

Ideas into Action (Health Issues in the Community – Part 2)

Assessment and Appeals Process

What to submit

Tutor submits all learner work for assessment. This should be accompanied by an assessment registration form (Appendix 3 of the Tutor Guidelines: Part 2: Pack) for all students making a submission.

Portfolios must include all of the following

A minimum of 5 completed Learning Logs (not 6 as indicated in the Tutor Guidelines: Page 4)

Tutor Report

Part 2 Assignment

A course evaluation form completed by each student.

Note - the course evaluation form does not form part of the assessment.

How is it marked?

CHEX allocates portfolios for assessment to a small group of Core Tutors who have extensive experience of course delivery, providing Tutor Training, and/or marking Part 1 and Part 2 submissions. Of all submissions the HIC Development Manager will “blind mark” a proportion of submissions to ensure consistency of marking.

A Core Tutor will carry out the assessment (straight pass/or resubmission required) and give a description of reasons for the assessment decision. The decision and reasons for that decision are provided on a form and will be returned to Tutors in order that they can share that information with the student.

CHEX make known the assessment decisions and issue Certificates or re-assessment letters to the Tutor.

How long does it take?

The initial assessment process should take a **maximum of 6 weeks** from receipt of portfolios at CHEX to notification of assessment decisions to Tutors.

What if reassessment is required?

Where a resubmission is requested the feedback provided by the marker will clearly indicate where the submission does not meet the criteria and what additional steps need to be taken to bring the submission up to a pass level.

In the case of re-assessment Tutors will be required to notify CHEX within two weeks if the student wishes to re-submit. Students will have two months to do this and Tutors will be expected to support learners to undertake these requirements.

Re-assessment will be carried out by the person carrying out the original marking of the submission and their decision will be made known to the learner (via the tutor) within 3 weeks of receipt.

After re-assessment learners will have the right of appeal if they are dissatisfied with the outcome of the re-assessment procedure.

How can a decision be appealed?

Students have the right of appeal if they are dissatisfied with the outcome of the reassessment procedure

The student should write to the Head of Programme responsible for HIIC within 7 days of receiving the marked assessment stating fully the matter of concern and reason for appeal. The Head of Programme will appoint the HIIC external verifier to review the marking criteria and the grounds for appeal. The external verifier will advise the Head of Programme of their findings. This will be carried out within 14 days of receipt of an appeal

The Head of Programme will review all necessary information regarding the appeal and will advise the appellant within 7days of their final decision.

There is no further right of appeal following the above.