

MCAST Policies and Procedures for Courses at Levels 1,2,3,4 and 5

These policies apply for the following programmes:

- Level 1 MCAST Introductory Certificate courses
- Level 2 MCAST Foundation Certificate courses
- MCAST-BTEC Diploma courses Level 3
- MCAST-BTEC Extended Diploma courses Level 4
- MCAST-BTEC Higher National Diploma courses Level 5

In the case of other courses offered by MCAST, the institutes are expected to be fully aware of the conditions under which approval has been granted and to apply these as required by the awarding body.

Where additional rules and regulations have been devised to supplement these official regulations, Institutes are to ensure that these conform as much as possible to the policies and procedures underneath.

ASSIGNMENTS, ASSESSMENTS and APPEALS

These key regulations are meant for students as well as lecturers. Directors of Institutes shall include a copy of these regulations in every programme handbook and shall ensure circulation among students and staff.

MCAST institutes shall adhere to these regulations at all times. Any exceptional decisions will need to be approved by the MCAST Council of Institutes (Col). Neither the programme tutor/s nor any other member of MCAST staff has the authority to interpret the regulations without the written consent of the Council of Institutes.

Important key terms

Learning outcomes: Learning outcomes are the specific intentions of a programme or study unit. They describe what a student should know, understand, or be able to do at the end of that programme or study unit.

Assignments: tasks or exercises performed by the student as part of a course of study. The student's work shall be expected to fulfil the learning outcomes of a study unit.

Assessment criteria: These are descriptions of what the learner is expected to do in order to demonstrate that a learning outcome has been achieved. They are set at a threshold level of achievement (in other words, a bare Pass), and any performance above that level can be differentiated by applying grading criteria, i.e. Merit and Distinction grading criteria.

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Grading criteria: These indicate what a student must demonstrate to achieve a specific grade, that is, a Pass, a Merit or a Distinction. Students will have a set of statements to help them differentiate the level of performance. Merit and Distinction grading criteria encourage students to aim higher. They also help for better transparency of the marking process.

Referral: An opportunity for students to make good an element or parts of a unit that they have failed to achieve. This may be a piece or pieces of coursework, and includes time-constrained examinations.

1. Assignments and Assessments

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| 1.1 | All MCAST assignments shall be exclusively based on the prescribed programme learning outcomes and shall follow the Council of Institutes (Col) approved regulations and procedures in all detail. No alterations, deductions or additions to the originally declared unit outcomes shall be allowed. |
| 1.2 | All assignments shall be verified by the internal verifier/s. The latter shall ensure that all established programme requirements and documentation are in place and perfectly in line with Col approved practice. Verifiers shall also ensure that candidates are given an opportunity to demonstrate their knowledge and competency and that assessors shall be able to make sound professional judgments. |
| 1.3 | A variety of assessment instruments shall be used to gather and interpret evidence of learner competence to pre-established grading criteria which are made known in writing to the student at the launch of the assignment. |
| 1.4 | Assessment for the Level 1 and Level 2 courses is graded as Pass or Fail. Assessment for the Level 3, Level 4 and Level 5 courses is graded as Pass, Merit, Distinction or Fail. |
| 1.5 | For a full explanation of Level 1 and Level 2 programme requirements and progression entitlement, students shall refer to the specific regulations of the Level 1 and Level 2 programmes for both Key Skills and Vocational components. (Level 1 policy AC-R-002-10-Ver 1.0); (Level 2 policy AC-R-001-09-Ver 2.0). |
| 1.6 | For the Level 3, Level 4 and Level 5 courses, students are expected to obtain a pass mark, at the threshold level of achievement (i.e. the Pass level), by satisfying all the Pass criteria for each unit. Students shall obtain a Merit if they satisfy all the Pass and all the Merit criteria. They shall obtain a Distinction if they satisfy all the Pass, all the Merit and all the Distinction criteria. Students are advised that they stand to benefit if they attempt to satisfy the Merit and the Distinction grading criteria. |
| 1.7 | Students on all courses, who, following the publication of results and the lecturers' feedback regarding their first attempt, are found not to satisfy any of the Pass and/or |

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| | any of the Merit and/or Distinction grading criteria, shall be allowed to present additional and/or remedial work on the date set by MCAST for the second and final attempt. This shall only be permitted if certain conditions have been satisfied by the student. (Para 1.8, and Para 2.1 to 2.9 refer). |
| 1.8 | Students who, on the deadline for the first attempt, do not submit work for the Merit and/or Distinction criteria or who do not make a serious attempt to satisfy the Merit and/or Distinction criteria, shall not be allowed to present work to satisfy any of these criteria on the established deadline for the second attempt. |
| 1.9 | Second attempt work which is presented late, shall not be accepted. |

2. Late Work/Serious Attempts

Students would do well not to take the deadlines issue lightly and to realise that they would be risking a lot when they do not present work when first due.

