

# Assessment and Coursework Policy

**Policy Review Date: 21/03/2025**

**Next Review Date: 21/03/2026**

## 1. Introduction

This policy establishes the **FSOB School's** principles and procedures for assessments, with a particular emphasis on coursework-based evaluation. It is designed to ensure compliance with the **United Kingdom's legislative framework**, including the **Equality Act 2010**, the **Data Protection Act 2018**, and all other relevant educational regulations.

## 2. Policy Objectives

The key objectives of this policy are to:

- **Ensure** fairness, consistency, and transparency in assessment practices across all academic programmes.
- **Foster** a clear understanding of the assessment framework, criteria, and expectations among students and staff.
- **Uphold** inclusive assessment methodologies that recognise and accommodate the diverse needs of all learners.

## 3. Scope of the Policy

This policy applies to all individuals involved in the assessment process at **FSOB School**, including:

- **Students** undertaking coursework assessments.
- **Academic staff, invigilators, and assessors** responsible for setting, marking, and moderating assessments.
- **Administrative and support staff** engaged in assessment-related processes.

## 4. Coursework Assessments

Coursework plays a **fundamental role** in academic evaluation at **FSOB School** and may include:

- **Essays, reports, research projects, case studies, practical exercises, presentations, and reflective assignments.**

- **Industry-relevant tasks** that align with the learning outcomes of each programme.

All coursework must adhere to the prescribed **assessment criteria** and contribute meaningfully to students' academic and professional development.

## 5. Assessment Criteria and Feedback

- The **assessment criteria** for each coursework component will be clearly communicated at the **commencement of the module**.
- Students will receive **timely, constructive, and developmental feedback** to support their learning and enhance their academic progress.

## 6. Submission of Coursework & Late Submissions

- Coursework must be submitted by the **stipulated deadline**. Any request for an **extension** must be formally approved by the **module tutor** or an authorised academic officer.
- Late submissions may incur **penalties**, except where **extenuating circumstances** are evidenced and approved in accordance with institutional regulations.

## 7. Academic Integrity

Students are expected to uphold the **highest standards of academic integrity**, which include:

- Avoiding **plagiarism, collusion, contract cheating, and other forms of academic misconduct**.
- Submitting original work that reflects **independent thought and scholarly rigour**.

Violations of academic integrity will be subject to disciplinary action in line with **FSOB School's Academic Misconduct Policy**.

## 8. Reasonable Adjustments & Special Considerations

In compliance with the **Equality Act 2010**, **FSOB School** is committed to ensuring **equitable access to assessments**. Reasonable adjustments will be made for students with **disabilities, specific learning difficulties, or other special educational needs**.

Additionally, students experiencing **adverse circumstances** that impact their assessment performance may apply for **special considerations** under the prescribed procedures.

## 9. Data Protection & Confidentiality

All assessment-related data will be processed and stored in accordance with the **Data Protection Act 2018**. This includes:

- Ensuring that **student assessment records** are used solely for educational and academic purposes.
- Maintaining **strict confidentiality and secure storage** of all assessment data.

## 10. Appeals Process

Students reserve the **right to appeal** their assessment outcomes if they:

- Identify a **procedural error** in the marking or grading process.
- Believe they have been **unfairly disadvantaged** due to an administrative or academic oversight.

The appeals process, including the formal submission and review procedures, will be **clearly outlined and accessible** to all students.

## 11. Commitment to Excellence

**FSOB School** remains dedicated to maintaining **high academic standards** while providing an **inclusive, fair, and transparent assessment framework**. We continuously review and enhance our assessment policies and practices to uphold **excellence in education and student support**.