

**LONDON BROOKES COLLEGE
Assessment Policy**

LONDON BROOKES COLLEGE will:

- Ensure that where required by an Awarding Body, their assignments are used.
- Ensure that assignments written by LONDON BROOKES COLLEGE meet with the requirements of the Awarding Body.
- Moderate all substantive assignments briefs prior to their release to learners; particular care will be taken to ensure assignments align with the spirit of the equal opportunities policy and as such are free from bias.
- Include where necessary, clear; concise information regarding grading criteria.
- Where requested, make available assignment briefs in large font text or audio transcript.
- Provide learners with access to the Assessment Appeals Policy and related Procedure.
- Provide learners with access to the Student Disciplinary Policy and Procedure in regard to misconduct relating to falsification of work etc.
- Provide constructive feedback to learners on their work in a timely fashion in line with the Awarding Body requirements.
- Moderate a 25% sample of students work to ensure the validity and quality of tutor feedback.
- Accurately record assessment decisions and final grades.

Checked on 4th August 2021 by Cillian Logue