

Assessment Policy and Procedure

Version	Date	Author	Summary of Changes
1.0	01 May 2026	SBK Teaching Standards	Initial publication

Learner-Friendly Summary

This policy explains how assessments work at SBK Teaching Standards. It tells you:

- What types of assessments you will complete
- How they are marked
- How many attempts you get
- What counts as academic misconduct
- How to appeal a decision
- How your data is stored
- How assessments contribute to your CPD and membership status

All assessments must be completed independently, honestly, and in line with our policies.

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1. Purpose

The purpose of this Assessment Policy and Procedure is to ensure that all assessments delivered by SBK Teaching Standards are:

- Fair
- Consistent
- Transparent
- Secure
- Accessible
- Aligned with learning outcomes
- Suitable for logging CPD units required for full membership status

2. Scope

This policy applies to all learners enrolled on any SBK Teaching Standards course delivered through Moodle Cloud.

It covers:

- MCQ assessments
- Short-answer questions
- Reflective questions
- Essay-style questions
- Scenario-based tasks
- Document-upload assessments (e.g., risk assessments, policies, templates)

3. Assessment Types

SBK Teaching Standards uses the following assessment formats:

- Multiple-choice questions (MCQs)
- Short-answer questions
- Reflective questions
- Essay-style questions
- Scenario-based tasks
- Portfolio/document uploads (e.g., risk assessments, policies, evidence documents)

All assessments are completed within Moodle Cloud.

4. Assessment Purpose

Assessments are used to:

- Check understanding
- Measure competence
- Demonstrate achievement of learning outcomes
- Provide feedback for improvement
- Log CPD units required for full membership status

5. Assessment Conditions

5.1 Open-Book

All assessments are open-book. Learners may use:

- Notes
- Course materials
- External sources

5.2 Independent Completion

All assessments must be completed:

- Independently
- Without supervision
- Without collaboration
- Without AI tools
- Without assistance from any person

5.3 MCQ Assessments

MCQs are:

- **Time-limited**
- Delivered using **Full screen pop-up with some JavaScript security**
- Automatically marked by Moodle Cloud
- Designed to restrict navigation away from the quiz window

5.4 Non-MCQ Assessments

Short-answer, reflective, essay, scenario-based, and document-upload tasks:

- Are **not time-limited**
- Must be submitted through Moodle Cloud
- Receive written feedback within **14 days** (often sooner)

6. Grading and Pass Marks

6.1 Grading System

All assessments use a **pass/fail** model.

6.2 Pass Marks

- **MCQs:** Minimum pass mark is **80%**
- **All other assessments:** Pass/fail based on meeting learning outcomes

7. Reassessment Rules

7.1 MCQ Reassessment

- 3 resit attempts (4 total attempts)
- No waiting period
- Learners are advised to review course lessons before resitting
- Failure after all attempts results in course failure

7.2 Non-MCQ Reassessment

- Unlimited attempts
- Learners **must act on feedback** before resubmitting
- If a learner repeatedly fails:
 1. A **message of concern** is issued
 2. If no improvement is shown, the learner **fails the course**

7.3 Course Completion

Learners must pass **all required assessments** to complete the course and earn CPD units.

8. Academic Integrity

Learners must maintain the highest standards of academic honesty.

Prohibited practices include:

- Plagiarism
- Collusion
- Impersonation
- Use of unauthorised materials
- Use of AI tools

All breaches are handled under the **Malpractice Policy**.

9. Reasonable Adjustments

SBK Teaching Standards provides reasonable adjustments in line with the:

- **Special Considerations and Access Arrangements Policy**

Adjustments may include:

- Extra time
- Extensions
- Alternative formats
- Other supportive measures

Requests must be submitted with appropriate evidence.

10. Complaints and Appeals

10.1 Appeals

Learners may appeal an assessment decision within **30 days** of receiving their result.

For appeals please follow the **Appeals Policy**.

10.2 Complaints

For non-assessment concerns follow the **Complaints Policy**.

11. Record-Keeping

11.1 While the Moodle Cloud account is active

Stored in Moodle Cloud:

- Grades
- Submissions
- Feedback
- Logs and audit trails

11.2 After account closure

Transferred to secure Google Cloud storage:

- Course completion records
- Assessment outcomes
- CPD units
- Membership status

11.3 Linked Policies

- Data Protection Policy and Information Security Policy
- Online Safety and Learner Conduct Policy
- Privacy Policy

12. Roles and Responsibilities

SBK Teaching Standards

- Designs assessments
- Marks and provides feedback
- Maintains academic integrity
- Manages appeals and complaints
- Ensures secure data handling

Learners

- Complete assessments independently
- Act on feedback
- Submit appeals within 30 days
- Follow all linked policies

13. Review Cycle

This policy is reviewed **annually**, or earlier if required due to:

- Changes in assessment practice
- Moodle Cloud updates
- Legal or regulatory changes
- Internal quality assurance findings

Annex 1: Definitions and Glossary

- **MCQ:** Multiple-choice question
- **CPD:** Continuing Professional Development
- **Malpractice:** Any breach of academic integrity
- **Reasonable Adjustments:** Support measures for learners with additional needs
- **Full screen pop-up:** Moodle Cloud quiz security mode restricting navigation

Annex 2: Linked Policies

This policy must be read alongside:

- **AI Use in Assessments Policy**
- **Malpractice Policy**
- **Appeals Policy**
- **Complaints Policy**
- **Special Considerations and Access Arrangements Policy**
- **Data Protection Policy and Information Security Policy**
- **Online Safety and Learner Conduct Policy**
- **Privacy Policy**