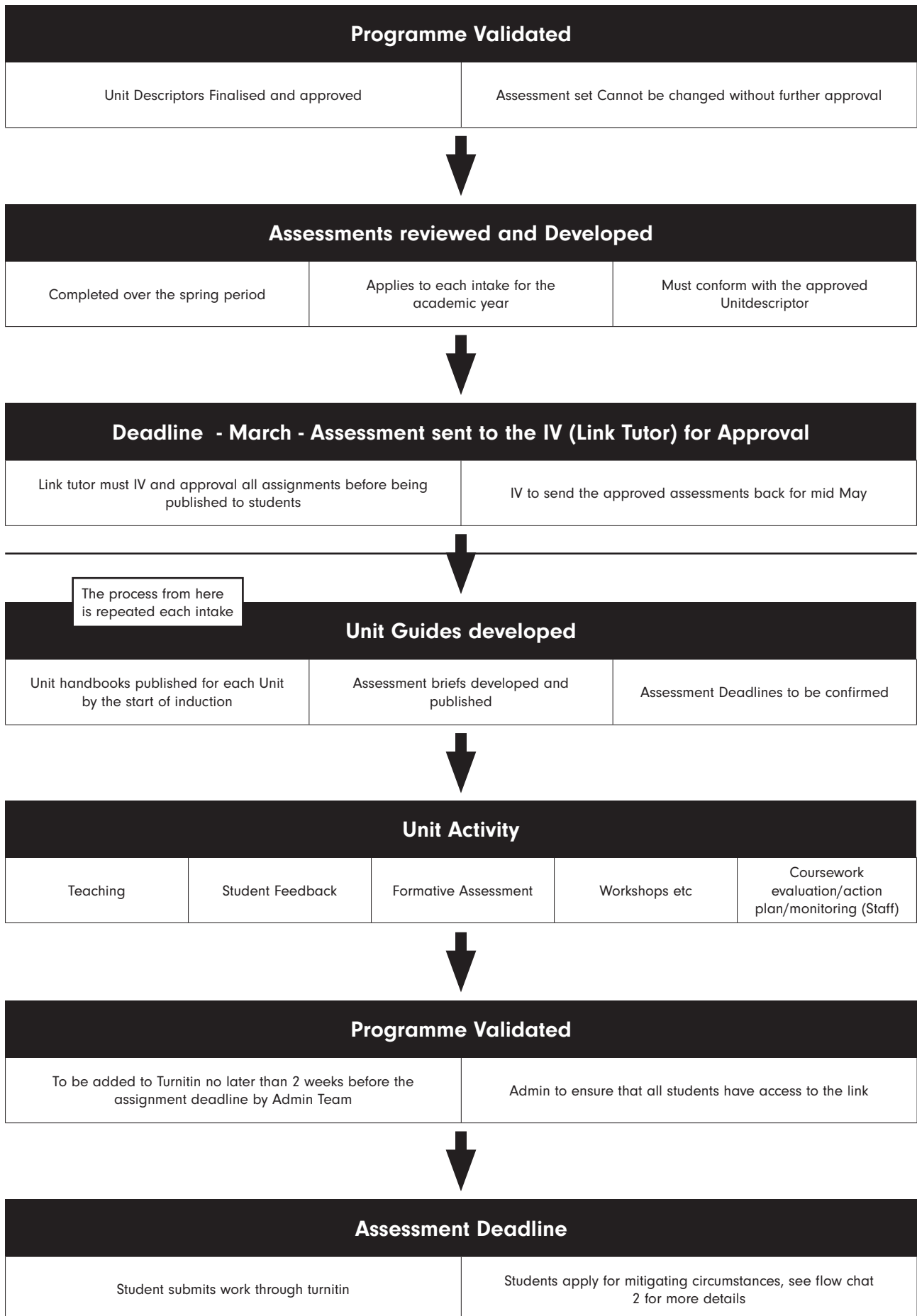


LCCA – Assessment Overview Flow Chart



Stage 2 – Marking and Internal Boards

Students upload Assessment to Turnitin		
Teaching staff to check that assessments has been uploaded correctly. Course Directors to ensure checks have been done	Plagiarism Checks	Initiate Academic Misconduct process if required. Flow chart 5



Tutors Mark work 2 week deadline					
This includes both 1st and 2nd marking 2nd marking of a sample only	UCA Assessment Feedback form to be completed	Provisional grade to be agreed	Course Director to gather, review and store marksheets in the agreed shared space	Appropriate nominated individual from LCCA to audit and confirm with UCA	UCA IV process to take place



Internal Board		
Marks and IV forms sent to admin team for storing and preparing for the internal board	Internal board takes place	Provisional marks and processes are confirmed



Post Internal Board 4 weeks after assessment deadline	
Confirmed Provisional Marks are provided to UCA for the Board of Examiners	Marks and feedback are released to students



Resit/Dissertation Board			
For Fdn Student a resit will take place after the assesment board	The work will be marked and second marked for submission to the resit board	Dissertation (L6+) assessments will also be marked	Resit board will take place 8 10 weeks after assessment deadline

3. Internal Boards, Board of Examiners, Resits and Progression – End of Academic Year (per intake)

IV (Link Tutor) to be completed		
Course Director makes relevant forms and sample available on SharePoint. This should be done before the Internal Boards take place	Link tutors reviews the samples	Link tutor completes and returns IV form to LCCA before each Internal Board, and provides to CPO for the end of year Board when required



After 3rd Term (for relevant intake)		
Admin team make sure all marks have been sent to UCA	Link Tutor provides IV forms to EV for review and approval	EVs confirm whether due process has been followed and marks are consistent



Board of Examiners Take place		
Marks are ratified and progression confirmed	Marks are provided to students	Students with resits are informed, and resit deadline agreed



Resit Period (3 weeks)		
Tutors confirm resit deadline and make links available to students by admin team	Resit assessments are marked and a sample is sent to IV	Marks are sent to UCA for submission to the resit board



Resit Board			
Students marks are considered and ratified	Student who pass have progression confirmed	Student who have to withdraw or repeat are informed	Academic Appeals process initiated (by student). Flow Chart 3