

Assessment and Feedback Policy

1. Scope and Purpose

1.1 This policy applies to students following higher education and degree apprenticeship programmes.

1.2 It outlines the commitments, expectations and standards that inform our assessment practices at Walbrook.

1.3 This policy should be read alongside the Learning Teaching & Assessment Strategy, which sets out the principle that assessment at Walbrook will be valid, reliable, fair and inclusive, and against which this Policy sets out the detailed requirements for assessment design, marking, moderation and feedback.

2. What is Assessment?

2.1 Assessment is the process that shows the skills and knowledge you have gained from your learning.

2.2 The way in which assessment operates at Walbrook may be different to your previous experiences. This policy, together with the Academic Regulations, provides you with information on how things work and what you can expect of us. Overall, we aim to ensure that the assessment process is reliable, transparent, consistent, fair, valid and inclusive. The assessment requirements on you are set out in the Academic Regulations, policies and each assessment brief.

3. Assignment Design and Approval

3.1 Your Programme Team is responsible for designing and setting your assessments under the principles of the Walbrook Learning, Teaching & Assessment Strategy. All assessment methods are approved to ensure that they align with the UK Framework for Higher Education Qualifications. We also ensure that any member of academic staff involved in the assessment process has appropriate experience and training

3.2 Assessment tasks must be designed by the Module Leader in line with the expectations defined in the module specification with the approved assessment type and learning outcomes.

The task design must demonstrate:

- i) Clear alignment to learning outcomes and the level of study.
- ii) Inclusive and accessible design.
- iii) Measures that safeguard academic integrity.
- iv) Explicit identification of the permitted tier of AI use and associated student declaration.
- v) Compliance with the relevant Walbrook assessment policies.

The Module Leader must prepare all information requested, which will normally include:

- i) A draft task brief or examination paper.
- ii) Associated marking criteria or rubric.
- iii) Model responses or indicative marking guidance (not shared with students).
- iv) AI-use instructions and declaration requirements.

3.3 Internal Moderation: All assessment tasks must be reviewed by a suitably qualified internal moderator. Internal moderation will confirm that:

- i) The task aligns to the approved assessment type and learning outcomes.
- ii) Instructions and criteria are clear and appropriate.
- iii) The task supports inclusive and equitable assessment practices.
- iv) The risk of academic misconduct has been considered and mitigated.
- v) AI-use expectations are clearly stated and appropriate.
- vi) Where amendments are required, the Module Leader must revise and resubmit the task for further review.
- vii) Internal approval must be recorded at the appropriate committee, and documentation stored in accordance with published instructions.

3.4 External Examiner Scrutiny: All assessment tasks that contribute to a final award must be submitted to the External Examiner following internal approval. External Examiners are asked to confirm that the task:

- i) Is appropriate for the level and discipline.
- ii) Validly tests the intended learning outcomes.
- iii) Reflects sector and disciplinary standards.
- iv) Maintains academic integrity.
- v) Does not alter the nature of the approved assessment type.

Where the External Examiner recommends amendments, these must be considered by the Module Leader, and the outcome reported back to the External Examiner. The External Examiner commentary will feed into annual programme monitoring processes.

3.5 There will be a range of assessment types across each programme to complement your teaching and learning, and we aim to schedule your assessments to support you in managing your academic workload.

3.6 Within each module you may undertake formative tasks that will not contribute to your overall mark, but which provide you with the opportunity to gain feedback on your learning.

3.7 You will also undertake summative assessment tasks that will contribute to your overall marks, and which provide the opportunity for you to show the extent to which you have met the learning outcomes.

3.8 Where an assessment task permits or restricts the use of generative artificial intelligence, this will be specified in the assessment brief in accordance with the Generative AI Usage Policy, which sets out the tiers of permitted use and the associated declaration requirements.

4. Undertaking an Assessment

4.1 At the start of each module, we will provide you with documented information about each formative and summative assessment task. It will clarify what we expect of you, where you will find the assessment criteria and the date by/on which you need to complete the assignment. The Reasonable Adjustments Policy provides more information on the actions we can take in the assessment process if you have a declared disability.

4.2 You must participate in each assessment of your module and programme within the timescale we set. The Academic Regulations provide information about the penalties that apply if you do not submit your assessment on time or if you miss an examination without approved circumstances. Penalties will not apply when you have approved circumstances in the following situations:

- i. Extenuating circumstances: where it is not possible for you to engage with the assessment at the required time due to an unexpected personal situation (e.g. ill-health). More information is provided in the Extenuating Circumstances Policy.
- ii. Reasonable Adjustments: where an adjustment has been made to the timescale you have to submit an assessment due to the impact of a declared disability. More information is provided in the Reasonable Adjustments Policy.

