

# UK End of Trimester Policy & Procedure

## 1. Policy Statement

This policy and procedure defines the tasks, processes, timelines and accountabilities for providing and processing assessment, meaningful assessment feedback and assessment board data. It affirms the integrity of the process of setting results for students in a professional, transparent and timely manner.

## 2. Purpose

This policy and procedure is part of SAE's Quality Assurance practice. It aims to ensure that assessment and moderation processes are rigorous and timely so that students are able to progress through their programme appropriately with the appropriate feedback to be able to enhance their knowledge and practice.

It will assure transparency of proceedings at all stages of the assessment and progression process, assisting quality assurance, and providing regular, reliable and comparable metrics to drive enhancement of assessment practice and student experience.

Further, it will function as an early warning system for students at risk (SAR). It will aid staff in their successful planning and execution of tasks through the trimester, clearly defining accountability for tasks with deadlines.

## 3. Scope

This policy applies in the context of all SAE Institute operations in the UK region including licensed and overseas campuses. It focusses predominantly on the assessment, feedback, and induction processes.

### 3.1. Key Roles

- Academic Manager - AM (regional)
- Programme Leader - PL (regional)
- Academic Coordinator - AC (campus)
- Programme Coordinator - PC (campus)
- Module Coordinator - MC (campus)

## 4. Associated Policies and Procedures

This Policy/Procedure should be read in conjunction with:

- SAE MDX Assessment Board Policy
- Policy A02 - Quality of Learning, Teaching and Assessment
- Policy A03 - Academic Honesty
- Policy A08 - Student Progression, Graduation and Transfer
- End of Trimester Staff Guide
- Concert of Europe\_150406

## 5. Policy

### 5.1. Roles and Responsibilities

#### 5.1.1. Academic Manager - AM (regional)

- Checks that all campuses have completed assessment and CAPs;
- Organises and chairs the RAP;
- Ensures that RAP data is correct and presentable for the CSP and FAB;
- Ensures that sample assessments are appropriately labeled and collated for the EEs and ULTs to review;
- Ex Officio member of Progression Committee, one of the CSPs and the FAB.

#### 5.1.2. Programme Leader - PL (regional)

- Ex officio member of the RAP, Progression Committee, one of the CSPs and the FAB;
- Liaises with MDX ULTs to get feedback on assessment guidelines and rubrics for the coming trimester;

#### 5.1.3. Academic Coordinator - AC (campus)

- Ensures all results for all Programmes are complete;
- Ensures that PCs have reviewed respective Programme results;
- Confirms the accuracy of results for the campus by notifying AM and VLE Coordinator;
- Reviews modules common to multiple programmes and functions as PC for these modules;
- Chairs the Campus Assessment Panel;
- Identifies any missing grades and ensure commentary for any anomalous grades/entries is provided;
- Ex officio member of the RAP.

#### 5.1.4. Programme Coordinator - PC (campus)

- Marking completed in a timely and accurate manner;

- Complete set of marks with meaningful feedback;
- Any anomalous distributions are investigated;
- Programme Coordinators are to recommend, with commentary, deferred examinations to Campus Assessment Panel.
- Modules which are common across more than one Programme require the respective PCs to confer and review these results. Common modules to ALL disciplines will be the responsibility of the AC.

#### 5.1.5. Module Coordinator - MC (campus)

- All marks and feedback entered into the VLE;
- Students are contacted in the case of Failure and Non Submission for any assessment items up until COB Friday Week 13;
- MCs may use their discretion to assist students rectify any issues regarding assessment submission so long as these actions are equitable and consistent with SAE policy;
- MCs are responsible for producing a complete and accurate set of results for a module;
- Module is locked.