Continuous assessment of work typically warrants continuous effort and application on the part of the learner. If such work is left to accumulate and/or overlap with the delivery of new units and further assignments, students will find that they are unable to complete the work expected of them by the prescribed deadlines. This shall have a negative impact on their performance.

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| 2.1 | The assignment front sheet for students shall include the following information: (i) the date of issue of the assignment, (ii) the submission date for first attempt work, (iii) the projected submission date for any work which may need to be produced as a second and final attempt. |
| 2.2 | Students are advised to fully understand the implications when deadlines for the presentation of work are not respected. In dealing with this issue, MCAST shall follow the Council of Institutes (CoI) approved common policy for all its courses. |
| 2.3 | Late work shall not be accepted and shall not be assessed. In such cases, students would have forfeited their first assessment and the relative lecturer's feedback opportunity. They may still present work on the date prescribed for what shall be considered as the second and final chance to submit work. In all such cases however, and irrespective of the level of the course, students may only achieve a Pass or a Fail grade, after which the study unit is signed off and no further resits shall be allowed. |
| 2.4 | It shall be noted that the deadline for the second and final attempt is a previously projected date. This shall normally be planned at ten college days after the distribution of the lecturers' assignment feedback forms to the students. In order to avoid complications, these forms shall be distributed to the whole group of students on the |

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| | same day. No further extensions shall be allowed after the deadline set for the submission of the second and final attempt. |
| 2.5 | Some institutes may be constrained to issue different regulations with regard to the timing of second attempts. In such cases, and provided they have been approved by the Col, regulations shall be made known to students and lecturers through the institute specific handbook. This shall be distributed to all students at the beginning of the academic year. |
| 2.6 | In the case of Level 1 and Level 2 courses, and provided that a serious first attempt has been made to satisfy the assessment Pass criteria, students shall be given the necessary feedback, as a result of which they may be able to pass the study unit. |
| 2.7 | In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the assessment Pass criteria, students shall be given the necessary feedback, so that they may reattempt any or all the Pass criteria only, as a result of which they may be able to achieve a Pass. Unless all the Pass criteria are met when submitting second attempt work, students shall fail the unit. |
| 2.8 | In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the Pass assessment criteria and all the Merit grading criteria (though not the Distinction criteria), students shall benefit from the lecturers' feedback and ONE referral opportunity, as a result of which they may be able to achieve a Merit as a maximum grade. Unless all the Pass criteria are met, students shall fail the unit. If all the Pass criteria are met but not all the Merit criteria are met, students shall achieve a Pass. |
| 2.9 | In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the Pass assessment criteria, all the Merit grading criteria and all the Distinction grading criteria, students shall benefit from the lecturers' feedback and ONE referral opportunity, as a result of which they may be able to better their grade. If all the Pass and all the Merit criteria are met, but not all the Distinction criteria are met, students shall achieve a Merit. |
| 2.10 | Plagiarism shall preclude students from assessment and may carry further penalties as envisaged in the College's policy regarding the subject (AC-PO-003-09-Ver 1.0 refers) |

3. Assignments and Students' Submission of work

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| 3.1 | If students happen to be absent when an assignment brief is issued, they shall be exclusively responsible to collect the assignment from the lecturer as early as possible on their return to the institute. Nobody else, except the student himself, shall be responsible if the assignment brief remains uncollected. |
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| 3.2 | Assignment deadlines shall only be changed in exceptional circumstances and then only by the authority of the Director. |
| 3.3 | Students' work shall only be presented on the prescribed submission date. If unable to be present on the submission date, students are expected to make arrangements for somebody else to present the work on their behalf. |
| 3.4 | All assignments shall be handed in before 4.00 p.m. on the due date. |
| 3.5 | Directors shall ensure that lecturers hold an appropriate record of all assignments received. Such records may be requested by the college QA team at any time. |
| 3.6 | Staff receiving assignments shall understand that the safekeeping of students' work in their possession is paramount. It is in the interest of lecturing staff to keep records which evidence good practice in this regard. |
| 3.7 | For all written assignments, students shall make and retain a photocopy before parting with their work for assessment. No claims shall be accepted or considered if the student's photocopy of the written work is not made available in the event of a request arising for any reason whatsoever or for necessary verifications. |
| 3.8 | In those instances where 3D experimental work, 3D outcomes or practical work are expected, students shall keep an appropriate photographic record of the work they submit for assessment. No claims shall be accepted or considered if the student's photographic records are not made available in the event of a request arising for any reason whatsoever or for necessary verifications. |
| 3.9 | Assignments shall normally be marked by the lecturer within three college weeks of the published submission date. |
| 3.10 | Grades are always subject to Internal Verification and according to Col agreed practice. |
| 3.11 | Individual feedback by the lecturer shall be given to students on the institute's official "Assignment Feedback Form". This may also be done electronically. |
| 3.12 | The lecturer's feedback shall state what has been achieved or not achieved and possible areas for development. |
| 3.13 | Assessed work shall normally be returned to the students following the signing off of the study unit. During the next individual or group/class tutorial, a personal or general verbal feedback shall be given. This is expected to take place within three weeks from the first submission of the students' work. It is in the lecturers' interest to keep a |

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| | record of the work they have returned to the students. |
| 3.14 | Assignments which fail to achieve a pass at the first attempt, shall normally be marked "Referred" (see "Referral" under key terms, page 1). |
| 3.15 | Students who receive a referral grade may need to arrange a referral tutorial in order to clearly establish what work still has to be completed. It shall be noted that the unit's Pass criteria constitute the minimum amount of knowledge or learning which students are expected to have gained in order to satisfy the prescribed unit criteria. If the work submitted following resubmission does not satisfy the stated Pass requirements, the student shall fail that assignment and therefore the whole study unit. |
| 3.16 | The date for any remedial or additional work which is to be completed as second/final attempt material shall normally appear on the assignment front sheet. Irrespective of any reason or circumstance, students shall note that only ONE referral opportunity per assignment, assignment task, test, exercise, or any other assessment instrument adopted, shall be offered. Students who qualify for a referral shall note that a referral shall invariably be a last, final opportunity to submit work. |
| 3.17 | If students are absent when assessed work is returned, it is their responsibility next time they are at the Institute to collect their work from the lecturer. Nobody else, except the students themselves, shall be responsible if the work remains uncollected. |
| 3.18 | Assessment instruments consisting of time-constrained exams have their own set of rules and regulations (AC-PO-004-08-Ver 1.0 refers). |

4. Extenuating Circumstances

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| 4.1 | Extenuating circumstances are exceptional short-term events which have a serious impact upon a student's assessment in two ways: a. Being unable to attend, complete or submit work in good time. b. Significantly affect performance in any assignment. |
| 4.2 | Extenuating circumstances shall not include: (i) proximity or number of examinations or assessments; (ii) pressure of work; (iii) misreading of examination or assessments timetables; (iv) poor time management; (v) scheduling of holidays or time abroad; (vi) issues, e.g., constraints, resulting from part-time jobs. |

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Being unable to attend, complete or submit work in good time

