

Phoenix College

Assessment Policy

1. Purpose

This policy outlines the principles, responsibilities, and procedures for assessment at Phoenix College. It ensures that all assessments are fair, valid, reliable, inclusive, and aligned with the requirements of awarding organisations and the UK Quality Code for Higher Education.

2. Scope

This policy applies to all staff and learners involved in the assessment of qualifications delivered by Phoenix College, including:

- Internal and external assessments
- Formative and summative assessments
- Vocational and academic qualifications

3. Principles of Assessment

Phoenix College is committed to ensuring that assessment:

- Is fair, transparent, and inclusive
- Measures achievement against clearly defined learning outcomes and assessment criteria
- Supports learning and provides constructive feedback
- Is conducted in accordance with awarding body regulations
- Is subject to internal and external quality assurance

4. Types of Assessment

- **Formative Assessment:** Ongoing assessments used to monitor learner progress and inform teaching. Examples include quizzes, presentations, and draft submissions.
- **Summative Assessment:** Final assessments used to evaluate learner achievement at the end of a unit or course. Examples include exams, final projects, and coursework.
- **Initial and Diagnostic Assessment:** Used at the start of a course to determine learners' starting points and support needs.

5. Responsibilities

- **Principal:** Ensures the overall implementation and compliance with this policy.
- **Quality Assurance Manager:** Oversees assessment processes, internal verification, and liaison with awarding bodies.
- **Programme Leaders and Tutors:** Design and deliver assessments in line with curriculum and awarding body requirements.
- **Internal Verifiers:** Ensure consistency and fairness in assessment decisions.
- **Learners:** Engage with assessments and adhere to academic integrity standards.

6. Assessment Planning and Delivery

- Assessment plans must be developed at the start of each academic year.
- Learners must be informed of assessment schedules, criteria, and expectations within the first six weeks of the course.
- Reasonable adjustments must be made for learners with additional needs.

7. Feedback and Results

- Feedback must be timely, constructive, and clearly linked to assessment criteria.
- Assessment results must be recorded accurately and securely.
- Learners must be informed of their results within 15 working days of submission.

8. Internal and External Quality Assurance

- All assessments are subject to internal verification to ensure consistency and fairness.
- External quality assurance will be conducted by awarding bodies in accordance with their regulations.

9. Academic Integrity

- All assessments must be the learner's own work.
- Plagiarism, collusion, and other forms of malpractice are prohibited and will be dealt with under the College's Malpractice & Maladministration Policy.

10. Appeals

Learners have the right to appeal assessment decisions. The process is outlined in the College's Assessment Appeals Policy.

11. Monitoring and Review

- The Quality Assurance Manager will monitor the implementation of this policy.
- The policy will be reviewed annually or in response to changes in regulatory requirements.

12. Related Policies

- Assessment Appeals Policy
- Malpractice & Maladministration Policy
- Equality and Diversity Policy
- Complaints Policy
- Data Protection Policy

13. Contact Information

For further information, please contact:

Phoenix College

Email: info@pskills.co.uk

Phone: +44 (0)20 8960 3719

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Next Review Date: October 2027