**“HOTEL SCHOOL” Hotel Management College**

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**Rules for Assessment**

**BTEC Level 5 Higher National Diploma programmes (RQF)**

**Assessment through assignments**

For BTEC programmes the format of assessment is an assignment taken after the content of the unit, or part of the unit if several assignments are used, has been fully delivered.

An assignment may take a variety of forms, including practical and written types. For many units, the practical demonstration of skills is necessary and, for others, students will need to carry out their own research and analysis, working independently or as part of a team.

An assignment is issued to students as an **Assignment Brief** with a hand-out date, a completion date and clear requirements for the evidence that students are expected to provide.

These are some of the main types of assessment:

* Written reports, essays
* In-class tests
* Examinations
* Creation of financial documents
* Creation of planning documents
* Work-based projects
* Academic posters, displays, leaflets
* PowerPoint (or similar) presentations
* Recordings of interviews/role plays
* Working logbooks, reflective journals
* Presentations with Assessor questioning
* Time-constrained assessment.

**Authenticity of student work**

Students must authenticate the evidence that they provide for assessment through signing **a declaration** stating that it is their own work. A student declaration must state that:

* Evidence submitted for the assignment is the student’s own
* The student understands that false declaration is a form of malpractice.

An Assessor must assess only student work that is authentic, i.e. the student’s own independent work.

**Assessment decisions through applying unit-based criteria**

Assessment decisions for BTEC programmes are based on the specific criteria given in each unit and set at each grade level.

When a student has completed all the assessment for a unit then the Assessor will give a grade for the unit. This is given simply according to the highest level for which the student is judged to have met all the criteria. Therefore:

* **To achieve a Pass**, a student must have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework.
* **To achieve a Merit**, a student must have satisfied all the Merit criteria (and therefore, the Pass criteria) through high performance in each learning outcome.
* **To achieve a Distinction**, a student must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as Unclassified.

**Issuing assessment decisions and feedback**

Once the Assessor has completed the assessment process for an assignment, the outcome is a formal assessment decision. This is recorded formally and reported to students. The information given to the student:

* Shows the formal decision and how it has been reached, indicating how or where criteria have been met.
* May show why attainment against criteria has not been demonstrated.
* Provides feedback how to improve in the future.

**Meeting assessment deadlines, extensions and mitigating circumstances**

Students need to be aware of the importance of meeting assessment deadlines. Tutor may apply a grading cap to work that has been submitted late.

Students may be given authorized extensions for legitimate reasons, such as illness, at the time of submission. Extension requests should be made prior to the assessment deadline and should be formally approved by the Programme Leader. The duration of extensions should be consistent across all students and should not be after summative feedback has been issued to the other students on the programme. All extensions granted by the Programme Leader must be recorded and made available at the Assessment Board. If an extension is granted, the new deadline must be recorded and adhered to.

In addition, student may wish to submit ‘mitigating circumstances’; if there are circumstances that have related to the late submission. Decisions will be ratified by the Assessment Board.

**Resubmissions**

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment.

Resubmissions must be authorized by the Programme Leader and should **only be authorized if all of the following submission conditions are met:**

* The student has met the initial deadlines set in the assignment, has met an agreed deadline extension, or has submitted work late that has been accepted
* The assessor judges that the student has fully attempted to achieve all targeted learning outcomes in their original submission
* The assessor judges that the student will be able to provide improved evidence without further guidance
* The assessor has authenticated the evidence submitted for assessment.

If a student **has not** met the conditions listed above, the Programme Leader **must not** authorise a resubmission. In these instances, the student will be required to repeat the unit.

A list of all resubmissions authorised by the Programme Leader must be submitted to the Assessment Board for review and discussion to ensure that the Assessment Board have oversight of all authorized resubmissions.

If the Programme Leader does authorise a resubmission, the following conditions apply:

* The resubmission must be recorded in the relevant assessment documentation
* The student must be given a clear and realistic deadline for resubmission that is consistent across all students granted a resubmission. Students should be required to resubmit work within 15 working days of the student being notified that a resubmission has been authorised
* The resubmission must be undertaken by the student with no further guidance
* Only one opportunity for reassessment of the unit will be permitted.
* Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task.
* For examinations, reassessment shall involve completion of a new task.
* A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
* A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

**Conditions for repeating a unit**

If a student has met all of the submission conditions, but still not achieved the targeted Pass criteria following resubmission, the Assessment Board may authorise a repeat unit opportunity to meet the required Pass criteria.

Alternatively, the Assessment Board, having reviewed and discussed a student’s assessment profile, can offer one **final** resubmission of Pass criteria if it is agreed that it is necessary, appropriate and fair to do so.

* If the Assessment Board does not authorise a final resubmission opportunity, the student would be required to repeat the unit.
* If the Assessment Board does authorise a final resubmission opportunity, a new assignment must be issued to the student. If, after this final resubmission opportunity, the student has still not met the Pass criteria in the unit, they would be required to repeat the unit.

The Assessment Board must **only** authorise a repeat unit in circumstances where they believe it is necessary, appropriate and fair to do so. When repeating a unit:

* The student must study the unit again
* The overall grade for a successfully completed repeat unit is capped at a Pass for that unit

Units can only be repeated once.

Any evidence previously produced by the student for the unit being repeated that did meet the Pass criteria remains valid and may be used for assignments within the repeat unit. Students who are repeating a unit only need to generate evidence for any Pass criteria that they did not achieve in their previous submissions.

If a student repeats a unit and still does not achieve a Pass, they will be required to either complete a different unit in full.