



## Administrative Quality Assurance Procedure

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0	First Issue	JL	27/7/21

## **2. PREAMBLE**

- 2.1. On completion of the first marker grading and internal moderation process (See Assessment of Learners Procedure – Internal Moderation), all assessments are subjected to internal quality assurance tests by the Programmes Office

## **3. VERIFYING MINIMUM WORDCOUNT**

- 3.1. The Examination Officer reviews a sample of e-Submissions from each cohort to:
- 3.1.1. Validate the minimum wordcount for feedback has been met
  - 3.1.2. Qualify the formative and constructive nature of the feedback provided.
- 3.2. Where feedback fails to reach the required standard for any learner in the sample:
- 3.2.1. Assistance from the relevant Year Head or Programme Leader will be sought
  - 3.2.2. The entire location cohort are reviewed by the Examinations Officer
  - 3.2.3. The first marker is asked to amend feedback in line with the college's required expectations and standards.
  - 3.2.4. Amended feedback is quality assured by the Examinations Officer.
- 3.3. Upon confirmation of quality assurance feedback, the Examinations Officer releases the feedback and provisional grade to learners.

## **4. ALERTING PROGRAMME LEADER TO UNUSUAL GRADING PATTERNS**

- 4.1. Unusual grading patterns are defined as where more than 20% of learners in one location cohort achieve a 1st class honours/distinction grade after moderation and/or over 20% of learners in a group fail the assessment.
- 4.2. Upon completion of the moderation process (See Assessment of Learners Procedure – Internal Moderation), the Examinations Officer reviews grading trends to identify unusual grading patterns.
- 4.3. Where an unusual grading trend is identified, the Programme Leader is informed
- 4.4. The Programme Leader reviews assessments to quality check the standard of grading
- 4.5. The Programme Leader verifies appropriateness of provisional grades
- 4.6. Where the Programme Leader identifies that the provisional grades do not accurately reflect the standard of work:
- 4.6.1. Programme Leader arranges a meeting with the first marker and moderator to address concerns and solicit their rational for the provisional grade profile
  - 4.6.2. This process may result in the group of learners being third marked by an independent assessor appointed by the Programme Leader.
- 4.7. Once verified, the Programmes Office releases provisional grades and feedback to learners.

## **5. CALCULATING GRADE FOR MULTIPLE SUBMISSION ELEMENTS (SINGLE ASSESSMENT)**

- 5.1. In the case of assessments with multiple submission components the Examination Officer is responsible for calculating the overall provisional grade for the assessment.
- 5.2. The Examination Officer creates excel spreadsheets to determine the overall provisional grade for the learners.
- 5.3. Spreadsheets are double checked by the Programmes Office Manager.
- 5.4. Once this is completed all relevant submission component grades are input to calculate overall learner assessment provisional grade.
- 5.5. The learners overall grade is submitted for ratification at the Boards (Subject/Awards).

## **6. LINKED POLICIES AND PROCEDURES**

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure