



## HE ASSESSMENT & PROGRESSION POLICY

<b>Date Last Reviewed</b>	<b>December 2025</b>
<b>Date Effective From</b>	<b>6<sup>th</sup> January 2026</b>
<b>Date of Next Planned Review</b>	<b>December 2026</b>
<b>Signed</b>	<b>Natalie King, Managing Director</b>

### **DURATION OF THE AWARD**

The table below details the normal duration of a programme for students studying on full time or part-time HNC awards.

Mode of Attendance	Normal Duration of Programme	Normal Credits Per Year
Part-Time HNC	2 years	60 credits
Full-time HNC	1 year	120 credits

### **PASSING A UNIT AND THE AWARD OF CREDIT**

Unit assessment is made up of one or more assessment tasks. Each assessment component and/or unit will be graded as Fail, Extension, Resubmission, Pass, Merit or Distinction. Grades of achievement for Pearson units for performance are agreed by the Assessment Board. The grades for Pearson unit awards as follows:

<b>GRADE</b>	
<b>PASS</b>	Awarded when all Pass criteria have been achieved
<b>MERIT</b>	Awarded when all Pass and Merit criteria have been achieved
<b>DISTINCTION</b>	Awarded when all Pass, Merit & Distinction criteria have been achieved

<b>OTHER OUTCOMES</b>	
<b>RESUBMISSION</b>	After formative & summative assessment student has failed to achieve a pass grade
<b>FAIL</b>	After initial referral and reassessment, the student has failed to achieve a pass grade, the student will be deemed to have failed the unit
<b>EXTENSION</b>	After the student has submitted a case for mitigating circumstances and it has been accepted the student is permitted a further opportunity for assessment.

To achieve a Pearson BTEC Higher National Certificate qualification a student must have:

- completed units equivalent to 120 credits at level 4
- achieved at least a pass in 105 credits at level 4

#### **COMPENSATION PROVISIONS HNC**

A student can still be awarded a HNC if they have not achieved a minimum of a Pass in one of the 15 credit units, but they have otherwise fulfilled all other conditions. The calculation of the overall qualification grade is based on the student's performance in all units to the value of 120 credits.

Students are awarded a Pass, Merit or Distinction qualification grade using the points gained through all 120 credits, at Level 4 for the HNC, based on unit achievement.

- All units in valid combination must be attempted (120 credits)
- At least 105 credits must be Pass or above
- All 120 credits count in calculating the grade

**Points per credit:**

<b>PASS</b>	4
<b>MERIT</b>	6
<b>DISTINCTION</b>	8

**Point boundaries Grade Point Boundaries:**

<b>PASS</b>	420 – 599
<b>MERIT</b>	600 – 839
<b>DISTINCTION</b>	840 +

**STUDENT ASSESSMENT/REASSESSMENT**

Registration onto a unit entitles the student to:

- one taught delivery of the unit
- access to learning and teaching resources
- an initial opportunity to attempt the assessment tasks
- one resubmission opportunity (if required – capped at a Pass)
- One re-take opportunity (if required – capped at a Pass)

**FORMATIVE & SUMMATIVE ASSESSMENT**

One opportunity to provide formative assessment feedback will be included for each unit when students will have had the opportunity to provide evidence towards all the assessment criteria targeted.

Following formative assessment and feedback, students are able to:

- Revisit work to add to the original evidence produced to consolidate a pass grade or to enhance their work to achieve a higher grade
- Submit evidence for summative assessment and final unit grade

Summative assessment is a final assessment decision on an assignment task in relation to the assessment criteria of each unit. It is the definitive assessment grade that is recorded on the student's profile. Should the student not achieve at least a pass grade after both formative and summative

assessment, the submitted work will be recorded as a “Resubmission”. Students will have an opportunity to resubmit their work to a Pass level only.

## **RESUBMISSION**

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment.

- Only one opportunity for reassessment of the unit will be permitted
- Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task
- A student who undertakes a reassessment will have their grade capped at a Pass for that unit
- A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded

## **PROCEDURE FOR RESUBMISSIONS**

If the Programme Leader does authorise a resubmission, the following conditions apply:

- The student must be given a clear and realistic deadline for resubmission. Students should resubmit work within 15 working days of being notified that a resubmission has been authorised
- The resubmission must be undertaken by the student with no further guidance
- The original evidence submitted for the assessment can remain valid and be extended or may need to be replaced partially or in full
- The assessors should make arrangements for resubmitting the assessment in such a way that does not adversely affect other assessments and does not give the student an unfair advantage over others

## **PASSING A UNIT FOLLOWING RESUBMISSION**

The minimum criteria to pass a unit are that the student:

- Achieves an overall pass grade and

- Makes a valid attempt at all unit assessment tasks

Merit and Distinction criteria are not included in the resubmission therefore the maximum grade available is a “Pass”.

Students are normally only allowed one resubmission opportunity for each unit. Should a student not submit work that consolidates a pass grade, the unit will be recorded as a “Fail”. The students will have one opportunity to retake this unit.

### **RETAKE IN A UNIT**

If the student does not achieve the minimum pass criteria for the unit overall, they are entitled to a retake at the end of the unit, that is capped at a Pass.

Retake assessment will be on a ‘task for task’ basis and will usually be of the same form as the initial task. However, an alternative form of assessment task may be set if it is not appropriate for the student to be assessed by exactly the same method as at the first attempt, for example if this was group work or took place on a field trip.

### **FAILURE OF A UNIT**

The following are circumstances in which a unit can be failed:

- following a first attempt and resubmission, the student has not made any valid attempt in one or more assessment tasks i.e. non-submission
- following a resubmission, the student does not achieve the minimum overall pass criteria in a unit, which may include the requirement to pass an individual assessment task

If a student fails a unit, they can retake the same unit on one occasion only if this applies to core and elective units.

### **PROGRESSION:**

Where a student passes all units for a given academic year, the student will normally progress to the next stage or level.

Where a student has not passed all the units but has had extenuating circumstance accepted at either the first assessment or a reassessment point (deferral), then they will be allowed to progress with a further opportunity at reassessment, at the discretion of the Assessment Board.

Where a student has failed units, the student will not be allowed to progress until these units have been passed.

### **APPEALING AGAINST AN ASSESSMENT DECISION**

Students intending to make an appeal must do so within 15 working days of receiving their summative mark. All students have the right to appeal an assessment grade, please refer to the Assessment Appeal Procedure (Higher Education Qualifications).

However, an appeal can only be made with respect to the procedures which led up to the decision being made. The student cannot appeal the outcome of the academic decision or offence, only where AccXel fails to follow due process and this can be evidenced. There are no grounds for appeal on the basis of the following:

- New evidence/work (unless related to the procedure) not already disclosed
- Disputing the academic judgement of the academic staff considering the case
- Disputing the competence of the staff involved

Signed:

*Natalie King*

Date: 06/01/2026