

LTC14D033

**Title:** *QAA Quality Code – B6 ‘Assessment of Students and the Recognition of Prior Learning’ Mapping Document*  
**Author:** Jon Sharp (Head LTS)  
**Date:** 09/10/14  
**Circulation:** LTC all  
**Agenda:** LTC14A001  
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**Status:** Open

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### **Issue**

In accordance with the Implementation Plan for the QAA Quality Code, the Implementation Group have now completed the mapping process for Chapter B6. The document below details the University documentation that evidences the Expectations contained within Chapter B6 and indicates where further work remains to be completed.

The Group is confident that the University is fully compliant with the requirements of Chapter B6 as expressed through the ‘Expectations’ delineated in the body of Chapter B6. To the extent that work remains to be done within the group, it relates primarily to the insertion of hyperlinks to the identified documentation. The document indicates which member of the group is responsible for taking the further work forward.

### **Recommendation**

The mapping document is an item for report

### **Resource Implications**

There are no resource implications

### **Risk Implications**

There are no material risks to the University associated with the approval of this document

### **Equality and Diversity**

There are no Equality and Diversity implications within the enclosed document

### **Timing of decisions**

Approval by LTC at its October meeting would allow the Chapter B6 Implementation Group to continue with their implementation work

### **Further Information**

Contact Dr Jon Sharp Head LTS (Quality) [jon.sharp@uea.ac.uk] with any enquiries about the content of the paper

Chapter B6 Mapping Document						
The Expectation:						
Higher education providers operate equitable, valid and reliable processes of assessment, including for the recognition of prior learning, which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification being sought.						
Chapter Champion for Implementation:						
The Indicators	Indicator Lead	Location of Evidence	Actions	Who	By When	AOO Office Actions to be completed and finalised mapping document to Jon by no later than 30/10/14
Higher education providers operate effective policies, regulations and processes which ensure that the academic standard for each award of credit or a qualification is rigorously set and maintained at the appropriate level, and that student performance is equitably judged against this standard.	JS					
PGR Policy documents	Mei Steele	Website based regulations, CCPs, policies	insert links to docs from PGR	MS	30/10/2014	obtain docs/ links from PGR
Taught Programme policy docs on assessment	Lynne Ward	Website based regulations, CCPs, policies	provide links	LW	30/10/2014	insert links
Instructions to Examiners, Senate Scale, NAM assessment regulation	Jon Sharp	Regulations and guidance docs	provide links	JS	30/10/2014	insert links
Summary narrative document detailing our approach to QA in assessment	Lynne Ward	to be produced	LW to write for group to review	LW	30/10/2014	Lynne to draft
List of PSRBs and policies relating to assessment requirements	Becky Fit	Schools and Hubs	BF to collate and report to group	BF	30/10/2014	Links to be obtained and inserted from BF
Assessment policies, regulations and processes, including those for the recognition of prior learning, are explicit, transparent and accessible to all intended audiences.	HG					
Detail of APL hot-spots within UEA	Helena Gillespie	Schools and Hubs	HG to produce list	HG	30/10/2014	obtain list from HG and attach to mapping document for LTC
Annual report on application of APL from FLTDCs	Helena Gillespie	not yet in operation	recommnd to LTC that such a reporting requirement is implemented	HG	10/12/2014	Lynne to include (in liaison with HG) as a proposal in the covering LTC template for consideration at October LTC
Existing APL Policy	Jon Sharp	APL Policy within Calendar and School specific docs	JS Review to ensure B6 complianc - Done	JS	30/06/2014	insert link to APL policy and School specific docs for EDU/ NSC and check with Co-ordinators if other Schools have specific docs
APL approval process maps and guidance	Becky Fit	Hubs/ Schools	review and update where needed and link to B6 spreadsheet and ensure reported to FLTDCs	BF	30/09/2014	Check with Becky if completed and if not obtain new timeline. Also insert links to all those process maps and guidance which already exist (to be provided by Becky)
Partnerships - APL approaches operated by partners covered in B10	Jon Sharp Sally Walker	Partnerships Office	JS to check that all partners B6 compliant with SW - Done	JS/SW	30/06/2014	No action needed
What do students/ staff/ prospective students see? Information needs to be clear for all and easy to find	AOO team	Website	checking and insert links to material regarding assessment policy, process and APL that is available to students, potential students and staff organised by categories type	AOO	30/10/2014	AOO team to insert all relevant links with Web Officer in AOO reviewing for ease of use
Assessment Regs from BIM and PGT regulations; Policy procedures on moderation; regs regarding re marking, sticker policy; regulations re: individual arrangements; reg 17 and guidance; professional programme specific regs and guidance eg MB BS OSCF	AOO Team	LTS Website/ Handbooks/ DOS	AOO to obtain and insert relevant links and/or attach documents	AOO	30/10/2014	insert links
PGR approaches	Mei Steele	PGR Office	MS to provide detail of PGR approaches and documentation to group for review	MS	30/10/2014	Obtain detail from Mei Steele (should be pre-existing documentation)
Those who might be eligible for the recognition of prior learning are made aware of the opportunities available, and are supported throughout the process of application and assessment for recognition.						
This is closely allied to indicator 2 and will be covered by the review and development of APL process maps	Becky Fit	Hubs/Schools	see indicator 2 action	BF	n/A	No action needed as dealt with above
Role of APL Officers?	Rosie Doy	AD Meeting	RD to speak with other ADs re possible inclusion of APL officers	RD	30/10/2014	Lynne to speak with Rosie to see if this was pursued and if not to agree a new date to be reported into LTC with the covering template by which a fleshed out APL officer role description will be produced
Higher education providers assure themselves that everyone involved in the assessment of student work, including prior learning, and associated assessment processes is competent to undertake their roles and responsibilities.	Helena Gillespie					
Check consistency of moderation processes	Helena Gillespie	University and School documentation	HG to review to the internal verification process and propose amendments where needed - done	HG	30/06/2014	No action needed
sufficient guidance to academic/ admin staff re: Roles and Responsibilities	Jon Sharp	Blackboard	Review and provide links in spreadsheet	JS/LW	30/10/2014	Regulatory and supporting documentation is covered in 1&2 above LW to liaise with HG and Associate Deans re: any additional materials
PGR issues	Mei Steele	PGR Blackboard and office documentation	review and provide links in spreadsheet	MS	30/10/2014	AOO to obtain relevant links from MS
PSRB related competencies	Becky Fit	PSRB codes and policies	extract assessment related requirements and confirm compliance and how this managed over time	BF	30/10/2014	LW to liaise with BF and include documentation links
Ongoing training	Helena Gillespie	CSED, ADTP	HG to liaise and report back to group	HG	30/10/2014	LW to liaise with HG to obtain details of CSED and other ADTP led training
