

RECOGNITION OF EXTERNAL ASSESSMENT POLICY

1 The University of Law's Recognition of External Assessment Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

2 This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

3 The Higher Education Credit Framework for England: guidance on academic credit arrangements in higher education in England (2008) states that "credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specified level". This policy sets out the expectations, key aims and principles, and procedural approach in relation to the University's recognition of external assessment, for the purpose of confirming student achievement of learning outcomes, and in turn the awarding of HE credit by the University.

4 Students of the University may undertake external assessment to pass individual modules, which may or may not contribute to an academic award of the University of Law. This may include, but is not limited to where the assessment of a University taught module is assessed by an external body, for example, through attainment achieved through students undertaken the SQE examinations.

5 An external assessment defined as an assessment conducted by an external body, independent of the University.

Responsibility for this policy

6 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

7 The University has in place equitable, valid and reliable processes for assessment, including for the recognition of the external assessment, which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the higher education credit which is awarded by the University.

Key aims and principles

8 Degree awarding bodies are ultimately responsible for the academic standards of their awards. University awards are made on completion of the requirements of a module or programme or award, expressed in terms of learning outcomes, level and credit.

9 Students may pass specified University modules and be awarded credit through the recognition of an external assessment.

10 The University has in place defined and robust processes for approving the recognition of an external assessment for specified University modules.

11 The University will maintain a record of external assessment mapping reports. The University will ensure mapping reports are aligned with QAA Subject Benchmark Statements, QAA Guiding Principles and Advice and Guidance, and any relevant PSRB statements or standards.

12 The University will maintain a list of modules and their recognised external assessments.

13 The University will not limit the number of modules passed through recognition of external assessment; however, the University will not typically award degrees or intermediate awards where the percentage of credits achieved through recognition of external assessment exceeds 50% of the overall programme, but may recognise up to 75% of the overall programme where this is considered appropriate.

14 The University will periodically review its mapping of external assessment to ensure that recognition in the context of its own modules remains appropriate.

16 In all cases, credit will only be awarded through recognition of external assessment if the external assessment is approved by the University.

Procedural approach

External Assessment Approval

17 When determining recognition of an external assessment, the University must consider the following:

17.1 The alignment of the assessment with a matched University module in terms of its syllabus, content, and learning outcomes;

17.2 The alignment of the assessment with the FHEQ level of the matched University module;

17.3 Any expectations or requirements of the sector PSRBs, and;

17.4 Other relevant sources of information, such as comparable courses or assessments.

18 Approval of an external assessment is subject to the following

18.1 Completion of the “Recognition of External Assessment” proforma (including supporting documentation)

18.2 Scrutiny and approval of the “Recognition of External Assessment” proforma by the External Assessment Review Panel.

19 The External Assessment Review Panel will comprise the following:

19.1 Director of Academic Enhancement (Chair)

19.2 Two senior members of academic staff from the University

19.3 The Director of Design and Assessment, or nominee

19.4 An experienced external examiner with relevant expertise and understanding of the external assessment provider

20 Confirmation of recognition of an external assessment will be recorded in the “Recognition of External Assessment” proforma and formally signed off by the Chair of the External Assessments Review Panel and submitted to Academic Registry.

Recognition of External Assessment Policy

21 Academic Registry will maintain records of Recognition of External Assessment and will amend the relevant programme documentation, including any applicable programme specifications or module descriptors to reflect mapping outcomes/module alignment. These documents will act as the formal record of the recognition of an external assessment in the context of a programme or module.

22 The University will maintain a list of approved external assessments and their related University modules which is reviewed following any revision by the external assessment provider. This review will incorporate:

22.1 Confirmation that the external assessment remains fit for purpose in relation to assessment of the University module and its learning outcomes;

22.2 If available, pass rates (or similar) for the external assessment relating to the module or any other data which may be of relevance;

22.3 If available, feedback from students, in particular the match between the module delivered by the University and the assessment conducted by the external assessment provider, and;

22.4 Other available qualitative and quantitative data relating to the external assessment.

Recording Achievement and Awarding

23 Students undertaking an academic award in which they have passed modules through recognition of External Assessment will be considered at the relevant Board of Examiners for the award(s) associated with the programme for which External Assessment has been recognised.

24 Achievement of a module through recognition of external assessment will be indicated in the student's transcript.

25 For students undertaking external assessment as part of an academic award of the University, modules for which credits have been awarded on the basis of recognition of external assessment are recognised simply as qualifying modules for an award and do not contribute to the award grade or classification.

26 Where a student fails an external assessment and is permitted a further attempt by an external assessment provider, the University will recognise the passed assessment once it is achieved.

27 Fraudulent claims of external assessment are regarded as academic dishonesty and are followed through in accordance with the University's procedures thereon. The University reserves the right to rescind any award made, or credits gained, as a result of such academic dishonesty.

28 Students cannot appeal to the University regarding the decisions or conduct of the External Body conducting the External Assessment, and therefore should contact the External Body directly.

Responsibility for the provision

29 Responsibility for the effective implementation of this Policy lies with the Academic Board, operating through Academic Registry.

Monitoring and evaluation of the provision

30 Responsibility for reviewing and evaluating the effectiveness of this Policy lies initially with the Academic Registrar. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history

Version	Amended by	Revision summary	Date
V1.0	Head of Quality Assurance	First approved version	October 2020