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**ACMET LONDON COLLEGE**

**Assessment Board: Terms of Reference and Constitution**

**1. Purpose and scope**

* 1. Acmet London College Assessment Board is responsible for the approval of student marks/grades, student progression and final awards as delegated by the awarding body/organisation (Pearson).
  2. Acmet London College Assessment Board may take decisions about individual students with respect to extenuating circumstances, academic malpractice and other matters affecting a student’s performance and/or achievement.
  3. Assessment Board must use current Assessment Regulations to guide and inform decisions about individual students.

**2. Terms of reference**

2.1 To approve student grades/marks for units related to the Pearson BTEC HND Business programme under the remit of the Assessment Board

2.2 To approve progression and final award, according to the responsibilities delegated to Acmet London College by Pearson, as the awarding body, for the BTEC HND Business programme under the Board’s remit

2.3 To receive and act upon the recommendations of the Pearson External Examiner/Standards Verifier, as appropriate, for the programme under the remit of the Board

2.4 To ensure that the required moderation/second marking, internal verification and other procedures required by Pearson are carried out effectively and in a timely manner

2.5 Ensuring that an individual student has met the requirements of the programme and unit assessments to proceed to the next stage of the course and progression to Year 2 of full time study, as appropriate

2.6 To receive and act upon, as appropriate, any examples of academic misconduct (for example, plagiarism) and comment on the policies and procedures of Acmet London College for detecting and dealing with such matters

2.7 To receive reports from the Pearson External Examiner/Standards Verifier and update on action taken in respect of recommendation from previous Pearson External Examiner/Standards Verifier reports

2.8 To identify good practice and make recommendations for quality enhancement with respect to the assessment process, providing feedback to students on their assessed work, and reporting of grades/marks and related areas.

2.9 It is the responsibility of the HND Programme Leader to ensure that all student grades/marks are available for the Assessment Board and that all requirements of Pearson as the awarding organisation are met in this respect

2.10 To discuss, report and make recommendations on other matters that are broadly within the remit of the Assessment Board.

**3. Context and limitations**

3.1 Pearson, as the awarding organisation, may have its own procedures and requirements for the chairing, operation, terms of reference and membership of Assessment Boards. Where this is the case Pearson’s requirements, terms of reference, etc. take precedence over Acmet London College’s Assessment Board Terms of Reference and constitution guidelines.

3.2 For Pearson/BTEC HND programmes Unit grades are subject to scrutiny by the Pearson appointed External Examiner/Standards Verifier.

**4. Constitution**

4.1 The constitution of the Assessment Board is as follows:

(a) The Principal (Chair)

(b) HND Programme Leader (Vice-Chair)

(c) Director of Quality Assurance

(d) Lecturers&Assessors

(e) Administation/Data Officer

(g) Pearson External Examiner/Standards Verifier, if appropriate

(g) Other representative(s) of the awarding body, if appropriate

**5. Administrative arrangements**

5.1 Meetings of the Assessment Board are held in accordance with the requirements of Pearson as the awarding organisation, and any delegated authority to Acmet London College

5.2 The Secretary to the Assessment Board is the Administation/Data Officer

5.3 Records of decisions taken for each student considered by the Assessment Board will be made by the Secretary to the Board.

5.4 Where appropriate, notes of the Assessment Board meeting will be taken of key points that arise and worthy of formal recording.

**6. Typical agenda for a meeting of an Assessment Board**

1. Attendance and apologies for absence

2. Matters arising from previous meeting of the Assessment Board

3. HND Programme Leader report on the assessment process

4. Pearson External Examiner/Internal Verifier report, where appropriate

5. Academic practice

6. Approval of grades for each unit of study

7. Awards, progression and withdrawals

8. Good practice and areas for enhancement

9. Any other business