Assessment and feedback practices are informed by reflection, consideration of professional practice, and subject-specific and educational scholarship.	Jon Sharp					
Requirements of the ATS role re: scholarship	Vicky Scalf	HR documentation	VS to obtain details of requirements and report in to group	VS	30/06/2014	AOO to add ATS Job description link
Appraisal process for academic staff	Vicky Scalf	HR documentation	VS to obtain details of requirements and report in to group	VS	30/06/2014	AOO to add link to 'Blue Book' and appraisal scheme regs and guidance
Annual update of Programme Specs	Jon Sharp	LTS documentation https://www.uea.ac.uk/learningandteaching/courses-and-modules/specs	JS to provide links	JS	30/07/2014	No action required
Senate Scale and honours discussions	Jon Sharp	LTC	provide links to relevant LTC minutes	JS	30/10/2014	AOO to provide links to LTC documents
Peer Observation	Jon Sharp	LTC	revised policy as sent to LTC for approval and action	JS	30/10/2014	AOO to provide links to LTC documents
Annual Assessment and Moderation Meetings	Lynne Ward	Reports and notes arising from Annual meetings plus original documentation requiring that they be held	Provide links to general requirement and guidance, notes of events, reports arising from events	LW	30/10/2014	LW AOO to provide links to process documentation and notes/ reports from actual events
Staff and students engage in dialogue to promote a shared understanding of the basis on which academic judgements are made	Jon Sharp					
Assessment criteria - clarity/ presentation	Helena Gillespie	Schools/ LTS website/ Regs	Explore ways to evidence the design/ process and report to group	HG	30/10/2014	AOO to provide links to assessment criteria documentation; LW to liaise with HG with view to production of short document detailing the process of assessment criteria setting, communication to students (Evanson/ Senate Scales asf) and its review through annual and five yearly review (link to reviews docs with assessment relevant aspects highlighted)
Student evaluation process	Jon Sharp	LTS website	links to process and forms with summary description	JS	30/10/2014	LW to add links and draft summary
PGR	Mei Steele	PGR assessment documentation incl. E+d/ Ctr/Ps/D specific aspects	MS to provide links to annual report process guidance and policy and documentation re: assessment	MS	30/10/2014	LW to liaise with MS
SSRLCs, Course Forum arrangements	Lynne Ward	summary doc detailing different modes of engagement with students regarding assessment	LW to draft brief summary document	LW	30/10/2014	AOO to obtain detail of different forms of face to face liaison with students eg SSLCs, Course Group meetings and so forth - LW to draft a brief summary thereof
Students are provided with opportunities to develop an understanding of, and the necessary skills to demonstrate, good academic practice.	Helena Gillespie					
Course Design	Helena Gillespie	Study Skill module descriptors	provide links to these descriptors	HG	30/10/2014	AOO to obtain links and include in spreadsheet - NB at audit this will best be evidenced through provision of a range of Programme Specs along with the Prog. Spec outline template
LET	Jon Sharp	LT materials and documentation	request summary narrative and links to documentation from LET	LW	30/09/2014	LW to follow up and provide links to LET team materials and related
Peer Assisted Learning	Helena Gillespie	programme documentation	HG to obtain documentation re the various schemes running within UEA	HG	30/10/2014	AOO to liaise with HG and then insert links to PAL scheme details
reference to Skills Award	Helena Gillespie	Skills Award materials/ design	AOO to obtain links and include in spreadsheet	AOO	30/10/2014	AOO to obtain links and include in spreadsheet
PPD in PGR	Mei Steele	materials and description of PPD process	MS to provide	MS	30/10/2014	AOO to liaise with MS to obtain links and insert
Academic Feedback/ forward	Lynne Ward	Guidance on provision of feedback - ADTP documents	obtain from ADTP/ IPPG website	LW	30/10/2014	AOO to obtain and insert relevant links
Good Academic Practice - Avoidance of Plagiarism	Lynne Ward	Guidance for staff and students, Plagiarism procedure highlighting 'low level' outcome, training packages	Obtain guidance from LTS website and additional guidance from ADTP and Pos	LW	30/10/2014	AOO to insert links
The volume, timing and nature of assessment enable students to demonstrate the extent to which they have achieved the intended learning outcomes.	Jon Sharp					
Course design	Jon Sharp	LT courses	provide link to spec repository and forms including new course proposal forms	JS	30/09/2014	No action needed
Notes that under BIM there will be greater focus on course level consideration	Jon Sharp	LTC papers	AOO to insert links to BIM discussion docs and final reg	JS	30/10/2014	AOO to insert links to BIM discussion docs and final reg
PGR transfer from Mphil to PhD process	Mei Steele	PGR Exec	provide link to papers	MS	30/10/2014	AOO to liaise with MS to obtain links and insert
Feedback on assessment is timely, constructive and developmental	Helena Gillespie	This is an area that needs continued focus in terms of delivery and will rely at audit on details of actual feedback processes as experienced				
20 day turnaround	Jon Sharp	spread sheet evidence from LTS to go to FLTDCs and produced in documents for audit	JS to liaise with LTS managers - done	JS	30/07/2014	AOO to link to LTC docs detailing 20 day turnaround and related memos requiring action; AOO to provide link to LTS process documentation regarding tracking; AOO to link to supporting evidence - Examples, active spreadsheets and discussions at FLTDCs
Exam feedback	Jon Sharp	LTC paper	link to paper	JS	30/10/2014	AOO to insert link from LTC restriction to introduce exam feedback
Standardisation of feedback forms	Helena Gillespie	FLTDC/ LTC	HG to lead discussions on this issue	HG	ongoing	LW to check progress with HG and insert any relevant links

