



Programme Level Management of Assessment Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. GUIDING PRINCIPLES

- 2.1. PCI College recognises that management of assessments at a programme level is essential to ensure the quality and integrity of expected learning outcomes.
- 2.2. Programmes Office, supported by the Academic Department has responsibility for overall quality assurance of programme assessments.
- 2.3. Programmes Office is responsible for programme level reviews through the Assessment Board and External Examining processes.
- 2.4. The Link Tutor is responsible for co-ordinating an Annual Monitoring Report.
- 2.5. Module Leader is responsible for overseeing module delivery and all elements of annual module reviews

3. ESTABLISHMENT AND REVIEW OF ASSESSMENT METHODS

- 3.1. Programme Leaders are responsible for the establishment and review of assessment methods for their programmes.
- 3.2. Programme Leaders must contribute to the annual review of assessments at programme and module level in collaboration with the lecturing team, Clinical Team, Link Tutor and Programmes Office.
- 3.3. Learner and External Examiner Feedback must be considered in the review process.

4. PROGRAMME REVIEWS

- 4.1. Programme Reviews are conducted annually and include the following:
 - 4.1.1 Review of assessment trends across modules and across the programmes. This is achieved through the Subject Boards.
 - 4.1.2 Production of data through which assessment trends can be analysed and compared nationally and internationally. This is achieved through the Subject Boards and via the Research and Ethics Committee
 - 4.1.3 Formal report on such findings and actions to address same, including programme and module level action plans
 - 4.1.4 Means to make changes to assessment techniques should this be deemed necessary
 - 4.1.5 Programme Reviews will also occur in a cyclical fashion according to the relevant validating body, for example every 6 years. This process is covered in the Annual Programme Assessment Review Procedure.

5. MODULE REVIEWS

- 5.1. Module Reviews will be conducted annually and include the following:
 - 5.1.1 Review of lesson plans to ensure learning outcomes are achieved
 - 5.1.2 Review of assessment strategy to validate appropriateness of learning outcome assessment method or approach
 - 5.1.3 Review of grading rubric to ensure that assessment method is being assessed accurately
 - 5.1.4 Review of assessment guidelines to ensure that information is clear and concise
 - 5.1.5 Review of module materials on the Student Portal to ensure that learning resources are relevant, up-to-date, accessible and contribute to learning outcomes
 - 5.1.6 Review of reading lists to ensure that materials are appropriate for supporting learning outcomes
 - 5.1.7 Review cover sheet template to ensure it captures data necessary to attribute submissions to individual learners, modules, programmes etc.
 - 5.1.8 Appoint a Module Leader for the academic cycle ahead

6. LINKED POLICIES AND PROCEDURES

Linked Policies	External Consultant Policy External Examiner Policy Programme Level Management of Assessments Policy Transfer and Progression Policy Recognition of Prior Learning Policy Ongoing Programme Monitoring Policy Learner Support Policy Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure Administrative Quality Assurance Procedure Annual Comparative Study Procedure External Consultant Procedure External Examiner Policy Ongoing Programme Monitoring Policy Annual Programme Review Procedure Annual Module Review Procedure Retention of Assessments Procedure Transfer and Progression Procedure Recognition of Prior Learning Procedure Learner Support Procedure