

PEARSON
RQF
ASSESSMENT REGULATIONS

**HIGHER NATIONAL CERTIFICATE &
HIGHER NATIONAL DIPLOMA**

Version	Date	Edited by
Version 3	1 September 2020	Andrea Clarke

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1. Introduction

These regulations apply to Pearson RQF HNC/HND provision offered by Barnsley College. It is the College's responsibility to ensure that students have access to the HNC/HND assessment regulations and all relevant policies including:

- Academic Misconduct
- Extenuating Circumstances
- Complaints procedures
- Learning outcomes, assessment criteria and modes of assessment
- Criteria relating to grading and marking schemes
- Student handbooks, programme specifications and assessment schedules
- Procedure for dealing with late submissions

2. Structure of the Award

Award Details:

Attendance Mode	Duration of course	Credits per Year	Total number of credits per award	Framework for Higher Education Level
Part-time HNC	2 years	60	120	4
Full-time HNC	1 year	120	120	4
Full-time HND	2 years	120	240	5

3. Grading Criteria (RQF)

Assessment decisions for Pearson BTEC Higher Nationals are based on the specific criteria given in each unit and set at each level of attainment in that unit and at the qualification level. The criteria for each unit have been defined according to a framework to ensure that standards are consistent in the qualification and across the suite as a whole. The way in which individual units are written provides a balance of assessment of understanding, practical skills and behavioural attributes appropriate to the purpose of the qualifications.

Assessors must show how they have reached their decisions using the criteria in the assessment records. When a student has completed all of the assessment for a unit then the assessment team will give a grade for the unit. This is given simply according to the highest level for which the student is judged to have met all the criteria. Therefore:

- To achieve a **Pass**, a student must have satisfied all the Pass criteria for the Learning Outcomes, showing coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework.
- To achieve a **Merit**, a student must have satisfied all the Merit criteria (and the Pass criteria) through high performance in each Learning Outcome.
- To achieve a **Distinction**, a student must have satisfied all the Distinction criteria (and the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as **Unclassified**.

4. Calculation of Final Qualification Grade (RQF)

4.1 Conditions for the award of the HNC

To achieve a Pearson BTEC Higher National Certificate qualification a student must have:

- completed units equivalent to 120 credits at Level 4
- achieved at least a pass in 105 credits at Level4.

4.2 Compensation provisions for the HNC

Students can still be awarded an HNC if they have not achieved a Pass in one of the 15 credit units completed, but have completed and passed the remaining units.

4.3 Conditions for the award of the HND

To achieve a Pearson BTEC Higher National Diploma qualification a student must have:

- completed units equivalent to 120 credits at Level 5
- achieved at least a pass in 105 credits at Level5
- completed units equivalent to 120 credits at Level 4
- achieved at least a pass in 105 credits at Level4.

4.4 Compensation provisions for HND

Students can still be awarded an HND if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4 and similarly if they have attempted but not achieved one of the 15 credit units at Level 5. However they must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification.

4.5 Calculation of the overall qualification grade

The calculation of the overall qualification grade is based on the student's performance in all units. Students are awarded a Pass, Merit or Distinction qualification grade using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement. The overall qualification grade is calculated in the same way for the HNC and for the HND.

All units, in valid combination, must have been attempted for each qualification. The conditions of award and the compensation provisions will apply as outlined above. All 120 credits count in calculating the grade (at each level, as applicable).

The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

Units that have been attempted but not achieved, and subsequently granted compensation, will appear as 'Unclassified' (i.e. a 'U' grade, on the student's Notification of Performance, that is issued with the student certificate).

	Points per credit
Pass	4
Merit	6
Distinction	8

Point boundaries

Grade	Point boundaries
Pass	420–599
Merit	600–839
Distinction	840+

5. Resubmissions

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment.

- Only one opportunity for reassessment of the unit will be permitted.
- Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task.
- For examinations, reassessment shall involve completion of a new task.
- A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
- A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

Repeat Units

The following applies to a student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:

- At the provider's discretion and Assessment Board, decisions can be permitted to repeat a unit.
- The student must study the unit again with full attendance and (if required) payment of the unit fee.
- The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit.
- Units can only be repeated once.
- The External Examiner is likely to want to include assessments that have been re-submitted as part of the sample they will review.

6. Methods of Assessment

The method of assessment for each module, including the weighting for each element of the assessment, will be notified to students in the unit specification document.

Registration onto a unit entitles the student to:

- One delivery of the unit
- Access to learning and teaching resources
- An initial opportunity to attempt the assessment tasks
- One referral opportunity if required

7. Formative and Summative Assessment

7.1. One formal opportunity to provide final formative assessment feedback will be included in each assessment plan at a point when students will have had the opportunity to provide evidence towards all the assessment criteria targeted.

