

## **An Cùrsa Intrigidh Assessment Regulations**

1. The Online Courses team will issue an assessment by e-mail to students by 3pm on the last day of each Earrann. It is the responsibility of the student to check that they have received their assessment paper by that time. If they have not received it, they should inform the Online Courses team immediately.
2. Each assessment consists of a written paper and an oral exercise.
3. 70% of the overall mark is allocated to the written paper and 30% to the oral exercise.
4. Students should ensure that the assessments they complete are entirely their own work. Students will be required to sit another assessment if they are found to have received assistance in the completion of assessments.
5. Students are required to send assessments to their designated tutors by e-mail, within 10 days of issue of the assessment by the Online Courses team. The deadline for returning each assessment will be sent to students along with the assessment paper.
6. The pass mark for each of the end of Earrann assessments is 75% and students have two opportunities to re-sit each assessment.
7. If students fail an end of Earrann assessment they can continue with the next Earrann but must successfully pass the re-sit before sitting the next end of Earrann assessment.
8. Assessments which are submitted late without prior permission will be penalised. For each day past the due date, including Saturdays and Sundays, 2% of the available marks will be deducted, up to a maximum of seven days (14%). After seven days a mark of Fail=0 will be recorded. A re-sit will not normally be permitted unless the student undertakes the Earrann again.
9. It is therefore essential that students speak to their designated tutor or a member of the Online Courses team if anything arises which is likely to affect their ability to submit an assessment in time. Extensions may only be applied in mitigating circumstances- see the Appendix **An Cùrsa Intrigidh Assessments: Mitigating Circumstances** for more detailed information.
10. Students will be informed of the outcome of their assessments by the Online Courses team within four weeks of the final date for submission of assessments. In cases where there is no break between the end of one Earrann and the start of the following Earrann, students will receive their results approximately five weeks into the new Earrann.
11. Marked assessments will be returned to you by your tutor.
12. In addition to passing each end of Earrann assessment, students are required to attend a minimum of 60% of the phone tutorials for each Earrann in order to get an end of course certificate.
13. Students can choose not to undertake the end of Earrann assessments but, as a result would not receive a certificate for the course. Students who choose this option should inform the Online Courses team so that assessment papers are not sent to them.

## **An Cùrsa Inntigridh Assessments: Mitigating Circumstances**

### **Introduction**

Sabhal Mòr Ostaig has a duty to each student to ensure that assessments are conducted fairly, and that each student has the opportunity to demonstrate their true level of academic performance.

It is the responsibility of any students with a long term condition or problems which may affect their study and assessment to seek advice as early as possible and use the support services available to ensure that they can undertake the course and its associated assessments in a way which meets their special needs but still allows them to demonstrate their true academic ability.

### **Mitigating Circumstances**

1. Students may suffer illness or other problems outside their control which may prevent them from demonstrating their real level of performance. The system of mitigating circumstances allows students who feel that their work has been affected by such problems to put forward a claim for consideration by way of a letter of mitigation (See the section below).

2. It is important that any circumstances which may have affected your performance are reported whether you think you have passed or failed.

3. Mitigating circumstances should be unexpected, disruptive to assessments and out with the your control. Mitigating circumstances will normally fall into the categories listed below:

- illness or serious accident at the time of an assessment or in the period leading up to formal assessment
- death of a family member or close friend
- severe unforeseen personal or psychological problems
- unanticipated difficulties in child or adult care arrangements [where the student is the named carer for an adult].
- unforeseen and **essential** work commitments.

4. The following examples are **NOT** considered valid:

- any ongoing situation known to the student
- inadequate time management
- moving house or holidays
- misreading the assessment or exam timetable
- computer/IT problems of the student's own equipment
- normal work commitments on behalf of an employer.

### **Content of Letter of Mitigation**

1. All relevant information should be included in the letter of mitigation. It should include:

- a detailed statement of the circumstances
- an outline of how you have been affected generally
- full information of how academic performance might have been affected [named modules, details of assessments]
- the length of time the situation has been ongoing.

2. Wherever possible, claims should be supported by independent evidence. Examples of this include:

- medical certificates for the relevant time period
- letters from medical specialists
- letters from professional counsellors
- legal documents.

3. Claims as regards mitigating circumstances will be recorded and all discussions relating to them will remain confidential. Evidence obtained and discussed will be securely stored.

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4. Claims normally need to be submitted in writing to the Senior Administrator and accompanied with relevant supporting evidence, within seven days of the submission date for an assessment. If it cannot be submitted in advance it should be submitted as soon as possible and include reasons for the delay.

5. The decision of Sabhal Mòr Ostaig with respect to mitigating circumstances is final.