

Global Banking School
+44 (0) 207 539 3548

info@globalbanking.ac.uk

www.globalbanking.ac.uk

891 Greenford Road, London
UB6 0HE

GBS Policy on the Standardisation and Internal Verification of Teaching and Assessment (Pearson Programmes)

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Related GBS policies

- GBS Academic Appeals Policy
- GBS Assessment and Feedback Policy
- GBS Academic Good Practice and Academic Conduct Policy
- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy - Students
- GBS Student Engagement and Attendance Policy
- GBS Extenuating Circumstances Policy
- GBS Student Disciplinary Policy and Procedure
- GBS Student Charter
- GBS Student Code of Conduct

External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. Pearson, *BTEC Centre Guide to Quality Assurance 2024/25*
4. Pearson, *Delivering BTEC qualifications, BTEC forms and guides*, Accessed online at: <https://qualifications.pearson.com/en/support/support-topics/delivering-our-qualifications/delivering-btec-qualifications/btec-forms-and-guides.html>

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Global Banking School (Pearson programmes) Policy on the Standardisation and Internal Verification of Teaching and Assessment

1. Purpose

- 1.1. The purpose of this policy is to provide guidance to academic and professional staff who are associated with Pearson programmes within Global Banking School (GBS) on standardisation and internal verification related to teaching, setting assignment briefs, and grading/marking of student assessed work and the provision of high-quality feedback to students.
- 1.2. This policy should be read alongside the GBS General Academic Regulations for programmes leading to Pearson Awards,

2. Scope

- 2.1 This policy must be read in conjunction with Pearson requirements for teaching, assessment briefs, marking and grading of student assessments and the provision of constructive feedback.

3. Pearson Requirements

- 3.1 BTEC HND programmes are operated according to the BTEC Centre Guide to Quality Assurance and Assessment. As an approved Centre of Pearson to operate HND programmes, there is devolved responsibility for teaching and assessment which is monitored through the Pearson Academic Management Review and External Examiner processes.

4. Teaching

- 4.1 To ensure that students receive a positive teaching and learning experience, it is important that teaching is properly and fully planned according to GBS and Pearson requirements.
- 4.2 All Pearson programmes offered by GBS must have the following in place:

4.3 Schemes of Work

- 4.3.1 Schemes of work set out the teaching material to be covered for the unit, the sequence of topics to be covered over the semester, learning outcomes and other related matters. Schemes of work should be produced on the GBS Scheme of Work template.

- 4.3.2 Schemes of work should be produced by the Unit Lead and then signed off by the Level Lead.
- 4.3.3 Unit leads must ensure that they hold a standardisation meeting to ensure that all staff who are delivering the unit follow the same scheme of work and that the requirements are clear, irrespective of the campus at which they are teaching.

4.4 Lecture Notes and Learning Support Materials

4.4.1 Each teaching session, as detailed in the Scheme of Work must have lecture notes and other learning support materials that should be put on the GBS VLE. It is the responsibility of the Unit Lead to ensure that lecture notes and other learning support material is produced and uploaded (subject to approval from the Level Lead). It is also the responsibility of the Unit Lead to ensure that material related to their unit(s) is up to date and old material is removed.

5. Assignment Briefs

5.1 Assignment Briefs

The following process should be followed:

1. The Module Leader refers to the Programme Assessment Methods form to gain the stated assessment methods for the specific unit.
2. The Module Leader refers to the Programme Assessment Plan for the unit, gaining all details required i.e. Assignment Brief submission date, hand-out date, stated Internal Verifier and details of the Assessors.
3. The Module Leader produces the Assignment Brief referring to the relevant Programme Specification. All Assignment Briefs to use the approved template and font style Arial, size 12.
4. The Assignment Brief is internally verified to ensure Pearson requirements are met. Internal verification is carried out by a member of staff with appropriate experience as stated in the Assessment Plan for the programme.
5. Once approved, the assignment brief can be issued to students and the assignment brief and grading scheme issued to other teachers of the module.
6. Prior to a unit starting, the Module Lead organises an "Understanding the Assignment Brief" meeting. This is for all lecturers teaching the unit to ensure understanding of the assessment methods and overall approach to the unit.
7. As the IV Lead for each programme, it is the responsibility of the Level Lead to approve and sign off each assignment brief.

6. Assessment Grading and Feedback to Students

6.1 Standardisation

6.1.1 Where there is more than one marker for the student module assessed work, there should be standardisation between the markers before marking starts. The Unit Leader is responsible for producing and distributing marking guidance. Standardisation helps ensure that the different markers of the module assessed work commence marking to the same standard to help ensure consistency. Samples of students' assessed work not yet marked should be selected and given to the tutors marking the module assessment.

6.1.2 The samples should be marked independently and then tutors exchange marks/grades given and a mark/grade agreed for each piece of sampled work. When sufficient consistency has been established, through the marking of samples, the tutors may commence marking of their allocation of student assessments.

6.1.3 Formative Feedback

All students on Pearson programmes will undertake a minimum of four formative tasks in every unit delivered. These will be set by the Unit Leader and provide learners with feedback on how they are progressing. Each learner must be given the opportunity to be provided with feedback on at least one Learning Outcome. Weekly formative tasks are undertaken and submitted onto the Moodle VLE.

Internal Verification

6.1.4 Once all marking for the module assessment has taken place by all tutors and feedback for each piece of assessed work has been provided, there should be a sample of assessed work that is internally verified for Pearson awards.

6.1.5 The sample must cover every unit, every assessor and a range of student achievement (e.g. Pass, Merit, Distinction, Unclassified/Referred). The following process should be carried out:

1. Internal Verification of student assignments should be carried out per campus. 10% of the cohort or 5 students' work (whichever is greater) should be internally verified per campus.
2. An internal verifier is allocated to one unit (across all cohorts).
3. The process is overseen by the Internal Verification Lead/ Level Lead.

4. The internal verification of assessment decisions should be carried out by a staff member who is familiar with BTEC assessment at the appropriate level and who has subject knowledge of the programme area.
5. Where there is good agreement between the first grade awarded and the Internal Verifier, then no adjustments to marking would need to be made. Where there is some level of disagreement, a discussion between the assessor and internal verifier needs to take place and this must be documented on the Internal Verification of Decisions Assessment Form.
6. Feedback from the Internal Verifier to the Assessor should comment on the quality of their feedback to the student and the effective completion of documentation. The Internal Verifier should also give developmental feedback to the Assessor telling them what could be improved e.g. annotation of assessment evidence to show where grades are achieved. Internal verification of assessed work should be clearly recorded. If the Internal Verifier requires action, the Assessor should complete this and return it to the Internal Verifier for their review and sign off.

6.2 External Examining

- 6.2.1 The External Examiner for Pearson programmes will request an assessment sample and this must be provided within the timescales agreed with the Examiner. Any recommendations arising from External Examiner visits must be followed to the agreed timescales.

7. Monitoring and Review

- 7.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. For any issues related to the monitoring and review of this policy, please contact the Governance Team at governance@globalbanking.ac.uk.

8. Data Protection and Confidentiality

- 8.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

9. Alternative Format

9.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Governance Team at governance@globalbanking.ac.uk.