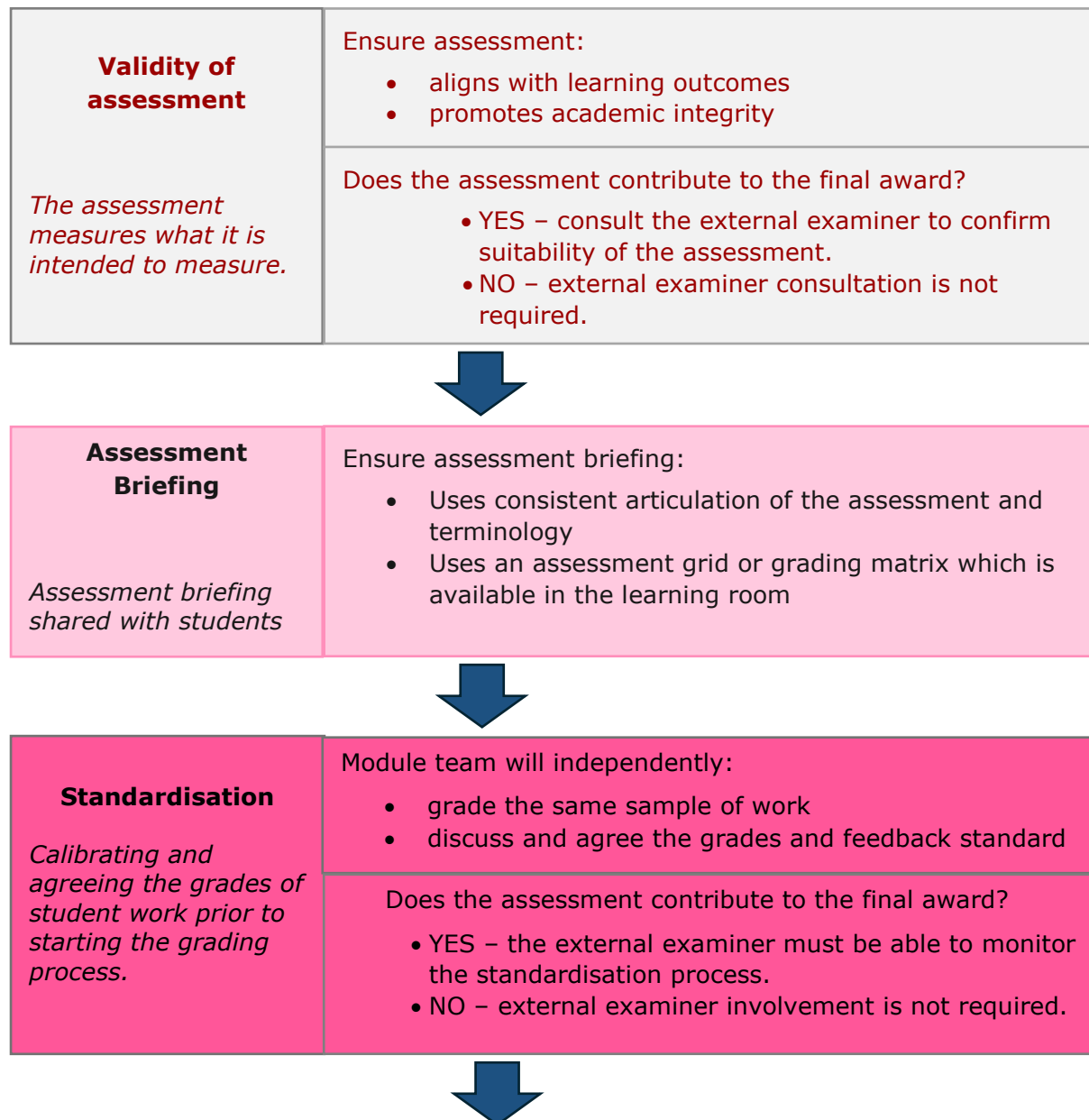




Appendix Two: Overview of managing assessment, grading and feedback: Processes and Requirements



Grading and feedback <i>Awarding a grade and providing feedback to student work.</i> <i>All grades are provisional until ratified by the Exam Board.</i>	Grades and feedback must align with the assessment criteria. Grades and feedback must be provided to students within 15 working days of submission unless the timing or size of the assessment prevents this.
	Should anonymous grading be used? • YES – for all timed written examinations, and where it aligns with the course assessment strategy. • NO – where it does not align with the course assessment strategy or is not appropriate for the assessment type.
	Is the assessment a major project, dissertation or studio work at the final award level? • YES – double grading of a sample of assessments must be used.
	Submit grades promptly to Student Data and Systems Team after grading.



Pre-exam Board <i>All grades are provisional until ratified by the Exam Board.</i>	Pre-board consistency check • Review grade distributions and profiles across modules per level of study to check any anomaly. Adjustment of grades Grades can only be adjusted if there are legitimate reasons. The approaches taken for all cases of grade adjustment must be discussed at the Board of Examiners.
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Exam Board	<i>Final grades are confirmed</i>
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Note: Where colleagues are new to grading, unfamiliar with the assessment, or where an assessment is new or has undergone significant change, the course leader must ensure that they are provided with bespoke support throughout the assessment and grading process.