

# PEARSON ASSESSMENT BOARD GUIDANCE

# Pearson Assessment Board Guidance

**Policy Owner/Procedure:** ELT

**Date Approved:** 19 April 2022

**Next Review:** April 2023

**Responsibility for Review:** Head of Quality

**Policy Review Frequency:** Annual

Applicable to staff: Yes/~~No~~

Applicable to students: ~~Yes~~/No

Publish on College website: Yes/~~No~~

## Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	19 April 2022
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

## Any Associated Documentation, for Reference:

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## **Pearson Assessment Board Guidance**

### **Scope**

As part of any Pearson Higher National programme it is mandatory practice to operate at least one assessment board per academic year. Where a unit is run on a semester basis an intermediate board may be held at the end of the semester. The purpose of an assessment board is to make recommendations on:

- The grades achieved by students on individual modules
- Extenuating circumstances
- Cases of cheating and plagiarism
- Progression of students onto the next stage of study
- The awards to be made to the students
- Referrals and deferrals.

Minutes will be recorded for all assessment boards and retained for a period of three academic years.

### **Membership**

The core membership of any assessment board should include:

- Vice Principal of Quality, Teaching, Learning and Learner Support – Chair
- HE Manager
- Programme Leader
- All Delivery Staff
- Admin – Secretary

If any member of staff cannot attend the assessment board, they should provide an email to the either the Chair or Programme Leader providing details of their contributions to the programme and raising any concerns.

The external verifier may attend the assessment board as an observer but cannot contribute to any decision making.

### **Confidentiality and Conflict of Interest**

All discussions within the assessment board are confidential and disclosure of any information may result in disciplinary action.

Student results are only to be released by the Programme Leader following approval and claiming of results.

The board will operate in line with the College's Conflict of Interest policy to allow staff to abstain from discussions where necessary.

### **Discussion of Student Achievement**

Delivery staff should provide details of the achievement of all students on their modules. They may wish to highlight particular cases for discussion such as those students who require retakes or may have mitigating circumstances. This will allow for a streamlined discussion of important cases requiring input from the Chair. Any

decisions made in this way will follow the academic regulations set out for Pearson Higher Nationals

The Programme Leader should provide a report detailing any approved resubmissions in line with the academic regulations.

### **Cheating or Plagiarism**

Cheating or Plagiarism is a severe academic offence and can result in withdrawal from the programme depending on the severity.

Any such cases identified by delivery staff or Programme Leader should be reported to the HE Manager. An investigation will take place separately to the board and any actions/outcomes will be reported as part of the assessment board.

### **Chair's Actions**

In most cases decisions will be achieved via collective discussion. However, where this is not possible the Chair of the board will have the power to make any final decisions required within the scope of the academic regulations and College policy.

The Chair may sanction:

- Retakes of a given assessment or unit.
- Capping of assessment grades based on late submission.
- Deferral of a unit of study due to mitigating circumstances.