

Assessment Policy and Processes

SCL's assessment policy and processes are guided by the need to prepare students for their future studies at undergraduate or postgraduate level and by the need to assess whether specific learning outcomes have been met.

1. There is a range of assessment methods to assess learning objectives appropriately, and as a reflection of the range of student preferred learning styles.
2. Assessments should encourage independent learning and reflection and develop transferable skills.
3. All assessments are set by SCL academic staff and internally verified by the Academic Manager or his/her appointee.
4. All assessments are moderated by the Academic Manager or his/her appointee:

Plagiarism

5. In the case of plagiarism, it is the responsibility of the Academic Manager in consultation with the course leader to decide on adjustment to marks. Penalties range in severity:
 - A. For a first and relatively minor offence, a warning with no deduction of marks.
 - B. For a first offence but with a more significant degree of plagiarism or for a second offence, a deduction of at least 20% and a maximum penalty of 50%.
 - C. If the adjusted mark is under 50%, a student is then given the opportunity of re-taking an assessment with marks capped at 50%
 - D. In the case of a student repeatedly offending, a piece of coursework may not be awarded any marks and with no opportunity to retake the assessment.

Late Submissions

6. At induction, students are advised on the importance of submitting assignments before the stated deadline.
 - A. In cases where a piece of work does not represent an entire assessment or unit, the penalty applies to the *individual piece of work*, not the total assessment or unit.

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW
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- B. No calculations should be made for part-days. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available.
- C. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours. This is summarised below:

Up to 24 hours late (1 day): 10% deduction
Up to 48 hours late (2 days): 20% deduction
Up to 72 hours late (3 days): 30% deduction
Up to 96 hours late (4 days): 40% deduction
Up to 120 hours late (5 days): 50% deduction

- D. The reduction is 10% of the *total assessment value*, rather than 10% of the mark awarded for the piece of work. For example, for this 25 mark assessment, 2.5 marks will be deducted for every 24 hours late.
- E. For any work submitted over 5 calendar days late, you will be required to resubmit the work, capped at 50%.
- F. The Policy relates to *24 hours/ calendar days*, so includes weekends and weekdays, as well as bank holidays and University closure days. If an assessment deadline is at noon on a Friday and the student submits it just before noon on the following Monday, their penalty would be a 30% mark deduction, based on being late by three days/72 hours. Schools are therefore advised to consider the implications of deadlines (particularly for hard copy submissions) and are encouraged to avoid deadlines on a Friday.
- G. Submission dates and times are in UK local time and it is the responsibility of students to ensure that they check the relevant time zone. (This may be of particular relevance to distance learning students).

7. SCL has a mitigating circumstances appeals process where late submission is unavoidable.

8. Feedback on assignments is:

- A.** Concrete and related to the learning objectives of the task.
- B.** Specific in that it is related to the features of the submitted work useable by students to improve in future assessments.

9. All assessment marks are recorded.

10. Appeals against marks and grades are considered by the Principal

Last Reviewed by Paul Clarke: 7th May, 2023

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