



Referral and Deferral Policy

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The Assessment Board, chaired by Principal, will meet once in 3 months to discuss matters concerning the assessment of learners and procedures of assessment in order to ensure that all assessments are conducted in accordance with its Assessment policy and is carried out in manner which is fair, impartial and consistent.

The Assessment Boards will also be responsible for the conduct of assessment of candidates, that is:

- a) Considering and determining the assessment grading of all candidates, including the class or grade of award of those completing the course/programme of study.
- b) Making recommendations to candidates who fail to satisfy the assessment requirements and how they can redeem their position, setting clear dates by which re-assessment should occur. **(see dates and deadlines below)**
- c) Reviewing the assessment arrangements for the course/programme of study as a whole and make recommendations to the Course Leaders, Tutors and Quality Academic Board.
- d) Confirm and review the minutes of the previous meeting and matters arising.
- e) Assessment outcomes are Pass or Fail

Assessment Submission Procedure

1. Assignments **must** be submitted by the due date. [or negotiated/approved extension date]
2. Submission dates for your written assessments will be confirmed by your tutor. These dates can also be found on Notice Board under the module information.
3. All written assessments should be submitted by 4pm on the day of submission. If learners submit their assessments after this time they will be considered late, thereby attaining a **FAIL**, unless they have extenuating/mitigating circumstances. **(see below)**

4. The Assignment Coversheet will be made available in a hard copy at the reception. The learner must complete the relevant sections and attach all pages to their work prior to submission. If they attempt to submit work without the completed coversheet you will be referred back to the Module Tutor. Assessments without the coversheet will not be accepted under any circumstances.
5. Assessments will be accepted by prescribed methods, such as, email, hard copy and soft copy.

Late Submission of Coursework

The Academy has very strict regulations regarding the deadlines for assessment submission. Submitting an assessment late automatically attracts a **FAIL** grade. As such, students should be aware that this may affect their chances of successfully passing the module, and may impact on your ability to complete your course and graduate or progress onto the next level of study.

It may be that the student has genuine reasons for not being able to submit his/her work on time, in which case he/she should speak to their module leader to chat through his/her situation to see whether there may be a case for applying for extenuating/mitigating circumstances. **(see below)**

Alternatively, if they are struggling with time management which may lead to submitting their assessment late it is strongly recommended that they seek help from the assessment board.

What is a referral?

We offer a very supportive assessment policy, where students can make a second attempt at a piece of coursework or re-sit an exam if they fail. He/she can re-submit it within **4 (four) weeks** of the initial decision.

What is a deferral?

If students are experiencing difficulties which mean that they can't submit a piece of coursework or sit an exam (we call these extenuating circumstances), they may be able to have an extended deadline for the coursework, or to sit the exam later in the academic year.

Extenuating/Mitigating circumstances may include:

- Death/critical illness in the family
- Sudden out of station transfer imposed by employer
- Loss of jobs

All significant extenuating circumstances relating to individual students must be documented. The Assessment Boards will not rely solely on oral reports.

There are strict criteria about what is or isn't an extenuating circumstance though, so the student would need to talk to his/her module or programme leader about the reasons for not being able to participate in the assessment. If the assessment board feels that the reasons meet the criteria for extenuating circumstances they will complete an Extenuating Circumstances form with you. Once they submit this, their assessment (either the coursework or the exam) can be deferred to a later date, i.e., within **8 (eight) weeks** of the initial submission date.

If the students are offered a deferral, provided they hand in the coursework at the agreed date or sit the exam, their marks will not be restricted, the student will receive the full marks and will not be penalised.

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