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| 4.3 | Students who cannot hand in an assignment for any unit by the deadline set, owing to college-recognized, previously known extenuating circumstances shall normally apply for consideration of an extension at least three days before the assignment deadline. |
| 4.4 | An official Assignment Request for Extension Form (Appendix B), available from the secretary's office, must be completed explaining the reasons as to why work cannot be completed by the submission date. |
| 4.5 | An extension shall only be granted if a student can provide credible evidence of an extenuating circumstance which is considered valid by the Director of Institute. An extenuating circumstance shall consist of the recording of one or more college-recognized, personal difficulties, which is/are supported by acceptable evidence. |
| 4.6 | The Director is entitled to decide on any extension requests made by students as a result of known extenuating circumstances. The Director's decision regarding extension requests shall be communicated to the student with immediate effect. The decision shall be entered by the director on the same "Request for an Extension Form" and shall bear the director's signature and date. The Director shall bring to the attention of the Board of Studies (BoS) all vetted application forms. Details of all cases shall feature in the minutes of the meeting of the BoS. |
| 4.7 | Extensions shall not normally be given on the day the assignment work is due to be submitted. Students are reminded that they must apply for an extension a minimum of three working days before the submission date. |
| 4.8 | If students are ill within three working days of the submission date, they can telephone or e-mail the Director of Institute, requesting an extension. In the case of illness, a doctor's medical certificate shall be required. In other cases, the institute shall inform the student which evidences are required. |
| 4.9 | A copy of the Assignment Request for Extension Form shall be kept in the lecturer's file and a second copy shall be held by the institute administration for records purposes. The original, which is held by the student, shall be attached to the assignment when the work is submitted. Lecturers shall proceed with the assessment of work in the normal way, provided the Application Form bears the Director's signature as evidence that the granting of an extension has been approved. |

Significantly affect performance in any assignment.

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| 4.10 | No student shall be put in a position of unfair advantage over other candidates; the aim should be to enable all students to be assessed on equal terms. |
| 4.11 | All work submitted by students for assessment shall be graded, in the first instance, on its merits without consideration of any extenuating circumstances known to the marker. Extenuating circumstances shall not be used by assessors to alter the grades of students. Only the Board of Studies is authorized to make such decisions. |
| 4.12 | Students must bring to the notice of the Director of Institute or his/her representative, any unexpectedly occurring extenuating circumstance, say, a significant incident occurring during a time-constrained examination and possibly affecting performance, as early as possible when this occurs. It is in the interest of students to submit reports on the same day if possible, together with evidence of any claims made. |
| 4.13 | Extenuating circumstances shall be considered by the Board which is set up to look into such circumstances. The Board shall be made up of the Director and 2 nominees chosen by the Deputy Principal (QA) in the following circumstances: (i) in considering whether a student may progress to the next stage of the programme; (ii) in determining the grade or classification for a qualification where the student is borderline or there are conflicting classifications in the profiles of grades. |
| 4.14 | Extenuating circumstances shall not normally be taken into account where the circumstances have already been addressed (for example, by special assessment arrangements). Special assessment arrangements shall normally be agreed at enrolment, in cases of known disability and, where applicable, agreed in writing with the student at least five working days <u>before</u> an examination period begins. |
| 4.15 | In a timely manner, students shall bring to the attention of the Director of Institute or the Deputy Director, any extenuating circumstances. If the extenuating circumstance is brought to the attention of the Director or the Deputy Director <u>after</u> an assessment has been concluded, the request shall only be considered if the student is able to prove that he/she was unable or, for valid reasons, unwilling, to disclose them before. |

5. Procedures

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| 5.1 | Only extenuating circumstances submitted directly by the student to the Director or, in the absence of the Director, to the Deputy Director, on the prescribed application form will be considered. (Appendix A) |
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| 5.2 | The extenuating circumstances claimed by the student shall be summarised by the Institute Director noting what documentary evidence has been supplied. The Director shall report the decision to the Board of Studies. The student making the request may wish to keep the student representative on the Board of Studies informed of his/her request. |
| 5.3 | The assessors will consider the full history of the (summarized) extenuating circumstances. Where this is used by the Board of Studies in determining a new grade or classification of the qualification awarded, the Director, or the Deputy director, shall enter a signed and dated explanatory note. |

6. Guidelines and criteria for action by the Board considering extenuating circumstances

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| 6.1 | In considering extenuating circumstances, the Board of Studies shall: (a) note whether acceptable evidence has been supplied; (b) consider whether the student has performed unexpectedly badly in a given module or modules; (c) consider whether there is a significant difference between the students' performance in the year in which they experienced difficulties and their previous or later performance; and whether it correlates with the evidence provided. |
| 6.2 | The Board of Studies may require a candidate to be orally examined (viva voce) in addition to taking those assessments prescribed in the programme specifications. Reasons for such action shall be communicated to the student/s. Viva voce examinations shall be conducted by more than one examiner and record of the examination questions and examination outcomes kept. |

