

Addendum for Internal Assessment Policy 2017/18

For academic year 2017/2018, it has been agreed that departments do not have to meet the timescales outlined in the policy because coursework deadlines have already been scheduled and students notified. Staff will manage the process within their own departments ensuring that:

- Students are formally notified of their marks
- Students are formally notified that they can request a review of the Centre's marking and are given the details for doing so. Students will also be made aware that marks are still subject to moderation by the Examination Board and that this is outside of the College's control
- Staff will keep records to confirm that candidates have been informed of their marks
- Staff will ensure that they are still able to meet the Exam Board deadline for submitting marks.

Staff are encouraged to meet the recommended timeframe where at all possible. The Exams Office have produced a template letter that departments can tailor if they so wish.

For academic year 2018/19 staff must build this process into their planning and the policy timescales will stand.