Standardization

1.0 Purpose

Regent College London (RCL) ensures that standardization practices are valid, reliable and cover all assessors and programme activity. These practices also ensure that procedures are open, fair, and free from bias so as to ensure that there is accurate and detailed recording of standardization practices in all the departments of RCL.

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2.0 Policy Statement

RCL will ensure:

➢ A sampling plan will be prepared by including an appropriate number of samples of assessor work according to assessor experience, and a range of assessment decisions as per the standardization practices.
➢ Quality Nominee ensures the standardization practices across all departments.
➢ Standardised internal verification forms are used by assessors and internal verifiers.
➢ Secure records of standardization and internal verification activities are maintained.
➢ Newly appointed staff are briefed and trained on standardization practices.
➢ Professional development is provided to develop internal verifiers and assessors on standardization practices by the Quality Nominee and other training conducted by Pearson.

3.0 Procedure

Sampling Strategy

The Quality Nominee will implement the following sampling strategy. Sampling will include:

➢ All assessors over a 12-month period.
➢ All units for the validity of assessment decisions for each assessor over a 12-month period including mandatory and optional units.
➢ Newly qualified and/or recruited assessors will be more frequently sampled until the Internal Verifier has confirmed effectiveness, reliability and quality of assessment decisions and practice.

Standardisation of Assessment Judgements

The Internal Verifier is responsible for ensuring the standardisation of assessment judgements and will ensure that written feedback to assessors contributes on an ongoing basis to the standardisation of assessment decisions.
The Quality Nominee conducts three standardisation meetings with all assessors and the Internal Verifier in one academic year.

Quality Nominee must ensure that standardisation meeting:

➢ Focus on any revisions to the standards and how they differ from old standards, areas identified through monitoring where evidence has been difficult to generate, or where monitoring suggests that assessors are taking different approaches.
➢ Focus on validity, sufficiency, currency, and authenticity of the evidence reviewed at the meetings – use actual learner's portfolios/evidence.
➢ Develop a supportive, non-threatening environment where assessors are willing to share issues and concerns in order to ensure that each assessor makes valid assessment decisions.

Standardisation of assessment practice

A key aspect of the verification process is to ensure consistent and standard grading outcomes across the assessor team. To accomplish this consistency, the IV engages with the assessment team to confirm the expected standards of achievement prior to any assessment activity by:

➢ Ensuring consistent templates are used by all assessors. If required, the templates need to be revised and updated.
➢ Ensuring that the assignment brief format and guidelines are followed consistently by all.
➢ Reviewing any assessment decisions made by the assessor, ideally during the formative assessment activity.
➢ Carrying out grading activity on a selection of previously graded assignments where the learner's details have been anonymised (blind marking).

Assessment Board

Purpose

The main purpose of the Assessment Board is to make recommendations pertain to the action to be taken:

➢ Approving final grades for units taught in the semester.
➢ Progression of learners into the next academic term.
➢ Referrals and deferrals.
➢ Special considerations for extenuating circumstances related to assessment.
➢ Cheating and plagiarism.
➢ Repeating courses (for learners who do not receive passing grades).
➢ Graduation and granting of awards for learners who have met all graduation requirements.
➢ Consider comments of the External Examiner (Standards Verifier).
➢ Review of previous Assessment Board meeting comments.

Membership

The members of the Assessment Board will be:

- Academic Head (Chair)
- Quality Nominee
- Programme Leader (s)
- Examinations Officer (Secretary of Assessment Board)
- Assessors
- Internal Verifiers

Assessment Board Meetings

- Meetings will be held regularly at the end of each semester.
- The Secretary of the Assessment Board will convene meetings and record meeting minutes.
- The Chair of the Assessment Board or the Chair's delegate will preside over meetings.
- Assessment Board decisions will normally be made by consensus. In the case of an impasse, the Chair will decide on the issue at hand.

4.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved
Senior Management Team
Staff Members

5.0 Review

This Policy will be reviewed annually by the RCL Senior Management Team

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support contact the Academic Head.

Policy Information

INFORMATION	Policy Information
Title	Standardization Policy
Document number	0169/99
Purpose	The purpose of this policy is to ensure that standardization practices are in place across all the academic departments of RCL.
Audience	Staff
Category	Compliance
Next review date	March, 2026

Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	18/3/2024	Policy approved by RCL Governance Committee
2.01	AH	QAC	22/3/2025	Policy approved by RCL Quality Assurance Committee