Blackpool and The Fylde College

Regulations: SQA Advanced Certificate and Diploma Programmes

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REVISION HISTORY

Ver	Date	Author	Description
1.1	16/10/2023	Scott Smith	Review update

APPROVAL

Ver	Committee	Date Approved	Comments
1.0	HEAB	06/07/2016	
1.1	ASDC	November 2023	

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1. SCOPE AND PURPOSE

1.1 OVERARCHING PROCEDURES

These regulations, apply from January 2024, can be seen as a subset of the Blackpool and The Fylde College's Higher Education Academic Regulations and as such the following sections also apply to the delivery of SQA programmes at the College.

- Academic Appeals
- Academic Malpractice and Misconduct
- Recognition of Prior Learning (RPL)
- Assessment and Feedback (IV, moderation and standardisation)
- Boards of Examiners
- Personal Mitigating Circumstances & Interruption of Study.

Anyone accessing this document should always do so in conjunction with SQA's guidance documents available on their website.

1.2 SQA DELIVERY

The regulations in this document govern Advanced Certificate and Diploma programmes and are intended for Blackpool and The Fylde College staff and students.

Every SQA programme delivered at Blackpool and The Fylde College, is governed by the set of standard assessment regulations set out in this document.

All students sign at enrolment to accept the Academic Regulations prevailing at the time and any subsequent approved modifications during their registration period. The regulations are made available to students on the College's website.

1.3 KEY RESPONSIBILITIES

HE Academic Board (HEAB): to approve the Blackpool and The Fylde College Regulations: SQA Advanced Certificate and Diploma programmes.

Academic Standards and Development Committee (ASDC): to review the SQA Regulations periodically and approve amendments.

Programme and Module Board of Examiners: to implement the assessment regulations.

2. REGULATIONS

2.1 PERIOD OF REGISTRATION

The maximum period which a student may normally take to complete the programme, is set out in the individual programme specification.

The period taken to complete the programme may only be changed when an application is approved through B1 Personal Mitigating Circumstances and Interruption of Study Procedure of the College's Academic Regulations.

2.2 NON AND LATE SUBMISSION

Failure to attend an examination or practical, or to fail to submit a piece of coursework by the published summative deadline will result in a grade of 'None Submission' (N/S) being recorded. This will be treated as the first attempt at the assessment, any further attempt will be classed as a reassessment attempt.

2.3 ASSESSMENT

Where a student has been successful in an assessment, no further opportunity to improve a grade, after the published summative submission date, is permitted.

If a student achieves a mark within 5% of the assessment pass mark, they are eligible for an oral assessment; this assessment provides a mechanism to gauge whether they possess the required knowledge to pass the assessment when they were unable to demonstrate it during their written assessment. This will normally be undertaken with four weeks of the original assessment submission date.

It is the tutor's responsibility, prior to a board of examiners, to amend the SQA assessment front sheet to reflect the fact that the student undertaken an oral assessment. The tutor must detail the oral assessment that took place within the feedback section on the SQA header sheet. EBS must also reflect that an oral assessment has taken place by the addition of an Adjusted Mark being entered with the appropriate comment also being entered.

Where a student has failed a unit, a grade of 'Refer' will be applied.

Students should be provided with a minimum of four weeks between an original failed assessment attempt and their reassessment attempt. It is the programme leader's responsibility to ensure appropriate support for students, including opportunities for appropriate consolidation and remediation of learning after the summative assessment.

Students who have failed a unit will be provided with a maximum of one reassessment opportunity for each failed unit or part thereof.

The opportunity to be reassessed is normally provided by either a module or programme board of examiners. However, where the period of time between a failed first submission and the next board meeting would negatively impact on a student's ability to produce their best work, the Curriculum Manager responsible for the student in question may approve a reassessment attempt prior to the board; such reassessments must be requested by the programme leader and the approval must be recorded formally.

Where the unit contains more than one assessment, only the failed assessment can be reassessed i.e., passed assessments cannot be improved upon. The SQA Guide to Assessment Document states that a further reassessment opportunity may be provided to students in 'exceptional circumstances' Board of Examiner meetings may therefore decide to permit this 2nd reassessment attempt where they believe that there is an expectation the student may be successful during this attempt; students undertaking 2nd reassessment attempts will do so by one of the following:

- registering as a Blended Learning student (default option)
- a formal period of study – student would generally undertake the option where reassessment relates to navigation and stability (MCA examination prep)
- re-enrolling to the appropriate units as a full-time student. This option is open to students where the number of reassessments is greater than four.

All reassessments must be reported to the relevant module and programme board of examiners.

The unit tutor and programme leader will at the start of each stage of study provide all students with an assessment schedule for that stage, the schedule will also include the points at which reassessments will take place.

Reassessment briefs will always differ from the original brief, this includes the reassessment of Graded Units.

2.4 GENERATIVE ARTIFICIAL INTELLIGENCE

For the academic year 2023/24 the SQA does not permit, in any way, the use of Generative Artificial Intelligence. Students must be aware of this limitation prior to the distribution of their first assessment. Further details can be found here.