

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 "at-risk" students. 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 focuses predominantly on the assessment, feedback, and induction processes.

3.1. Key Roles

- Dean – (regional)
- Learning and Quality Manager - LQM (regional)
- Programme Committee Chair - PCC (regional)
- Academic Coordinator - AC (campus)
- Programme Coordinator - PC (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

5. Policy

5.1. Roles and Responsibilities

5.1.1. Dean/Academic Service and Operations Manager - (regional)

- Checks that all campuses have completed assessment and Campus Assessment Panels (CAPs);
- Organises and chairs the Regional Assessment Panel (RAP);
- Ensures that RAP data is correct and presentable for the Content Specialist Panels (CSPs) and Finalist Assessment Board (FAB);
- Ensures that sample assessments are appropriately labelled and collated for the External Examiners (EEs) and University Link Tutors (ULTs) to review;
- Ex Officio member of the CSPs and the FAB.

5.1.2. Programme Committee Chair - PCC (regional)

- Ex officio member of the RAP, 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 LQM and VLE Coordinator;
- Reviews modules common to multiple programmes and functions as PC for these modules;
- Chairs the Campus Assessment Panel (CAP);
- 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.

5.2. 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 and FAB. 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	Complete module assessment	PC	13
2	Check VLE for non-submissions & contact students	PC	13
3	Ensure that module surveys are carried out by all students	AC	13
4	Circulate any pre-module task and information to students for coming trimester	PC	13
5	Timetabling and Bulk Registration of students completed for coming trimester	AC/SS	15
6	Check moderation of sample assessments is complete	PC	15
7	Enter grades and feedback into VLE	PC	16
8	Notify AC of completion	PC	16
9	Check all points 1-8 are complete	AC	16
10	Check all information, guidelines and deadlines are correct for coming trimester	PC	16
11	Ensure all assessment guidelines are up to date and correct on the VLE for following trimester	PCC	16
12	Ensure all grading rubrics are correct on the VLE	PCC	16

13	Review Gradebook setup in newly created modules	COA	16
14	Assignment deadlines updated in newly created modules	COA	16
15	Organise and chair CAP	AC	1
16	Lock module in the VLE	COA	1
17	Collect samples for RAP and CSPs	AC	1
18	Notify COA that all modules are ready to be finalised	AC	2
19	Finalise and Archive modules in VLE	COA	2
20	Organise and chair RAP	Dean/LQM	3
21	Designate teaching assignments for 2 trimesters forward	AC	3
22	Confirm outcomes of CSP and RAP to faculty	Dean/LQM	3
23	Release Marks in Navigate for students to view in Axis	COA	4
24	Update progression status in VLE and Navigate	COA	4
25	Prepare all RAP data reports, samples and Minutes for the CSP	LQM	5
26	Run process for choice of elective modules	AC	8
27	Provide Module Narratives, Assessment Guidelines, Rubrics and teaching content to COA for coming trimester	PCCs	10
28	Timetabling completed for coming trimester	AC	12
29	Planning and schedules for Orientation and Induction, including communication to staff and students	AC	12
30	New modules created and set up in VLE for coming trimester	COA	12

6.2. Module Assessment completion

All assessment must be completed, including providing feedback to students in a within 15 working days of submission date (20 working days for Major Project assignments).

All summative assessment, including moderation of samples, must be completed, with feedback and grades entered into the VLE within 3 weeks of the end of teaching period. When grading is complete each module must be locked, finalized and archived following the CAPs.

6.3. Campus Assessment Panel (CAP)

The CAP will be held four 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 three 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 six 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 the RAP must be noted in the RAP comments field only, and later in Navigate 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

LQM -	Learning and Quality Manager
AC -	Academic Coordinator
PCC -	Programme Committee Chair
PC -	Programme Coordinator
COA -	Campus Online Administrator
SS -	Student Services

8. Policy History

Last Review: March 2021
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