

# Loughborough College

## *Assessment, Marking and Feedback for Teachers / Assessors*

### 1. Scope and Purpose

Loughborough College makes the commitment to provide high quality teaching, learning and assessment that applies to all its delivery programmes. The policy aims to set out the standards required for a supportive development model around Assessment, Marking and Feedback. The policy will support ongoing work scrutiny of formative assessment and summative assessment submissions.

### 2. Policy/Procedure Statement (delete as appropriate)

All assessments on all programmes will be carried out in a fair and honest manner. This will be free from over-assessment, discrimination of any kind and in accordance, where appropriate, with internal policy, external awarding organisation or validating body rules and regulations. For example, resubmission of work to improve grades. It is the responsibility of the Curriculum Managers to ensure that the policy is adhered to within their programme areas and that staff are supported where feedback indicates improvements through supportive and developmental processes.

### 3. Impact Assessments

3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

(NOTE: The red text may only be displayed once the IAs are completed)

### 4. Policy/Procedure (delete as appropriate)

#### **Programmes within scope**

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Document Name: Assessment, marking  
And Feedback Policy  
Applicable to: Staff  
Approved by: Executive  
Accessible to: Staff

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Version 1.0

Document Ref: **QU-P044**  
Last review: March 23  
Next review: March 24  
Owner: Quality

This Policy is relevant to all Further Education (FE) and Higher Education (HE) programmes (where outside of university procedures) where an assessment is submitted towards an overall grade and/or to support improvement of evidence.

Loughborough College aims to provide teachers with:

- a) Support and guidance on the requirements of this policy with any changes made shared immediately through the Teaching Excellence Programme.
- b) The opportunity to work in teams to promote the value of good feedback to students and recognise how this in turn supports their progress and improvement towards maximising their overall grades.
- c) The opportunity to present both formative and summative assessment feedback for scrutiny and receive supportive and developmental feedback as per the identified quality calendar dates
- d) The opportunity to share best practice models through the Teaching Excellence Programme and utilise the reflection time to enhance own developments
- e) Ensure that the marking for literacy codes are used to support identification of spelling and grammar errors (SPAG)
- f) Formally **record and confirm** the achievement of completed assignment/specific assessment criteria on the learner's ILP within **15 working days\*** of the assignment submission date.
- g) All students must receive their marked work within 15 working days of submission. All IV work must be completed within this 15 working day period.

**\*working days – must be within term time, in the same academic year as the original submission. If a learner is studying part-time, this is the equivalent days of 'study time' to ensure we are being fair to all learners.**

Loughborough College teachers should:

- Ensure that students meet all formal assessment deadlines in order to accept evidence for assessment and/or resubmission/retake.
- Ensure that all students are confident in how to successfully achieve assessment outcomes by providing learners with high quality assessment briefs.
- Understand that if a learner is studying a BTEC Level 2 or Level 3 programme only **ONE** submission is allowed for each summative assignment. Only OSCA/Lead Internal Verifiers have the authority to approve a resubmission as long as all awarding body requirements have been met.
- Ensure that students have **signed and dated a declaration of authenticity** with each assignment, which confirms this has been produced by the student prior to giving any feedback (where applicable/required).
- Provide selected learner samples in readiness for the work scrutiny checks 2 working days prior to calendar dates. (Where possible sampling will be completed in curriculum areas) and understand work scrutiny may be subject to resample.
- Recognise that this is a **supportive and developmental** process whilst understanding samples may be recommended for further work scrutiny.

#### **Work Scrutiny checks will consist of:**

Ensuring that all feedback to students:

- Is **personalised** to each individual student receiving the feedback.

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- Indicates clear individualised **strengths**
- Gives **individualised** and relevant/impactful suggestions for **improvement**. (where applicable against awarding body regulations)
- Is marked for **English** using the marking for literacy codes document to ensure spelling, punctuation and grammar is **accurate** and supports the **development** of English skills
- Identifies **presentation** of students' work shows pride in their work and a keenness to produce **high quality work**
- Indicates that learners have **acted** on feedback and made **progress** over time
- Is returned post internal verification (where applicable to awarding body guidelines) within **15 working days\*** following feedback.

5. Location and Access to the Policy/Procedure (delete as appropriate)

6. Persons Responsible for the Policy/Procedure (delete as appropriate)

7. Linked Policies and Procedures

8. Change log

| Date       | Version | Details of change                 | Review / Revision by |                               |
|------------|---------|-----------------------------------|----------------------|-------------------------------|
|            |         |                                   | Name                 | Title                         |
| 22/8/2021  | 1.1     | Policy update and template change | HL                   | Head of Quality Assurance     |
| 22/8/22    | 1.2     | No changes                        | HL                   | Quality Nominee               |
|            |         |                                   | SA                   | Head of Quality and Standards |
| 30/03/2023 | 1.3     | Amendment to Impact Assessment    | LH                   | Quality Officer               |

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