Administrative Quality Assurance Procedure

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TABLE OF CONTENTS

1. REVISION HISTORY AND APPROVAL 3
2. PREAMBLE 4
3. VERIFYING MINIMUM WORDCOUNT 4
4. ALERTING PROGRAMME LEADER TO UNUSUAL GRADING PATTERNS 4
5. CALCULATING GRADE FOR MULTIPLE SUBMISSION ELEMENTS (SINGLE ASSESSMENT) 4
6. LINKED POLICIES AND PROCEDURES 4

1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/7/21
1.1	Review	AC	30/6/2025

2. PREAMBLE

2.1. On completion of the first marker grading and internal moderation process (See Assessment of Learners Procedure – Internal Moderation), all assessments are subjected to internal quality assurance tests by the Programmes Office

3. VERIFYING MINIMUM WORDCOUNT

3.1. The Examination Officer reviews a sample of e-Submissions from each cohort to:
- 3.1.1. Validate the minimum wordcount for feedback has been met
- 3.1.2. Qualify the formative and constructive nature of the feedback provided.

3.2. Where feedback fails to reach the required standard for any learner in the sample:
- 3.2.1. Assistance from the relevant Year Head or Programme Leader will be sought
- 3.2.2. The entire location cohort are reviewed by the Examinations Officer
- 3.2.3. The first marker is asked to amend feedback in line with the college's required expectations and standards.
- 3.2.4. Amended feedback is quality assured by the Examinations Officer.

3.3. Upon confirmation of quality assurance feedback, the Examinations Officer releases the feedback and provisional grade to learners.

4. ALERTING PROGRAMME LEADER TO UNUSUAL GRADING PATTERNS

4.1. Unusual grading patterns are defined as where more than 20% of learners in one location cohort achieve a 1st class honours/distinction grade after moderation and/or over 20% of learners in a group fail the assessment.

4.2. Upon completion of the moderation process (See Assessment of Learners Procedure – Internal Moderation), the Examinations Officer reviews grading trends to identify unusual grading patterns.

4.3. Where an unusual grading trend is identified, the Programme Leader is informed

4.4. The Programme Leader reviews assessments to quality check the standard of grading

4.5. The Programme Leader verifies the appropriateness of provisional grades

4.6. Where the Programme Leader identifies that the provisional grades do not accurately reflect the standard of work:
- 4.6.1. Programme Leader arranges a meeting with the first marker and moderator to address concerns and solicit their rational for the provisional grade profile
- 4.6.2. This process may result in the group of learners being third marked by an independent assessor appointed by the Programme Leader.

4.7. Once verified, the Programmes Office releases provisional grades and feedback to learners.

5. CALCULATING GRADE FOR MULTIPLE SUBMISSION ELEMENTS (SINGLE ASSESSMENT)

5.1. In the case of assessments with multiple submission components the Examination Officer is responsible for calculating the overall provisional grade for the assessment.

5.2. The Examination Officer creates excel spreadsheets to determine the overall provisional grade for the learners.

5.3. Spreadsheets are double checked by the Programmes Office Manager.

5.4. Once this is completed all relevant submission component grades are input to calculate overall learner assessment provisional grade.

5.5. The learners overall grade is submitted for ratification at the Boards (Subject/Awards).

6. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure