



BIMM
INSTITUTE

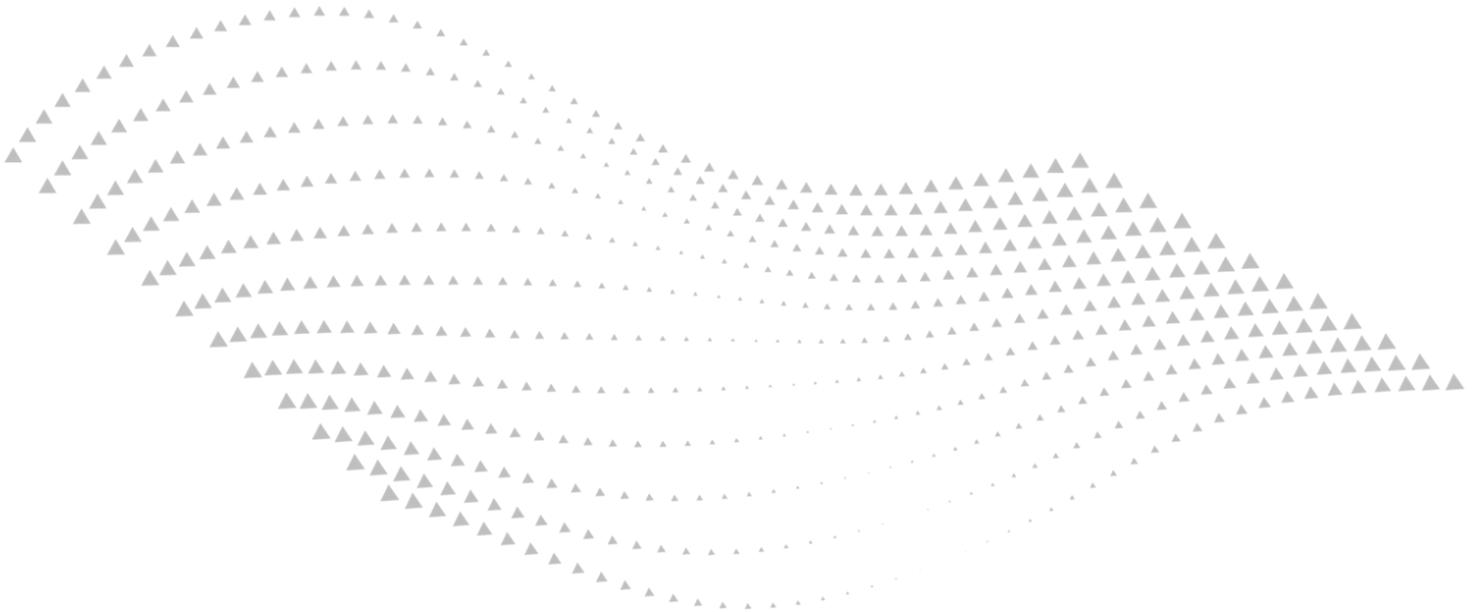


INSTITUTE FOR
CONTEMPORARY
THEATRE



PERFORMERS
COLLEGE

Further Education Assessment & Marking Procedures



Last approved: June 2020

Approved by: Academic Board

Next review due: June 2024



Introduction

These Further Education Assessment & Marking Procedures apply to all students registered on an FE course at BIMM Institute, the Institute of Contemporary Theatre or Performers' College (collectively referred to as "the Institute").

This document details the procedures to be followed for assessment and marking on FE courses.

Procedures

1. FE assessment information is produced (and updated) at each college as per the guidelines laid out by the relevant awarding body. Responsibility for the production of assessment information lies with FE Course Leaders (or equivalent) and Exams Teams (where required) at each College, and this information is made available to students via the Institute's VLE.
2. The VLE must contain all relevant information relating to the assessment programme for the academic year in question, in line with awarding body requirements. This will include (where relevant), assessment calendars, types of assessment, aims and outcomes of assessment, assessment marksheets, assessment resources, assessment grading and assessment brief guidance, together with details of all academic units and associated grading criteria that make up the course, and how students can achieve grades.
3. Assessment information will be uploaded to the VLE for students to access during enrolment at the start of the academic year and updated throughout the year as required and in line with awarding body guidelines. Additional guidance will be provided by the Exams Team or Course Leader (or equivalent) during enrolment and throughout the year where relevant and as required. This will include, but not be limited to, a detailed explanation of all content currently made available.
4. All assignment briefs, materials and timeslots will be disseminated in a timely fashion, in line with awarding body requirements.
5. Exams Teams will create assessment submission portals where required on the VLE in line with requirements specified in assignment briefs and by the awarding body and with clear deadlines for students. In the case of presentations, live assessments and other assessments where a VLE submission is not possible, Exams Teams (with guidance from the FE Course Leader or equivalent) will be responsible for booking rooms, assessors and creating assessment schedules to be communicated to students in line with assignment briefs and awarding body requirements.
6. A team of markers and internal verifiers will be commissioned to mark assessments. These teams will be established by the Quality Representative in consultation with FE Course Leaders (or equivalent) and in line with awarding body requirements. These marking teams will have received the necessary training to make the appropriate grading decisions and assessor comments in line with awarding body guidance.
7. Internal Verification teams will be trained as necessary to support marking teams and provide quality assurance on assessment decisions in line with awarding body specifications. Internal Verifiers will also share good practice and identify areas for improvement within the marking teams to ensure consistency and that national standards are met.
8. A marking agreement which specifies the amount of marking to be undertaken by the Assessor and deadlines for the return of marked submissions will be communicated digitally. This



agreement must be confirmed in writing between the Institute and the Assessor. The Quality Representative will keep a record of agreement.

9. Once all marking and internal verification has been completed to the required standard and returned, the Exams Team will coordinate the timely recording of results onto the relevant systems (internal and/or external, as required), and the release of assessment results to students via the VLE.
10. The Institute aims to return provisional marks and feedback to students via the VLE no later than 15 working days of the submission deadline/final performance date. This period will be extended by a week over the Winter Break to reflect the fact that the Institute closes completely for this length of time, thus losing these working days. If, for any legitimate reason, the Institute is unable to meet this deadline, the affected students will be communicated with in a clear and timely manner to make them aware both of the reason for the delay and of the proposed new deadline.
11. All grades are subject to external assessment (where required), External Verification and ratification by the awarding body. Internal and External Verification of student work must be carried out in line with awarding body requirements and the Internal Verification Policy.
12. Any students who have underachieved in a particular area (including but not limited to non-submission of work) will have a compulsory tutorial with their FE Course Leader (or equivalent) or Assessor to establish a remedial course of action.
13. Any complaints or appeals must be carried out in line with the Institute's and the awarding body's policies. This will normally involve Stage 1 and Stage 2 being handled internally and the final Stage (3) going to the awarding body.
14. All resubmissions of work by students and the required marking and internal verification of resubmissions are to be carried out in line with awarding body requirements.
15. FE Course Leaders and Exams Teams will monitor assessment submissions and marking throughout the year, referring to the assessment calendar (where relevant) to ensure that all awarding body requirements are met and certification for all successful students takes place.