

A Guide to the Access to HE Submission, Resubmission and Referral Process

All the information you'll need regarding the process for dealing with the full referral process can be found online in the QAA Grading Scheme handbooks (C & E)

QAA Grading Scheme Handbook Section C	QAA Grading Scheme Handbook Section E
http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-C.aspx	http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-E.aspx

Here's what you need to know:

1. Submission (handing in work)

Learners should hand work in by the deadline. This is the **first submission** date.

If a learner has a legitimate reason for a late hand-in, an extension must be applied for and granted by the tutor. A new submission date must be set, and the learner should hand work in by this date.

If a learner hands work in late without a good reason, it can be marked but will not attract any grades. It will be assessed for the ACs only.

2. Resubmission (a second attempt following the first submission)

- a) If a learner hands work in on time, but has not demonstrated all of the ACs, a second deadline is set to allow for those ACs to be covered. Assess, but don't grade work which has not addressed all of the ACs. Hand it back to the learner with guidance as to which ACs are not complete and what needs to be resubmitted. Completed **resubmissions** can be awarded a grade if handed in by the set resubmission deadline on the assignment brief.
- b) A learner who had a legitimate extension may also resubmit work. The same process applies as in 2a, although the resubmission date may need to be extended as a result of the initial authorised late submission.
- c) If a learner has unauthorised late work and it does not address the ACs, this cannot be permitted to have a resubmission opportunity. It is subject to the referral process (see 3c).

3. Referral (moderator-approved additional attempt to complete assessment)

- a) If a learner originally handed work in on time, resubmitted and still has not met all the ACs, a referral can be requested. The work should be subject to IV and the Access team discusses whether the learner can complete the work at a further attempt. The moderator is contacted with evidence of the work done. If the moderator grants a referral, then the learner can try again to complete the work, but can only be assessed for the ACs and not any grades.
- b) A learner who had a legitimate extension for late work is given the same process as 3a.
- c) A learner who originally handed work in late without a legitimate reason and has not met all the ACs will go straight to the referral process. The moderator must be sent the work and all documentation to request a referral opportunity. If the moderator grants a referral, then the learner can try again to complete the work, but can only be assessed for the ACs and not any grades.

4. Limits on Resubmission and Referral

- a) Learners may be granted up to 15 credits in **referred** work. A referral is not automatically granted so tutors should not permit further work to be done until the moderator has agreed to this. The moderator's decision is final in referral cases. Centres must track all resubmissions and referrals.
- b) It is an expectation that there should be no more than 25% resubmissions for any single unit for any cohort at any centre. Where the assessment of a unit requires more than 25% of the learners registered on it to resubmit, the centre must IV ALL of the original submissions for that unit to identify the issue/cause and the Access co-ordinator must report this to the Access Centre Moderator (ACM) at their next moderation visit. It may be that this situation will require actions or an action plan to be put in place to ensure the issue is resolved for future cohorts.
- c) All resubmissions should be kept to an absolute minimum wherever possible. Resubmission **MUST NEVER** be used as a method for 'grade polishing' or as a way of granting extensions for learners with mitigating circumstances that stop may prevent them handing in work in a timely manner. Documented extensions granted via the centre's normal extension procedures during the course, or NR extensions granted at the time of the FAB, are the correct path in such cases.
- d) It is expected that individual learners will not normally require more than 25% (i.e.15 credits) resubmission opportunities. **HOWEVER**, for resubmissions this is a guideline limit only and it is important that learners who have exceptional circumstances are not disadvantaged by this guideline. Examples (this is not an exhaustive list) of learners who may, on occasion, require more than 25% resubmission opportunities could include:
 - Learners who are working to improve their written English skills during the course, especially those for whom English is not their first language.
 - Learners with learning disabilities, including, for example, dyslexia.
 - Learners, in some cases, who appear to have been struggling with the level of work required for Access to HE but are showing considerable signs of improvement. It would not be expected in such cases that resubmission opportunities would continue to be required throughout the course. The latter scenario would indicate inappropriate, insufficient or poor-quality initial assessment and IAG (Initial Advice and Guidance) for learners planning to enrol on Access to HE courses.

Contact details

If you wish to discuss any aspect of this policy and/or have a related query please contact the support team by:

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