



Assessment Policy

ELT manager	Assistant Principal Quality, Learning & Teaching
Responsible officer	Quality & Registry Manager/Head of Centre
Date first approved by BoM	31 March 2011
First Review Date	31 March 2013
Date review approved by BoM	28 June 2017
Next Review Date	June 2021
Equality impact assessment	Completed.
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
QA	01/05/2017	Completely overhauled
QA	29/10/2018	Updated: Links to UHI Regulations and WHC Policies reinstated as per C&G Systems Visit

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1. Purpose

The purpose of this Policy Document is to ensure parity of assessment arrangements and practice across all areas of College provision.

2. Scope

This Policy in conjunction with the assessment procedure sets out the over-arching conditions and requirements for assessment/e- assessment activities (hereafter referred to as assessment) undertaken within West Highland College, or out-with the College as part of any activity or contract for which the College holds assessment responsibility.

This Policy shall apply to all **formal assessment activities** undertaken for all students except where an exemption to this is specifically authorised by the Assistant Principal Quality, Learning & Teaching.

3. Policy

This document defines the Policy for current modes of assessment and takes account of awarding body requirements and guidelines.

This policy supplements any assessment regulations/strategy or requirements set by individual awarding bodies and must be read in conjunction with the appropriate assessment regulations for the qualification being assessed, including any specific assessment regulations/strategy in respect of the mode of delivery/assessment adopted (such as open learning or on-line assessment).

This policy in conjunction with the procedure outlines the formal assessment procedures established by the College. Deviation from this policy can only be undertaken where an individual awarding body has established different requirements than those detailed within the policy (for example in respect of the number of permitted assessment attempts). In these circumstances, deviation from this policy should only be undertaken following consultation and agreement with the appropriate Internal Verifier or Curriculum Area Lead.

Where deviation from the requirements of this policy is necessary for any unit delivered, this must be recorded in advance on the appropriate form.

Where students present with prior qualification, experience or learning they may be eligible for Recognition of Prior Learning or credit transfer for their learning, with approval from the Internal Verifier for the subject area.

The procedures apply to all Awarding Bodies qualifications (including those that are subject to statutory regulation by SQA Accreditation Ofqual).

4. Responsibilities

- The Quality & Registry Manager/Head of Centre is responsible for the implementation and development of this policy.
- All West Highland College UHI staff are responsible for the effective operation of this Policy.
- The Quality & Registry Manager/Head of Centre is responsible for monitoring its effectiveness.

5. Lecturer Qualifications, Experience and Remit

All staff who assess qualifications must have occupational experience, understanding and any necessary qualifications, as specified in the requirements of the award being assessed. Such requirements can be found in the award assessment strategy, specification, operational handbook, arrangements documentation, and group award strategy or similar.

Assessors of **regulated qualifications** must hold the relevant qualification or achieve the assessor qualification within 18 months of starting to practise where no alternative timescale is stated in an assessment strategy.

6. Data Protection

To comply with the law, personal information must be collected and used fairly, stored and disposed of safely, and not disclosed to any other person unlawfully.

Refer to [WHC UHI Data Protection Policy](#)

7. Review

This policy will be reviewed every 5 years or sooner if required

8 References

This policy will operate in conjunction with and be supported by the following.

WHC UHI Assessment Procedure

WHC UHI Verification Policy

WHC UHI Verification Procedure

WHC UHI Data Protection Policy

WHC UHI Appeals Policy

WHC UHI Malpractice Policy

SQA Results Service

Assessment Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website

[Guide to E-assessment](#)

[Guide to Effective Practice](#)

[National Qualifications Prior Verification](#)

[Records Management and Archiving Policy and Procedure](#)

[SQA Assessment Arrangement Webpage](#)