#### 5.2. Communication of progression status, grades and awards

No final grades or awards should be revealed to students before they have been ratified by the CSP, FAB and Progression Committee. Grades for individual assessments and modules are visible to students through the VLE

### 6. Procedure

#### 6.1. Tasks

Task nr.	Task	Accountable	Deadline End of week:
1	Check VLE for non-submissions & contact students	MC	13
2	Ensure that module surveys are carried out by all students	AC	13
3	Bulk Registration of students for coming trimester	SS	13
4	Circulate any pre module task and information to students for coming trimester	PC	13
5	Complete module assessment	MC	15
6	Enter grades and feedback into VLE	MC	15

7	Update assessment tracker spreadsheet on GD	MC	15
8	Lock module in the VLE	MC	15
9	Notify PC of completion	MC	15
10	Check all points 1-4 are complete	PC	15
11	Check moderation of sample assessments is complete	PC	15
12	Collect samples for RAP and CSPs	AC	15
13	Notify VLEC that all modules are ready to be finalised	AC	15
14	Finalise and Archive modules in VLE	VLEC	15
15	Users enrolled into correct modules for coming trimester	VLEC	15
16	Gradebook setup in newly created modules	VLEC	15
17	Assignment deadlines updated in newly created modules	VLEC	15
18	Check all information, guidelines and deadlines are correct for coming trimester	PC	16
19	Organise and chair CAP	AC	16
20	Confirm accuracy of results notifying AM and VLE Coordinator	AC	16
21	Ensure all assessment guidelines are up to date and correct on the VLE for following trimester	PL	16
22	Ensure all grading rubrics are correct on the VLE	PL	16
23	Organise and chair RAP	AM	0
24	Confirm accuracy of results notifying the Dean and registry services	AM	0
25	Edit/ Confirm Final Marks in Navigate	RA	0
26	Release Marks in Navigate for students to view in Axis	RA	0
27	Complete Staff Module Feedback survey	All teaching staff	0
	Prepare all RAP data reports, samples and Minutes for the CSP	RA	0

28	Designate MCs for 2 trimesters forward	PC	1
29	Grievance register check	AC	1
30	Confirm outcomes of CSP, FAB and Progression Committee to faculty	AM	2
31	Update progression status in VLE and SMS	RA	3
32	Run process for choice of elective modules	AC	3
33	Provide Module Narratives, Assessment Guidelines, Rubrics and leaching content to VLEC for coming trimester	PLs	08
34	Timetabling completed for coming trimester	PC	11
35	Planning and schedules for Orientation and Induction, including communication to staff and students	AC	11
36	New modules created and set up in VLE for coming trimester	VLEC	12

## 6.2. Module Assessment completion

All assessment must be completed, including providing feedback to students within 2 weeks of the end of teaching period. All formative assessment must be marked as completed in the assessment tracker in GD with feedback provided via the VLE.

All summative assessment, including moderation of samples must be completed, with feedback and grades entered into the VLE within 2 weeks of the end of teaching period. When grading is complete each module must be locked prior to the CAP. After the CAP modules are finalised and archived.

## 6.3. Campus Assessment Panel (CAP)

The CAP will be held 2 weeks after the end of teaching and review all grades (Diploma and Degree) and progression for the completed trimester (teaching period). Commentaries must be provided for all assessment and grades which are anomalous and/or incomplete.

For campuses that are out of sync with the aligned academic calendar and trimesters, CAPs should be held 2 weeks after the local end of teaching period, with results being processed at the next RAP according to the aligned calendar.

#### 6.4. Regional Assessment Panel

The RAP will be held 3 weeks after the end of teaching and will review all grades (Diploma and Degree) and progression for all students. Any changes to grades agreed by RAP must be noted in the RAP comments field only and later in Navigate/CAS after approval by the CSP and FAB. No changes are to be made in the VLE of panel data reports, which should reflect data agreed at the CAPs.

## **7. Acronyms**

AM - Academic Manager  
AC - Academic Coordinator  
PL - Programme Leader  
PC - Programme Coordinator  
MC - Module Coordinator  
RA - Registry Administrator  
VLEC - VLE Coordinator  
SS - Student Services

## **8. Policy History**

Last Review:                New policy

Policy Review Date: 1 December 2017