7. Rights and responsibilities of internal verifiers and external assessors

7.1 Rights

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| 7.1.1 | To make recommendations for amendments to draft assessment instruments, including examination papers, in consultation with the appropriate lecturers. |
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| 7.1.2 | To check any assessment material relating to the modules concerned; particularly, but not exclusively, to see any scripts, coursework, project reports, design, artefact or similar material relating to the assessment with which they are specifically associated, and, where appropriate, industrial training/placement, school experience or similar reports. To meet the students being assessed only where appropriate. |
| 7.1.3 | Where assessment by coursework or continuous assessment forms part of the approved assessment and/or examination arrangements, to choose their own representative sample of scripts or other material for assessment at final or key intermediate stages. |
| 7.1.4 | To negotiate and approve a student's choice of project, individual study or dissertation included in the final stage of study. |
| 7.1.5 | To be fully involved in decisions: (i) reached by the institute assessment team following a request for review by a student, where it has been agreed to settle the request informally. (ii) made by the lecturers following the upholding of requests for review via an appeals process. (iii) reached by the lecturers involved in assessment following the recommendation by the Board of Studies for review of an assessment resulting from the application of clauses relating to extenuating circumstances. |

7.2 Responsibilities

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| 7.2.1 | To give feedback in writing to the lecturers on the content and form of assignments and assessments. |
| 7.2.2 | To sample an appropriately representative sample of students' work from Pass, Merit, Distinction, Referral and Fail grades. |
| 7.2.3 | To advise on the appropriateness and effectiveness of the assessment processes, the appropriateness and effectiveness of the relevant assessment procedures, the desirability of any recalibration or (exceptionally) remarking of assessed work, and the appropriateness of the standards against which the assessment process has taken place. |
| 7.2.4 | To adjudicate in cases referred to them because of uncertainty or disagreement between assessors. |

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| 7.2.5 | To inform in writing the Director of Institute of any matter, which in their view militates against the maintenance of appropriate academic standards and quality. |
| 7.2.6 | To call a meeting for Lecturers and/or the assessment team/s, for which the Director shall be present. Minutes shall be kept and disseminated among members. |
| 7.2.7 | To attend any meeting called by the assessment team/s and for which the Director shall be present. Minutes shall be kept and disseminated among members. |

8. The QA Assessment responsibilities

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| 8.1 | It is the responsibility of MCAST (through the Deputy Principal responsible for QA, the QA team, Directors of Institutes, Coordinators, Lecturers and other staff): |
| 8.1.1 | To ensure that students and lecturers are aware of the implications of assessment regulations and that these regulations are fairly applied; |
| 8.1.2 | To ensure that adequate notice of the details of assessment arrangements is given to each student; |
| 8.1.3 | To advise students who find themselves in difficulties about their rights or obligations under the assessment regulations, and to inform students, when necessary, about the range of options open to the institute assessment team in a particular case where the regulations allow discretion to the team; |
| 8.1.4 | To investigate any cases of alleged injustice in the assessment of students, and to ensure that such cases are dealt with fairly; |
| 8.1.5 | To ensure that students notifying adverse academic personal or medical circumstances are not unfairly disadvantaged and that the Director of Institute is fully informed of any known circumstances which might affect assessment decisions; |
| 8.1.6 | To ensure that any special arrangements for the assessment of students with disabilities are provided as agreed; |
| 8.1.7 | To ensure that a report is made to the Director of Institute of any incident of academic misconduct; |
| 8.1.8 | To ensure that deadlines for the submission of projects, essays and other written work are fairly applied; |
| 8.1.9 | To keep records of students' work submitted and to make these available to the institute Board of Studies and/or the MCAST QA team, as and when required; |

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| 8.1.10 | To ensure that papers set for students being reassessed are appropriate for the programme of study as taught to them and that they have access to appropriate facilities to prepare themselves for the assignment/s set for them; |
| 8.1.11 | To ensure that students are given adequate advice and guidance on the full range of choices available to them under the assessment regulations; |
| 8.1.12 | To ensure for any given assessment, in any given study unit that grades for each student are generated in a consistent and transparent way. |
| 8.1.13 | To ensure that evidences of all notifications listed above are available for inspection by the Board of Studies and/or the MCAST QA team. |

9. Student's request for a revision of paper

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| 9.1 | Within five college days of being notified of the result of an assessment, a student who wishes to contest the decision must seek an appointment with the lecturer in charge, in an endeavor to resolve the matter satisfactorily and amicably. The student shall be entitled to see and discuss the marked exam script or assessed work with the lecturer concerned. |
| 9.2 | If, following the meeting with the examiner/assessor, the student is still not happy with the outcome, he/she may wish to lodge a formal appeal against the assessment decision. For such purposes, the student shall fill in the Examinations/Assessment Appeals Form (Appendix A) and submit it to the Director of Institute within 10 college days. |

10. Formal Appeals

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| 10.1 | Appeals shall be lodged in the first instance with the Institute Appeals Board (IAB). This shall be made up of the Director, one deputy Director and a third board member nominated by the Deputy Principal (QA). |
| 10.2 | Appeals may be based upon one or more of the following: a. Grounds to suspect that there was an error in the assessment or grading of the work submitted by the student. b. The assessment/examination procedures have not been conducted fairly or in accordance with MCAST approved regulations. In other words, proof exists there has been some administrative error, misdirection or irregularity. |

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| | <p>c. The assessor/assessment board has been unaware of, or have given insufficient weight to extenuating circumstances supported by appropriate evidence, as verified and accepted by the College itself, which circumstances have adversely affected the students/candidate's performance.</p> <p>d. Discrimination is alleged.</p> |
| 10.3 | Appeals on the appropriate form (Appendix A) must be signed by the student making the appeal and will be accepted directly from the student. Appeals made on behalf of a student by a third party will not normally be accepted. |
| 10.4 | The appeals form must be submitted within ten college days from the day when the contested result became known or was first published. |
| 10.5 | Revisions of paper and/or reassessment of student work shall normally be processed within ten college days. |
| 10.6 | Within five college days, following the revision of the examination paper and/or the re-assessment of student's work by an independent examiner/assessor or team of assessors, the Director shall inform the student of the final outcome of the appeal. |
| 10.7 | Appeals submitted outside the specified deadlines, will normally be ruled invalid. |
| 10.8 | Students lodging the appeal may wish to produce any witnesses they choose. |
| 10.9 | Lecturers shall ensure that any relevant documentation the IAB may require in connection with the case, shall be in place at all times during the processing of the case. |
| 10.10 | <p>The IAB has the power to request attendance and further information from lecturers and/or assessors and other institute staff. The Board may make the following recommendations to the Registrar:</p> <p>a. To uphold the decision of the Assessor/Assessment Board.</p> <p>b. Direct the Assessor/Assessment Board to review the assessment decision, taking into account certain facts.</p> <p>c. To amend or suspend the decision of the Assessment Board or Assessor.</p> |
| 10.11 | The decision of the IAB shall also be communicated in writing by the Registrar via a |

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| | short formal report, to the student/candidate and the relative lecturer / lecturers within five College days. A copy of the report shall be sent to the institute director. |
| 10.12 | If the student still feels aggrieved by the decision, they may still wish their case to be heard by the MCAST Corporate Appeals Board (CAB). This shall be made up of the Deputy Principal (QA), the Registrar and a director of institute who is different from the one where the student attends and who is appointed by the Principal. |
| 10.13 | Students who opt to appeal to the MCAST Corporate Appeals Board shall write a letter to the Deputy Principal QA within ten (10) college days from the date of the communication to the student by the Registrar. |
| 10.14 | Directors shall ensure that all documentation relevant to the case is forwarded to the CAB before the appeal is heard. |
| 10.15 | The decision of the CAB shall be final. |

11. Assessment and Progression

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| 11.1 | The MCAST Institute Officer is responsible for passing the assessment results directly to the MCAST Registrar for the issuing of certificates and diplomas. |
| 11.2 | Lecturers involved in assessment and the Director of Institute should both keep a copy in case of subsequent queries. |
| 11.3 | All results should be completed clearly and accurately on the prescribed forms and in accordance with the Registrar's instructions. |

12. Authority of Assessment Boards

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| 12.1 | Assessment Boards derive their authority from the MCAST Council of Institutes, and are responsible for the assessment of students. The COI is chaired by the Principal who has nominated the Deputy Principal as the officer in charge of Quality Assurance. |
| 12.2 | For each candidate the grades for each examination paper or other form of assessment shall be considered and recommended by the Institute Subject Assessment team. This shall be constituted of the lecturer/s involved in the teaching of the subject and the corresponding internal verifier. |
| 12.3 | Should there be disagreement about a particular grade, the director shall be consulted and his/her decision shall be final. |

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| 12.4 | The conferment of a qualification shall be awarded on the strength of a recommendation by the Board of Studies and approval by the COI. |
| 12.5 | All members of the Institute Assessment teams shall make known to the director QA, any personal relationships, or other potential conflicts of interest they may have with any candidates whom they are assessing. MCAST shall formally consider whether members with some personal interest should absent themselves from all or part of the proceedings and the person concerned shall abide by any decision on this matter. |

13. Record of proceedings

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| 13.1 | A record shall be kept of the proceedings of the meetings of the Assessment team. While the confidentiality of individual students shall be respected, this regulation shall not be so interpreted as to impede the work of an appeals board. |
| 13.2 | The records of the Assessment team shall include the minutes of the meeting/s and as separate items: (a) standardization records (if applicable); (b) the agreed grades for each candidate; (c) any recommendations necessary in respect of any candidate or all candidates; (d) the result of any vote; (e) a note that any claim for extenuating circumstances made by a candidate has been considered, whether or not the recommendation was effected. |

14. General discretion

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| 14.1 | Lecturers involved in assessments may exceptionally recommend to the BoS, through the director of institute or any other representative lecturer on the BoS, that they wish to exercise discretion in a student's favour, where it appears that strict interpretation of a particular assessment regulation would cause injustice, serious or otherwise, to the student. |
| 14.2 | Whenever the BoS wishes to use this discretionary power to modify the interpretation of an assessment regulation, an appropriate request in writing shall be made to the Registrar, stating reasons for such a recommendation. |
| 14.3 | If the Registrar is in disagreement, he shall refer the matter to the Col. |

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15. Interpretation of assessment regulations

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| 15.1 | In case of disagreement, formal interpretation of assessment regulations and any issues arising there from shall only be made by the Deputy Principal in consultation with the Registrar. Such formal interpretation shall be submitted in writing to the Director of Institute who shall also inform the lecturer or lecturers involved in assessment accordingly. All institute staff shall abide by the decision. |
| 15.2 | Such formal interpretation by the Deputy Principal and the Registrar shall not be concerned with academic judgement <i>per se</i> , and shall be without prejudice to the authority of the subject experts, external examiners or any external awarding body. |
| 15.3 | In matters concerning academic judgement, and notwithstanding Para. 15.2, the MCAST Board of Studies, presided by the Principal or his nominee, shall have absolute jurisdiction on the award of final result/s and the publication thereof. |

MCAST Policies and Procedures for Courses at Levels 1,2,3,4 and 5

APPENDIX A

Assessment/Examinations Appeal –

You are strongly advised to keep a copy of your application form.

Name in Full: _____

Student Number: _____ E-mail: _____

Address: _____

Telephone (home): _____ Mobile: _____

Course: _____ Semester: _____

Modules/Subjects impacted :

Indicate which Study Unit/s was/were affected by the result.

Unit Title: _____

Nature of Appeal: Tick the relevant box/boxes and insert a short comment to justify your claim

| | |
|---|--|
| Revision of paper | |
| Extenuating Circumstances (evidence and details) | |
| Procedural and administrative errors on the part of MCAST (specify) | |

• All claims relating to extenuating circumstances must be supported by **appropriate evidence** and documentation. This evidence must be **independent** and must include **all important details** such as the nature and dates of the circumstances in question.

Signature: _____ Date of Application: _____

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Appendix B

ASSIGNMENT REQUEST FOR EXTENSION FORM

In order to be considered, this form must be submitted by hand at least 3 days before the assignment deadline.

| | |
|--|-------------------|
| COURSE TITLE: | |
| STUDENT'S NAME: | SUBJECT: |
| UNIT NUMBER: | ASSIGNMENT TITLE: |
| LECTURER'S NAME: | |
| FIRST SUBMISSION DATE: | |
| Reasons for late submission [to be completed by the student] | |
| Recommendation: [to be completed by the Tutor/s] | |
| Medical Certificate: yes/no | |
| Other evidence [give details]: | |
| FOR OFFICE USE ONLY | |
| Director's authorisation of a late submission: YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Director's signature: _____ | |
| Decision reported by the Director to the Board of Studies. | |
| For records purposes, reference shall be made in the Minutes of the Board of Studies meeting held on: _____ | |

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