verbal or written warning (see Student Disciplinary Policy)
- The appropriate awarding organisation may be informed and the supporting evidence supplied to the body

Serious cases of assessment malpractice:

For example:

- Extensive copying of textbooks
- Using model internet answers
- Using past candidates work
- Undue help from outside the University College
- Buying, selling or stealing of work
- Evidence of an extensive amount of copying and pasting information from the internet without acknowledgment or passing this off as your own work
- Representing others work as their own.

Possible actions will depend on the seriousness of the malpractice but may include:

- No grade or a zero mark for the assessment
- You may not be offered another opportunity to complete the assessment
- You may have to re-do the work under supervised conditions
- You may be given a different assessment to complete covering the same assessment criteria
- You may enter a formal disciplinary process which could include a final written warning, suspension or exclusion from the University College (see Student Disciplinary Policy)
- The appropriate awarding organisation may be informed and the supporting evidence supplied to the body

In all cases, a record will be made in your file of the allegation, the outcome and any penalty given. This information may be used if the University College is asked for a reference or if you wish to progress to a further course within the University College.

2.2 Staff Malpractice/Maladministration

Examples of assessment malpractice by staff include:

- Improper assistance to candidates
- Inventing or changing marks for internally assessed work where there is insufficient evidence of achievement to justify the marks or assessment decisions given
- Failure to keep candidate work secure
- Fraudulent claims for certification
- Inappropriate retention of certificates
- Assisting learners in the production of work for assessment where this support could potentially influence the outcomes of assessment
- Producing falsified witness statements
- Allowing evidence which the assessor knows is not the learners own to be included as evidence for achievement
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements e.g. where a learner is permitted support
- Falsifying records / certificates e.g. by alteration or substitution
- Fraudulent certificate claims by claiming for a certificate prior to the learner complete all the requirements of assessment

Note that this list is not exhaustive and other instances of malpractice may be considered by the University College at its discretion.

Possible actions taken by the University College if malpractice is proven could include:

- The appropriate awarding organisation may be informed and the supporting evidence supplied to the body
- The University College may take internal disciplinary action as per the Staff Disciplinary Policy; this action will be commensurate with the seriousness of the malpractice
- The member of staff may be put through the Capability Process

3. University College Responsibilities

3.1 In order to prevent assessment malpractice, the University College will:

- No candidates will be allowed to enter the exam room who are not stated on the attendance register until it has been investigated and agreed by Examinations Officer, Head of Registry, and FE Quality Manager, that the learner(s) in question have a valid registration with the awarding organisation for that exam

- Aim to avoid potential malpractice by using the induction period and the student handbook to inform learners of the University College's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own through signatures
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct any investigations into alleged malpractice using the student and staff disciplinary policies at an appropriate level commensurate with the seriousness of the allegation
- Make the individual aware at the earliest possible opportunity of the malpractice investigation and of any possible consequences should malpractice be proven
- Give the individual the opportunity to respond to the allegations made
- Inform the individual of the avenues for appeal against any judgement made
- Document all stages of the investigation
- Details of the penalties / sanctions that will be applied if malpractice is proven can be found in the Student Disciplinary Policy and the Staff Disciplinary Policy

NOTE: see the Student Disciplinary Policy (Student Handbook) and the Staff Disciplinary Policy (Staff Intranet) for full details of the investigation process.

Record of Investigation into Alleged Malpractice

Name of student / Staff		
Date range of alleged offence		
Course details	Course:	Tutor:
Offence (detail)		
Action taken (relate to disciplinary process)	<i>Disciplinary stage.</i>	<i>Comment/detail</i>
Authorised signatory (as appropriate)	Deputy Director of FE / FE Quality Manager	
	Signature	
	Name	
	Date	
Student signature and date	Student Signature	
	Student Name	
	Date	
Checklist	Action	Tick
	Copy of student disciplinary policy issued	
	Inform student further misconduct = final warning/suspension/exclusion	
	Issue letter of first/final warning, suspension/exclusion	
	Issue copy of this form and warning letter/letter of suspension or exclusion to parents or person with parental responsibility if under 18	
	Issue copy of this form and warning letter/letter of suspension or exclusion to course manager and authorised signatory	

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2.1	Updated for 2016/17	02/09/2016
2.2	Updated for 2017/18	31/07/2017
2.3	Updated to add record of investigation	29/09/2017
2.4	Updated for 2018/19	20/08/2018
2.5	Updated for 20/21	18.02.21
2.6	Reviewed for 22/23	11.02.22
2.7	Reviewed for 23/24	01.02.23