7.2. Normally, further formal opportunities for formative feedback should not be necessary. However, if it is clear at the formative assessment stage that students have misinterpreted or have been misdirected by the assignment brief, there may be need for another formative assessment and feedback once the issues have been addressed.

7.3. Following formative assessment and feedback, students are able to:

- revisit work to add to the original evidence produced to consolidate a pass grade or to enhance their work to achieve a higher grade
- submit evidence for summative assessment and final unit grade

7.4. Summative assessment is a final assessment decision on an assignment task in relation to the assessment criteria of each unit. It is the **definitive** assessment and recording of the student's achievement. Should the student not achieve a pass grade after both formative and summative assessment, the work will be recorded as a 'Refer'.

7.5. If the student does not achieve the minimum pass criteria for the unit overall, they will be entitled to a resubmission at the end of the unit. This will be recorded at the relevant Course Assessment Board.

8. Assessment of Students with Additional Needs

8.1. In certain circumstances, with the approval of the Chair of the Course Assessment Board (CAB), an alternate form of assessment to that outlined in the approved programme documentation, which covers the same Learning Outcomes, maybe approved for students with individual needs, where this is supported by appropriate evidence and where such adjustments are deemed to be reasonable and can be made without endangering the safety of the award or unduly providing any student with an advantage or disadvantage.

9. Extensions at Programme Level

9.1. In the case of unit assessments, unit leaders can permit, in cases of illness or other circumstances, assessments to be submitted late and for them to be marked as if submitted on time. These cases will be submitted to the HE Pathway Leader who to monitor such short term extensions. The maximum extension to be granted under these circumstances is **seven calendar days**.

Any request for an extension to a submission deadline must normally be made by the student (using the appropriate form), and decided upon by the HE Pathway Leader, **before** the original submission date.

9.2. If an authorised extension has not been granted by the Pathway Leader in advance, and the assessment is submitted 1-7 days after the published deadline, the assessment will be marked but the recorded grade will be capped at Pass. Students will be informed of the capped grade, but also uncapped grade (to aid future submissions).

9.3. Students submitting assessments later than 7 calendar days without agreement by the Pathway Leader will be recorded as a Non Submission.

Students will be offered a single reassessment at the next available opportunity discussed at the Course Assessment Board. **Merit and Distinction criteria will not be included in the reassessment.**

10. Extenuating Circumstances

10.1. Students may submit requests for consideration of extenuating circumstances in respect of their summative assessment if:

- They are unable to submit assessment by the published deadline
- They are unable to attend examinations or other scheduled assessments
- They feel that their performance has suffered as a result of circumstances beyond their control

10.2. If a student fails to make an application for extenuating circumstances in accordance with Extenuating Circumstances Policy, any request for an appeal hearing on the grounds of these extenuating circumstances will normally be rejected. Students are advised to familiarise themselves with the Extenuating Circumstances Policy which is available from the Higher Education Quality & Registry Department and the HE Moodle area.

11. Deferral in a Unit or an Assessment Task

11.1. A deferral in an assessment task or an overall unit means that, due to extenuating circumstances accepted by the Extenuating Circumstances panel, the student has a further opportunity to take the assessment task that was affected. The grade is not capped unless the task is already referred.

11.2. Deferred assessments will be on a task for task basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original assessment. However, an alternative form of assessment may be set if it is not appropriate for the student to be assessed by exactly the same method as the initial task.

12. Assessment and Reassessment Periods

12.1 All assessment and reassessments for HNC/HND programmes will take place within a specified period.

12.2 Each programme will publish an assessment schedule in the course handbook.

12.3 The Course Assessment Board will agree the date for reassessment to be completed.

13. Failure of a Unit

13.1. There are three circumstances in which a student can fail a unit:

- Non submission of one or more assessments following a resubmission opportunity
- Following referral, the student does not achieve the minimum overall pass criteria in a unit, which may include the requirement to pass an individual assessment task
- Where failure in a unit is due to recorded academic misconduct

13.2. If a student fails a unit they can retake the same unit on one occasion only. If failed unit is due to academic misconduct, a student may be given a sanction that means they are not allowed to retake the unit

14. Retaking a Failed Unit

If a student fails a unit, they will be allowed to retake the unit on one occasion only, unless prevented to do so due to:

- An academic misconduct sanction
- Availability of the unit concerned

This will normally be in the following academic year.