5. Good Conduct in Assessment

5.1 We require you to be honest and show integrity in all your assessments. The Academic Integrity and Misconduct Policy provides more information about what we require of you to demonstrate good conduct, what we mean by academic misconduct and the actions we will take in response to any alleged instances of academic misconduct, including potential disciplinary action.

5.2 Where you make use of generative artificial intelligence in an assessment, you must do so in accordance with the tier of use specified for that assessment and the declaration requirements set out in the Generative AI Usage Policy. Any use of generative artificial intelligence that does not comply with the specified tier or declaration requirements will be treated in accordance with the Academic Integrity and Misconduct Policy.

6. Assessment Criteria

6.1 Assessment criteria will be published for each of the assignments you are asked to complete which will set out what is required of you to achieve a particular mark. We will also set out clearly what you need to demonstrate in a test/examination to achieve a particular mark and the way in which marks will be allocated. You should contact the Module Leader if you do not understand the assessment criteria for an assessment.

6.2 Where the assessment defines a maximum word count, prescribed word count must not be exceeded by more than 10%. Work submitted within the permitted tolerance will be marked in full. Material beyond the permitted tolerance will not be considered by the marker. Similarly, if a presentation (face-to-face, online or recorded video) exceeds the prescribed maximum time, material beyond 10% over that time will not be considered.

7. Marking your Assessment

7.1 Your assessment will be marked by a member of staff who will review your work in relation to the published assessment criteria. A moderation process will then be used to ensure that the marks awarded across a module are fair and in line with those criteria. Moderation is undertaken by another member of staff who will review a sample of 10% (or a minimum of 5 assessment tasks, whichever is greater) of the work that has been marked by the first marker.

7.2 The sample will include assessments across each category of the marking criteria, those which are within 1% to 2% of the borderline of each category of the assessment criteria and a selection of those assessments that have been awarded a fail.

7.3 The moderator will review the sample they have been given and assess the fairness of the marks awarded by the marker against the published assessment criteria. The following actions will then take place:

- i. Where the moderator agrees that the marks awarded by the marker are in line with the published assessment criteria, all marks awarded for that module will be confirmed provisionally (subject to the input of the External Examiner).
- ii. Where the moderator is not immediately able to agree with the marker, they may request to see additional pieces of assessment within a specific category of the assessment criteria and discuss the marking with the marker.
- iii. Where the moderator and the marker fail to reach agreement, the Programme Leader (or Deputy Programme Leader if the marker or moderator is the Programme Leader) will ask another member of staff to review the overall cohort of work.

7.4 Following the conclusion of internal moderation, a provisional mark will be released, along with feedback outlining why the mark has been given, and how you could improve your work in future.

7.5 To ensure the fairness of our marking, and that it is reflective of the quality and standard of marking on similar programmes elsewhere in the higher education sector, individual subject matter experts from other higher education providers are contracted by Walbrook to review and comment on our assessment design, our marking, and our overall student outcomes.

7.6 These external examiners review a sample of work from across the programme and provide their feedback on its quality and the fairness of the marking process. Where they raise concerns, we take investigative action and, where appropriate, may take actions, such as providing a detailed explanation of marks, or in rare cases, adjusting the marking across a module.

7.7 Following this external review process, and at the end of a module or programme session, your marks will be presented to and confirmed by an assessment board. This board formally confirms that the process by which your marks were decided was fair, and that the marks are an accurate reflection of your performance.

7.8 In all instances, you will receive one confirmed mark for an assessment task.

8. Circumstances in which your Mark can Change

8.1 Once the marking process is completed your mark can only change in the following circumstances:

- i. Through review of marks across the cohort by the External Examiner.
- ii. An administrative error in the mark you have been given.
- iii. If a lateness and/or academic misconduct penalty will apply.

9. Feedback on your Assessment

9.1 You will always receive feedback on a marked assessment to support your learning. This principle applies to all assessment types including tests and examinations. Feedback will comprise:

- i. A numerical mark.

ii. Documented commentary on where you did well and where you could make further improvements. Feedback will be designed on the THINK principles – is it True, is it Helpful, is it Inspiring, is it Necessary, is it Kind.

iii. The opportunity for you to seek further feedback or clarification if you need it.

9.2 The feedback you receive should always align with the published assessment criteria. You should contact the Module Leader if you think there is a mismatch between the feedback you receive and the published assessment criteria so that your concern can be reviewed. This will normally be referred to a third marker.

9.3 Marks and feedback on all assessments will be returned to you as quickly as possible and no later than 20 calendar days of the submission date.

9.4 We will let you know if there will be a delay to providing you with your feedback, the reason for this and the revised date for getting it to you.

9.5 When you receive your marks, you will be told if they are provisional or final. Final marks will be confirmed with you once the Assessment Board has met. The Academic Regulations provide more information about the role of the Assessment Board.

10. Any Questions?

10.1 Please contact Registry .

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