

Policy and Procedure

European College of Polytechnics



Contents

Assessment Policy	2
I. Objective	2
II. Responsibilities.....	2
III. Special Arrangements and Deviations	2
IV. General Implementation and Verification.....	3
V. Electronic Submissions and Feedback to Students	4
VI. Conflict of Interest	4
VII. Associated Documents and Monitoring.....	4

European College of Polytechnics

Assessment Policy

I. Objective

- (1) The European College of Polytechnics acknowledges the integral role of assessment in the teaching and learning process, emphasising its commitment to the quality and reliability of assessments, marking, and feedback. This assessment procedure is designed to align with national standards, with verification practices aimed at ensuring consistent, quality, and fair evaluation of student work. It is relevant to all ECP staff and subcontractors involved in assessments, and it complements guidelines from awarding organisations and quality assurance documents.
- (2) The purpose of the policy is to delineate the rights that students have with respect to verification and assessment in the relevant programmes. It entails the implementation of quality control measures, such as sampling and internal verification, as well as the promotion of learner-centred assessment approaches.

II. Responsibilities

- (3) Students are expected to meet all assignment deadlines, submit original work, and fulfil any practical requirements specified by their programmes.
- (4) Tutors and assessors are tasked with providing a clear programme assessment plan, including detailed information about assessments in the course handbook and induction programme. They are also responsible for ensuring that assessments cater to diverse student needs, providing timely and constructive feedback, and adhering to ECP and awarding organisation specifications for refereeing evidence towards awards.

III. Special Arrangements and Deviations

- (5) ECP provides accommodations for assessments under exceptional circumstances, maintaining a transparent and fair process for all involved. The procedure for handling deviations from assessment regulations includes thorough documentation and a structured approach to addressing breaches of academic integrity, thereby preserving the integrity of the assessment process.

IV. General Implementation and Verification

- (6) The implementation involves detailed planning for assessing and verifying competencies, emphasising continuous monitoring and improvement. It addresses conflicts of interest transparently, ensuring all assessment practices are documented, evaluated, and upheld to the highest standards of academic integrity and quality.
- (7) At the European College of Polytechnics, the assessment and internal verification process involves a detailed programme assessment plan that outlines the names of assessors and internal verifiers, along with specific dates for assignment distribution and submission. The plan aims to cover all unit or specification assessment criteria comprehensively and is made accessible to learners through the learning management system (LMS), unless an alternative arrangement is approved by the academic division (AD).
- (8) To monitor student progress effectively, ECP maintains up-to-date records of grades and advancements within the LMS, ensuring transparency and accessibility for both educators and learners. Additionally, the ECP provides clear guidance on the Recognition of Prior Learning (RPL), which includes policies on exemptions and credit transfers, facilitating a fair and equitable assessment framework.
- (9) The internal verification plan is critical component, identifying specific learners and units for sampling. This ensures that across the board, every unit and every assessor undergoes verification in accordance with the requirements set forth by awarding organisations. To uphold the highest standards of assessment, all assessment briefs, projects, and portfolios are subjected to internal verification before being released to students.
- (10) ECP emphasises the use of documentation and templates provided by awarding organisations to maintain alignment with established standards and practices. However, in cases where non-standard documentation is necessary, approval from the academic division is sought to ensure compliance and suitability.
- (11) Standardisation meetings, held at least once per term, play a pivotal role in maintaining the uniformity of assessment practices. These meetings leverage materials from awarding organisations and review current student work to ensure assessors and verifiers are calibrated in their judgement and application of criteria.

(12) Security and confidentiality are paramount in the assessment and verification process. All records related to assessments are stored securely and are accessible only to authorised staff members.

V. Electronic Submissions and Feedback to Students

(13) The ECP aligns its electronic submission and feedback protocols with the standards set by awarding organisations. The ECP has embraced technology to facilitate the grading and feedback processes, enabling assessors to evaluate assignments online and communicate feedback through digital platforms. Systems like ‘Canvas by Instructure’ and ‘eskooly’ are utilised, ensuring a secure and verifiable process. To authenticate submissions, both students and staff are required to use electronic signatures, adhering to the formats approved by the ECP in compliance with relevant awarding bodies, thereby guaranteeing the authenticity of the work submitted.

VI. Conflict of Interest

(14) Identifying potential conflicts of interest is essential for maintaining the integrity of the assessment process and certification. Examples of situations that might be perceived as conflicts of interest include personal relationships between staff and students that could compromise assessment fairness, relationships among staff members that might unduly influence outcomes, or scenarios where the institution’s personnel are enrolled in courses that could affect their impartiality. ECP is committed to transparency and rectitude, requiring staff to disclose any potential conflicts to the academic division before engaging in assessment activities. In cases of identified conflict, ECP seeks authorisation from the leadership division to ensure monitoring and uphold the integrity of the evaluation process. When conflicts involve internal assessments for staff qualifications, increased internal verification measures are implemented, scrutinising assessment and verification processes to ensure they meet the rigorous standards expected by both the college and external quality assurance entities.

VII. Associated Documents and Monitoring

(15) This policy is interconnected with procedures for academic appeals, recognition of prior learning, and awarding organisation guidelines, forming a holistic approach to assessment and verification. This policy undergoes annual reviews to ensure it remains relevant and effective in fostering an environment of fairness, quality, and academic excellence at ECP.