14.1. Retaking a unit means that:

- The student will be charged a fee, published by the College
- The student must take all the assessment tasks in the unit
 - The overall grade will be capped at a pass
- The student must have the same reassessment opportunities as at first registration

14.2. If the unit is no longer available, a replacement unit may be studied as directed by the College. This will be treated as a retake and will be subjected to all regulations relating to retake units (Section 16.3). If a placement unit cannot be studied, the student may need to renegotiate their programme of study. Decisions about taking a replacement unit or renegotiating a programme require discussion and agreement from the Head of Department.

14.3. A student who fails a unit after retaking may have to withdraw from the programme (see 15.4 compensation). In some instances, a student may be entitled to receive an exit award or unit accreditation. In some circumstances, a student may be eligible to receive an exit award or alternatively unit accreditation.

15. Progression to the Next Stage or Level

15.1. If a student passes all the units at any given level of the programme, they will be eligible to progress to the next level

15.2. If a student has not passed all the units but has approved extenuating circumstances at either the first assessment or a reassessment point, then they may be allowed to progress with a further opportunity of reassessment at the discretion of the Course Assessment Board.

15.3. If the student has failed unit(s) they may be provided with the opportunity to re-take the unit(s) and not be allowed to progress until these units have been passed.

15.4 Exceptionally, at the discretion of the Course Assessment Board a student may be allowed to progress **with one failed unit which is compensated**. Only one 15 credit unit at Level 4 and one 15 credit unit at Level 5 may be compensated.

16. Academic Misconduct

16.1. The College operates an Academic Misconduct policy which determines what constitutes academic misconduct, the procedures undertaken to investigate the allegation and the sanctions that are available. Students are advised to familiarise themselves with the policy which is available from the HE Quality and Registry Department and the HE Moodle area.

17. Operation of Course Assessment Boards

17.1. Course Assessment Boards (CABs) for HNC and HND programmes will take place at the end of Semester 2. Dates for the Assessment Boards will be arranged at the beginning of each academic year.

17.2. Membership of the Course Assessment Board will consist of:

- Director of Quality (HE) – Chair
- Relevant Quality Manager
- The Programme Leader and Programme Team
- The External Examiner (invited)

17.3. The Assessment Board is authorised to:

- Make recommendations of the grades achieved in individual units
- Note any instances of misconduct
- Note any accepted claims of extenuating circumstances
- Ratify unit grades
- Identify referral/deferral opportunities
- Make recommendations on progression of students onto the next stage of their programme
- Confirm the classification of the final award to be made

18. Determination of results and actions to be taken

18.1. The following confidential information will be provided to the CAB:

- A spreadsheet of assessment grades
- Where there is a discrepancy in grades awarded by the Module tutor and the internal moderator, the grade moderated by the External Examiner will be tabled together with the original grades
- All confidential paperwork will be collected at the end of the CAB

19. Course Assessment Board Decisions

19.1. The Chair should identify the course of actions open to the CAB

19.2. The **unit assessment outcomes** for each student will be conducted as follows:

- The grades for each student
- Any amendment to the grades will be agreed and the spreadsheet amended
- The overall unit assessment outcomes for the student will be agreed

19.3. Consideration of **individual results** should be considered as follows:

- The grades of each student should be considered
- The consideration of extenuating circumstances in accordance with the Extenuating Circumstances Policy
- Any amendments to the grades will be agreed and recorded on the spreadsheet
- The opportunity of each student to 'Pass and Proceed' or retake in accordance with Section 18 of this document
- The overall unit results for the student will be agreed

19.4. The award of Pass, Merit or Distinction will be confirmed in accordance with the formula indicated in Section 4 of this document

19.5. The decisions of the CAB will be formally recorded in the minutes. The Chair of the CAB will confirm the minutes as correct.

19.6. Academic staff must not disclose the confidential proceedings of the CAB. Only designated staff are authorised to disclose results to students.

20. Appeals against Course Assessment Board Decisions

20.1. Students may submit an Academic Appeal regarding the decision of the CAB on the following grounds:

- That circumstances affected the student's performance which the CAB had not been aware of when the decision was taken and which might have material effect on the decision
- That there was an administrative error or procedural irregularity in the assessment process
- That there was evidence of prejudice or bias or proper assessment on the part of the examiners.

20.2. Procedures for making an Academic Appeal are contained within the Higher Education Academic Appeals Policy and Procedure. Students should familiarise themselves with the policy which is available on the HE Moodle area.

21. Withdrawal from a programme

21.1. A suspension of studies or permanent withdrawal from the programme may be required if a student's personal circumstances prevent them from continuing. This should be discussed as soon as possible with the student and the HE Pathway Leader so that the correct procedures are followed.