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Chapter Champion for Implementation:							
PGR policy and viva process	Mei Steele	PGR documentation	MS to provide detail of revisions to processes	MS	30/10/2014	AOO to liaise with MS and insert	
10 Through inclusive design wherever possible, and through individual reasonable adjustments wherever required, assessment tasks provide every student with an equal opportunity to demonstrate their achievement.	Jon Sharp	course design forms and course review forms and processes evidenced from programme specs/ new course proposal form: <a href="https://www.uea.ac.uk/learningandteaching/courses-and-modules/specs">https://www.uea.ac.uk/learningandteaching/courses-and-modules/specs</a> <a href="http://www.uea.ac.uk/learningandteaching/documents/course_module/CourseProposalProcedureandGuidance">http://www.uea.ac.uk/learningandteaching/documents/course_module/CourseProposalProcedureandGuidance</a> and forms and guidance relating to QA monitoring processes	provide links to these	JS	30/09/2014	AOO to add links to Course Monitoring and Module Review forms	
Course design/ monitoring	Jon Sharp		links to current policy and notes from PGR Exec re: any changes	MS	30/10/2014	AOO to liaise with MS and insert	
PGR Viva process and policy documentation	Mei Steele	PGR Exec, PGR Office		MS	30/10/2014	AOO to liaise with MS and insert	
DOS individual arrangements processes	Jon Sharp	process docs from DOS and LTS	LW to obtain	LW	30/10/2014	LW to obtain links to material relating to individual arrangements and adjustments for disability SpLD and so forth	
11 Assessment is carried out securely	Jon Sharp						
Assessment Office processes and policies including invigilator training, rules on course test invigilation and exams regulations	Jon Sharp	Assessment office and LTS website	relevant documents from LW	JS	30/10/2014	LW to add links to internal AOO processes re: security; training documents for staff and invigilators along with relevant regulations	
12 Degree-awarding bodies assure themselves that the standards of their awards are not compromised as a result of conducting assessment in a language other than English. All assessment is carried out in English - No further action required	Jon Sharp						
13 Processes for marking assessments and for moderating marks are clearly articulated and consistently operated by those involved in the assessment process.	Jon Sharp						
Regulations relating to assessment, Moderation and double marking policy	Jon Sharp	policy documentation	provide links to relevant documents	JSLW	30/10/2014	AOO to insert links to assessment and moderation regulations and associated guidance	
assessment criteria and/or guidance for modules/ courses and at level of School	Lynne Ward	internal documentation	provide links to relevant documents	LW	30/10/2014	LW to request via TD's any particular documentation and insert links	
Module and Course descriptions	Lynne Ward	LTS Website	provide links to relevant documents	LW	30/10/2014	AOO to provide link to module descriptions and programme specs	
Professional Body requirements clearly articulated to students	Lynne Ward	internal documentation	provide links to relevant documents	LW	30/10/2014	AOO to provide links to course specific guidance relating to PGRB assessment requirements (PHA, MED, HSC, SVK)	
14 Higher education providers operate processes for preventing, identifying, investigating and responding to unacceptable academic practice.	Jon Sharp						
Plagiarism and Collusion	Jon Sharp	regulations	provide link to regs	LW	30/10/2014	AOO to insert links	
Regulation 17	Jon Sharp	regulation	provide link to regs	LW	30/10/2014	AOO to insert links	
SSDC	Jon Sharp	LTC report from SSDC	provide link to LTC reports from SSDC	LW	30/10/2014	AOO to insert links	
Induction process	Rosie Doy	Schools	explore with ADEs commonality of academic practice training in student induction	RD	30/10/2014	LW to liaise with RD and insert along with ADTP induction guidance	
Review of disciplinary regs	Jon Sharp	docs from review and LTC papers	provide current report to LTC	LW	30/10/2014	LW to insert link to relevant LTC (10/14) and update once review completed	
15 Degree-awarding bodies specify clearly the membership, procedures, powers and accountability of examination boards and assessment panels, including those dealing with the recognition of prior learning; this information is available to all members of such boards.	Jon Sharp						
External Examiners and Board regulations	Jon Sharp	Regulations and LTS website	links from B7 sheet	LW	30/10/2014	This can be evidenced by documentation linked from B7 mapping document AOO to copy and insert	
16 Boards of examiners/assessment panels apply fairly and consistently regulations for progression within, and transfer between, programmes and for the award of credits and qualifications.	Jon Sharp						
Assessment regulations	Jon Sharp	Calendar	provide links to relevant regs	LW	30/10/2014	AOO to insert link to regs (UG & PGT)	
Assesment regulations - PGR	Mei Steele	Calendar	provide links to relevant regs	MS	30/10/2014	LW to obtain from MS and AOO to insert links	
External examiners reports providing evidence of external sign off	Jon Sharp	LTS Website	provide link to report repository	LW	30/10/2014	LW to provide links to EE reports on web and latest process map for EE reporting from appointment to final report into LTC	
17 The decisions of examination boards and assessment panels are recorded accurately, and communicated to students promptly and in accordance with stated timescales.	Jon Sharp						
Process map for assessment	Jon Sharp	LTS internal documentation	obtain documentation from LW detailing the process of board meetings and results dissemination and link to spreadsheet	JSLW	30/10/2014	LW to provide link to internal process guidance and maps for the assessment process incl. release of information to students, Evision processes, guidance to Board secretaries, published timescales for release of marks/ classification	
PGR templates	Mei Steele	PGR Office	templates to be updated and linked to spreadsheet	MS	30/10/2014	LW to obtain from MS and AOO to insert links	
18 Degree-awarding bodies systematically evaluate and enhance their assessment policies, regulations and processes.	Jon Sharp						
LTC schedule of reviews	Jon Sharp	LTC website	locate and link relevant documents to spreadsheet	LW	30/10/2014	LW to obtain from Michele Pavey and insert link	
Specific reviews	Jon Sharp	LTC Website	locate and link relevant documents to spreadsheet	LW	30/10/2014	LW to review last 5 years and link to reports to LTC on any assessment related reviews	
Course review process	Jon Sharp	LTS Website	locate and link relevant documents to spreadsheet	LW	30/10/2014	LW to insert links to current annual and 5 yearly review processes including regulations, guidance, forms, process flow map, guidance for LTS staff	
PGR review of assessment process	Mei Steele	PGR Office	locate and link relevant documents to spreadsheet	MS	30/10/2014	LW to obtain from MS and insert link	