

# City College Stratford

## Quality Improvement Policy

January 2024 v6

This policy covers the following:

- Assessment planning and coordination
- Internal assessment/examination procedure
  - Assessment/Examination review
    - Resubmission

## **1. Aim**

The purpose of this policy is to enable the center to be assured of the quality of all courses, including work-based learning experience, which are shorter in terms of learning hours and have a lower credit-rating than the minimum awards. The policy addresses the wish of the centre to be able to move quickly in the event of a significant new commercial possibility, yet be assured that its academic standards and the quality of learning are not compromised.

## **2. Assessment planning and coordination**

Learners on courses examined by the AWARDING BODIES are required to undertake each unit is assessed by assignment, unseen written examination or multiple choice exams. An examination must be taken to complete any Award. The Board of examiners, which include external examiners, consider the results of examinations and assessments and make decisions on progression through the course and awards to be made on the basis of records of learner' performances. Examinations are held in City College Stratford Campuses complying with all rules and regulations set by the AWARDING BODIES.

## **3.0 Internal Assessment/Examination Procedure**

### **3.1 Examination officers**

In each examining subject, the Principal and/or Operational Director shall appoint an Examinations Officer and shall inform the Course Coordinator of each appointment and of the period of each examination. The Examinations Officer shall ensure the security of examination papers during their preparation and during any transmission.

### **3.2. The Examination**

The period of the examinations shall be fixed by the Principal and/or Course Coordinator. Only staff designated as Invigilators and staff from the Registry will be entitled to be present in an examination room until shortly before the official start.

Invigilators should be drawn from teaching staff in the departments concerned and no payment be made for invigilation. Invigilators shall attend at times specified by the Principal and remain in the examination room for at least twenty minutes before the beginning of the examination. Learners attending examinations must produce their registration card or other proof of identity which includes their photograph.

Smoking, drinking and eating are prohibited in examination rooms. Learners shall not bring into examination rooms any unauthorized material. Invigilators shall enforce these rules very strictly. ('Unauthorized' material is any material not specified on the examination paper.) Examination Officers shall draw the attention of learners to the notice issued by the Academic Registrar and which shall be attached to the examination timetable that to make use of unfair means in any examination or test, or to assist another student to make use of such unfair means is a disciplinary offence.

The Principal shall provide Invigilators with a full list of learners entitled to attend the examination. Invigilators shall check the names on the list with the ID of attending learner. Invigilators shall collect scripts from candidates and deliver them to the appropriate Examinations Officer, or nominee, together with the list annotated to indicate the person to whom scripts have been delivered. Examination Officers shall ensure the secure transfer of scripts to examiners for marking and/or posting to AWARDING BODIES as quickly as possible after finishing examination.

### **3.3. Internal Assessment**

College uses a range of valid assessment methods including written examination, assignment, logbook, professional discussion, presentation, personal testimony and observation to meet qualification requirements and learners' requirements adequately. Each form of assessment methods and their requirements (including assignment briefs) are developed by the qualified assessors and verified them by qualified IV/IQA thoroughly to maintain high quality and standards. During internal assessment, if anything is required such as recorder, CV/DVD, USB memory stick and PC, they are arranged by the assessor in advanced. All assessment evidences are examined thoroughly by the assessors (and verified by the IV/IQA) to ensure that they are valid, reliable and sufficient to meet requirements.

Depending on course requirements, one or a series of internal assessments is required to carried out and they would take place at college premises according to pre-plan and/or agreed date. Assessors (and Witness persons if required) will be appointed in advanced by the Principal/Director of Studies and assessment tasks/assignment briefs will be prepared and verified by the Internal Verifier (IV)/Internal Quality Assurer (IQA) and stored at high security place under Examination Officer. On the assessment day, 20 minutes before assessment and/or scheduled time, assessment tasks/assignment briefs will be taken from Examination Officer and assessment will be carried out following specified guidance and/or

requirements set by AWARDING BODIES. After assessment, all tasks including scripts and CDs if applicable will be returned to the Examination Officer. Examination Officer then will store them at secured place and/or transfer to IV/IQA for internal verification (and/or AWARDING BODIES if required). Depending on the requirements, sometimes assessment and review records are kept into learners' folder into office lockers.

## **4.0 Assessment/Examination Review Policy**

### **4.1 Internal Assessment**

Internal assessment is carried out normally by assessors and verified by IV/IQA following assessment guidance and requirements set by AWARDING BODIES. Each unit assessment is reviewed at least once and/or after completion to improve its quality for further delivery using the following methods:

**4.1.1 Feedback from tutors/assessors** – feedback is collected from each unit assessor/tutor during and/or at the end of the delivery/assessment. Assessors/tutors can send feedback by filling specified feedback form and/or email and/or verbally to the Course Coordinator/Director of Studies/Principal regarding any issues in relation to teaching, assessment and verification.

**4.1.2 Feedback from IV/IQA** – feedback is collected from IV/IQA during and/or at the end of the internal verification. Assessors/tutors can send feedback by filling specified feedback form and/or email and/or verbally to the Course Coordinator/Director of Studies/Principal regarding any issues in relation to teaching, assessment and internal verification.

**4.1.3 Feedback from learners** - feedback is collected from learners during and/or at the end of the delivery/assessment. Learners can send feedback by filling specified feedback form and/or email and/or verbally to the Course Coordinator/Director of Studies/Principal regarding any issues in relation to teaching, assessment and internal verification.

**4.1.4 Feedback analysis and assessment review** – All feedback are collected periodically by Course Coordinator/Director of Studies/Principal and analysed them carefully and reviewed to improve the quality of assessment and internal verification.

### **4.1 Examination**

External Examination policy and procedure merely depends on AWARDING BODIES. In this regard we are committed to comply with the requirements of AWARDING BODIES and update our policies and procedures. Getting feedback from Examination Officer, Invigilators (and internal assessor/marker if applicable), principal/Director of Studies review examination policy and procedure once a year at least or any time if required.

## 5.0 Resubmission Policy.

5.1 After conducted our IV/IQA process for any submitted learners work based on finding we will allow our learners to resubmit their work one more occasion. We will ensure our tutors, assessors, IV and other academic staff continuously support our learners to complete their course.

5.2 For our Level 7 EDSML qualification we ensure our learners get enhance quality support until their completion. We will ensure all paper works use are Edexcel paperwork.

### Review

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations.

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