

## Lincoln College University Centre

### Policy for Assessment and Qualifications (awarded by Pearson)

#### 1. Introduction

Pearson qualification specifications are the primary resource for Course Coordinators and their teams to support planning, delivery and assessment. These documents outline the structure, content, and regulations for each Higher National Certificate (HNC) and Higher National Diploma (HND) programme, including core, optional, and specialist units tailored to sector needs.

All BTEC specifications are available at: [Pearson Qualifications](#).

Lincoln College University Centre is responsible for ensuring the following:

- **Course Coordination:** Appointing a Course Coordinator to support the programme team in understanding higher-level assessment standards.
- **Resource Utilisation:** Utilising Pearson materials that define and exemplify assessment requirements, including specifications, published assignments, and other supportive materials.
- **Unit Structuring:** Planning the structuring of units to fit delivery schedules, allowing for connections between units where appropriate.
- **Assessment Writing:** Developing suitable assessments or selecting from available resources and adapting them as necessary.
- **Assessment Planning:** Scheduling assessment activities, including authorisation by the Course Coordinator, teaching, assessment periods, and timeframes.
- **Assessment Quality:** Ensuring each assessment is valid, reliable, and internally verified before use.
- **Student Support:** Preparing and supporting students before formative and summative assessments.
- **Assessment Decisions:** Making consistent assessment decisions based on defined criteria and unit requirements.

- **Evidence Authenticity:** Ensuring that all student evidence submitted for assessment is valid and authentic.
- **Decision Recording:** Carefully and completely recording assessment decisions.
- **Collaboration with Pearson:** Working closely with Pearson to maintain consistent implementation, delivery, and assessment standards.

## 2. Structure and Duration

Award	Study Mode	Duration	Total Credits	Credits per Year	Minimum Credits at Pass or Above for Award
HNC	Part-time	2 years	120	60	105
HND (top-up)	Part-time	2 years	120	60	105
HNC	Full-time	1 year	120	120	105
HND	Full-time	2 years	240	120	210

- **2.1 HNC Award:** Level 4, comprising of 120 credits from eight 15-credit units.
- **2.2 HND Award:** Level 5, comprising of 240 credits from eight 15-credit units per year.
- **2.3 Prior Learning:** Recognition of Prior Learning (RPL) is available for students that can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and so do not need to develop through a course of learning. Agreement with the relevant Assistant Principal is required to evidence proof of prior learning. The Recognition of Prior Learning policy can be located on the policies section of the College website.
- **2.4 Programme Extension:** Extensions due to reassessment or repeat of units must be approved by the Board of Examiners.
- **2.5 Annual Review:** The College reviews student registration information annually, removing inactive students from Edexcel Online unless an approved absence is communicated.

### 3. Internal Verification

- **3.1 Purpose:** To ensure assessment practices and decisions are monitored for quality assurance.
- **3.2 Planning:** Internal verification is planned at the start of the programme, with a schedule covering all assignment briefs and a sample of assessment decisions per unit.
- **3.3 Process:** Conducted by staff familiar with BTEC Higher National assessment and the programme area, to confirm the achievement of standards, including students who have not achieved.
- **3.4 Documentation:** Internal verification processes are formally recorded and retained for audit purposes.
- **3.5 Standards Verification:** The Pearson appointed Standards Verifier reviews the assessment plan and standards, internal verification processes, and student evidence for selected units within each academic year, to ensure national standards have been met.

### 4. Assessment Regulations

- **4.1 Scope:** Assessment regulations apply to all Pearson Higher National level 4 and 5 qualifications provided at Lincoln College University Centre.
- **4.2 Review and Publication:** Assessment regulations are reviewed annually and published in the policies section on the College website and in course handbooks.
- **4.3 Amendments:** The College reserves the right to amend assessment regulations due to legislative changes or other factors, with changes made in the best interests of students and communicated via an addendum.
- **4.4 Purpose:** Assessment regulations promote progression and achievement in line with Pearson guidelines, ensuring assessments are fair, robust, valid, and reliable, and that qualifications and credits are awarded based on achievement of the learning outcomes.
- **4.5 Alignment:** Qualifications are delivered to meet the Quality Assurance Agency (QAA) for Higher Education standards and expectations, with regulations aligning with

the UK Quality Code for Higher Education, to ensure reliable assessment of student achievement.

## 5. Assessment

- **5.1 Formative Assessment:** Students can submit work for formative assessment in advance of a summative submission. One formal opportunity for formative feedback is included in each assessment, and the feedback must not confirm the achievement of grades, but should focus on helping the student with reflecting on their learning to improve their performance. Formative feedback must be recorded formally in the same way as summative assessment feedback.
- **5.2 Summative Assessment:** This is the final assessment and decision of assignment tasks against unit criteria, determining the overall student achievement. Summative feedback identifies areas of good practice and areas for improvement, provided within 20 working days of the submission deadline.
- **5.3 Late Submission:** All assessment evidence should be handed in by the given deadline using the correct hand in procedure. Work submitted up to 5 working days late will be capped at a pass. Beyond 5 working days, a fail grade is awarded unless an extension or mitigating circumstances are approved. The Board of Examiners are responsible for determining whether to permit reassessment / repeat of unit opportunities.

## 6. Grading

- **6.1 Final Grade Determination:** Based on completion of all assessment tasks for a unit, one of the following outcomes will be applied:
  - **Pass:** Satisfying all pass criteria for the learning outcomes.
  - **Merit:** Satisfying all merit and pass criteria for the learning outcomes.
  - **Distinction:** Satisfying all distinction, merit, and pass criteria for the learning outcomes.

