



## Riseladder School of Business and Technology

### Assessment Policy

**Version:** 1.2

**Approved by:** Academic Board

**Review Date:** July 2025

**Next Review Due:** July 2026

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### 1.0 Policy Purpose

This policy outlines Riseladder's formal approach to the assessment of learning for all Pearson BTEC qualifications delivered online or through blended modes. It ensures that all assessment practices adhere to the VACSR model:

- **Valid:** Assessments are aligned with intended learning outcomes.
- **Authentic:** Evidence is demonstrably the learner's own work.
- **Current:** Learner evidence reflects recent knowledge and skills.
- **Sufficient:** Enough evidence is presented to demonstrate full achievement.
- **Reliable:** Assessment judgements are consistent and standardized across assessors.

These practices uphold the integrity of qualifications and align with Pearson BTEC quality standards, the QAA UK Quality Code (Core Practice 5), and the OfS regulatory framework (Conditions E2 and B3).

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### 2.0 Scope

This policy applies to:

- All learners enrolled on Pearson BTEC programmes at Riseladder
  - All academic and quality assurance staff involved in assessment, internal verification, and feedback
  - All online and blended learning activities delivered through the Learning Management System (LMS)
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### 3.0 Guiding Principles

Assessment practices at Riseladder are governed by:

- **Inclusivity:** Assessment is accessible to all learners, with appropriate adjustments as needed.
- **Transparency:** Learners are clearly informed about assessment criteria, expectations, and grading.
- **Timeliness:** Assessments and feedback are delivered within published timeframes.
- **Academic Integrity:** All assessments are conducted ethically and free from malpractice.

Learners are introduced to this policy during induction and have ongoing access through the LMS.

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### 4.0 Assessment Methods

Riseladder uses a diverse range of assessment methods tailored to learning outcomes, including: - Written assignments and essays - Business reports and proposals - Online presentations and recorded pitch decks - Case studies - Research projects and portfolios - Discussion forum contributions and reflective journals

All assessments are internally designed and mapped to Pearson's unit-level assessment criteria using Pearson's official templates.

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### 5.0 Assessment Planning

The Centre Quality Nominee oversees the annual Assessment Plan, ensuring that: - Assignment briefs are internally verified before release - All briefs include unit learning outcomes, assessment criteria, instructions, word limits, and deadlines - Assessment schedules are published at the start of each term

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### 6.0 Assessment Submission and Deadlines

- All assessments must be submitted via the LMS (e.g., Moodle, Turnitin) by the published deadline.
  - Extensions are granted only in line with the Reasonable Adjustments and Special Considerations Policy.
  - Late submissions without approval may be marked as "Not Submitted."
  - Assessors confirm receipt and maintain an audit trail for each submission.
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## 7.0 Marking and Grading

- Assessors mark work using Pearson's grading descriptors: Pass, Merit, Distinction.
  - Feedback is issued within **15 working days** of submission.
  - Feedback is constructive, referenced against learning outcomes, and highlights both strengths and areas for improvement.
  - All marked work is subject to internal verification before results are finalized.
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## 8.0 Resubmissions and Retakes

- Learners may be allowed **one resubmission**, authorized by the Quality Nominee.
  - Feedback for resubmission clearly states required improvements.
  - If the resubmission does not achieve a pass, a **retake** may be approved using a newly designed task.
  - All decisions on resubmission and retake eligibility are documented.
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## 9.0 Internal Verification (IV)

- A formal IV Sampling Plan is created annually.
  - Internal verifiers:
    - Sample assessment decisions across levels, assessors, and units
    - Use Pearson's official IV forms
    - Provide feedback to assessors
  - Termly standardization meetings are held and minute to ensure consistency.
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## 10.0 Record Keeping

- Assessment records, feedback, IV documentation, and standardization notes are retained for a minimum of **three years**.
  - All data is stored securely in compliance with **UK GDPR** and Pearson's requirements.
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## 11.0 Malpractice and Plagiarism

- All submissions must be the learner's original work.
  - The Centre uses plagiarism detection software (e.g., Turnitin).
  - Suspected malpractice (e.g., plagiarism, collusion, impersonation) is investigated per the Malpractice and Maladministration Policy.
  - Outcomes may include reassessment, grade nullification, or withdrawal from the program.
  - All confirmed cases are reported to Pearson as required.
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## 12.0 Appeals Process

Learners may appeal their assessment result under the following grounds: - Administrative or procedural errors - Grades not aligned with criteria - Bias or perceived unfairness

Appeals must be submitted within **10 working days** of receiving feedback. Appeals are reviewed by an independent senior academic. Learners dissatisfied with the outcome may escalate to Pearson via its official appeals process.

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## 13.0 Feedback to Learners

- Feedback will be:
  - Clear, constructive, and referenced against criteria
  - Issued within 15 working days
  - Uploaded to the LMS and archived
  - Inclusive of next steps (e.g., appeal or resubmission guidance)

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## 14.0 Monitoring and Review

This policy is reviewed annually by the Academic Board and Quality Nominee. Updates are informed by: - Learner and staff feedback - Self-Assessment Reports (SARs) - Pearson Centre Quality Reviews (CQRs) - Internal audit and appeal trends

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## 15.0 Roles and Responsibilities

Role	Responsibility
<b>Assessors</b>	Design assessments, mark submissions, provide feedback
<b>Internal Verifiers</b>	Sample, verify, and standardize assessment decisions
<b>Quality Nominee</b>	Oversees assessment strategy, IV process, and Pearson compliance
<b>Academic Board</b>	Approves policies, reviews QA reports, monitors effectiveness
<b>Learners</b>	Submit work on time, uphold integrity, act on feedback

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**Document Owner:** Quality Nominee

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**Next Review Due:** July 2026