- **Refer:** Unclassified grade, with the decision on reassessment / repeat of unit made by the Board of Examiners.
- **6.2 Credit Award:** Credit is awarded for completing a unit with a pass, merit, or distinction grade, including meeting all assessment criteria at the first attempt or through reassessment (capped at a pass grade).
- **6.3 Reassessment:** Students not achieving a pass in a unit may be permitted by the Board of Examiners to a reassessment opportunity with a new deadline. A unit can only be reassessed once and it will be capped at a pass grade. A student will not be entitled to reassessment in any component of assessment where a pass grade or higher has already been awarded.
- **6.4 Repeat:** Failure after a reassessment opportunity requires the repeat of the unit if permitted by the Board of Examiners. Units can only be repeated once and are capped at a pass grade. Students are permitted to attend the unit and are required to pay the unit fee. On occasions where the programme does not have an active year to allow infill, due to no recruitment or changes to the specification, alternative options for completion will be considered and agreed with the student.

## 7. Academic Misconduct

- **7.1 Zero Tolerance:** The College does not tolerate academic misconduct, including plagiarism, collusion, and cheating.
- **7.2 Investigation:** Suspected cases are investigated following the Academic Misconduct procedure that can be located on the policies section of the College website.
- **7.3 Sanctions:** May include resubmission of work, reduced grades, or failure of units. Students are encouraged to understand what constitutes effective academic conduct and to seek guidance on correct practices.

## 8. Extensions and Mitigating Circumstances

- **8.1 Extensions:** Extension requests should be made prior to the assessment deadline and should be formally approved by the Course Coordinator. Students are only given authorised extensions for legitimate reasons, such as being able to evidence illness at the time of submission. Students must apply for an extension formally using the HE assignment extension request form. If an extension is granted, the new deadline must be recorded and adhered to. The duration of extensions should be consistent across all students. All extensions granted by the Course Coordinator must be recorded and made available at the Board of Examiners and to the Standards Verifier.
- **8.2 Mitigating Circumstances:** Mitigating circumstances allow a student to demonstrate and provide documentation to explain absence, poor performance in assessment or failure to complete assessment due to circumstances which are over and above the normal difficulties experienced in life. An application for mitigating circumstances is available to a student if they feel that their performance in an assessment has been adversely affected by unforeseen circumstances beyond their control, or where an extension of a deadline would not help, for example, where the serious issue either prevents them working altogether, is seriously affecting the quality of their work or preventing them from attending an examination. It is the student's responsibility to apply to the Academic Affairs Committee for the consideration of mitigating circumstances and to provide supporting, independent documentary evidence. Students should use the mitigating circumstances application form to make an application.

## 9. Progression and Final Award

- **9.1 Completion:** In order to complete the programme, a student must pass the required units and number of credits within the period of the programme, or when awarded with reassessment/repeat unit(s) opportunities.
- **9.2 Compensation HNC:** If a student does not pass one of the 15 credit units at level 4, but has completed and passed the remaining units, they can be awarded an HNC.

- **9.3 Compensation HND:** If a student does not pass one of the 15 credit units at level 4, and similarly has attempted and not passed one of the 15 credit units at level 5, but has completed and passed all other remaining units at level 4 and 5, they can be awarded an HND.
- **9.4 HNC Award:** Requires the following:
  - Completion of HNC units equivalent to 120 credits at level 4.
  - Minimum of a pass in 105 credits at level 4.
- **9.5 HND Award:** Requires the following:
  - Completion of units equivalent to 120 credits at level 5.
  - Minimum of a pass in 105 credits at level 5.
  - Completion of units equivalent to 120 credits at level 4.
  - Minimum of a pass in 105 credits at level 4.
- **9.6 Board of Examiners:** Reviews student performance to confirm progression and final awards, considering all unit grades and overall achievement.
- **9.7 Academic Appeals:** The College have a set of procedures governing your right to appeal against a decision about your academic progress. Students can appeal assessment decisions based on procedural irregularities or extenuating circumstances, following the Appeals Panel procedure that can be located on the policies section of the College website.
- **9.8 Complaints:** The College has in place a complaints procedure, enabling you to make a complaint if you have cause for concern about matters that affect the quality of the learning opportunities available to you as a student. The Complaints and Grievance procedure can be located on the policies section of the College website.

## 10. Calculation of Overall Grade

- **10.1 Overall Grade:** All of the units at the level of study count towards the overall grade, calculated on the student's performance through the 120 credits at level 4 for the HNC, or level 5 for the HND. The overall qualification grade for the HND is calculated based on the performance in level 5 units only. Units that have been attempted but not achieved, and subsequently granted compensation for, will be categorised as 'Unclassified'.

	Points per credit
Pass	4
Merit	6
Distinction	8

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

## 11. Membership and Purpose of the Board of Examiners

- **11.1 Purpose:** To confirm individual unit marks, decide on progression and award decisions, and ensure units are delivered according to awarding body requirements.
- **11.2 Membership:** Includes the:
  - Assistant Principal – Higher Education.
  - HE Administrator.
  - Quality and Compliance Officer – Higher Education.
  - Assistant Principal/Curriculum Lead of the area.
  - Course Coordinator.
  - Module Tutors.
- **11.3 Quorum:** The meeting will be quorate when at least 50% of members are present.