

## Submission Policy

### 1. Introduction

Xact's policy is to:

- a) receive and register all assessment submission and re-submissions.
- b) track, action and monitor assessments through the assessment process within agreed timescales.
- c) construct a secure, accurate and accessible audit trail to ensure that delegate assessments can be tracked.
- d) ensure confidentiality, safe keeping and processing of submissions.

### 2. Process

In order to do this, the centre will:

- a) Date submissions on receipt and log onto a secure recording system.
- b) Administer initial submission deadlines of one month of course completion for all courses. An additional two weeks will be added to submission deadlines falling in following periods:
  - i) Summer period – second Monday in July to end of August
  - ii) Christmas period – Christmas break
- c) Administer re-submission deadlines of one month from date of the re-submission being sent.
- d) Additional submission time maybe provided for delegates with learning impairments. See Learning Impairment Policy.
- e) Notify co-ordinators of receipt of submissions.
- f) Ensure submissions are sent to an assessor for marking within 6 weeks of receipt.
- g) Ensure assessments are marked within 6 weeks of sending to an assessor.
- h) Ensure the following actions occur within 7 working days of the assessed submission being returned from assessor:
  - i) Passed submissions and re-submissions: Notify co-ordinator of result
  - ii) Not yet passed submissions: Notify co-ordinator of result and follow process in Section 5: Re-submission.
  - iii) Not yet passed re-submissions: Notify assessment co-ordinator for evaluation, see Section 3: Not yet passed.
- i) Re-submissions will be sent to an assessor with 4 weeks of receipt.
- j) Ensure re-submissions are marked within 4 weeks of sending to an assessor.

### 3. Not yet passed

- a) Delegates who do not pass an initial submission will be offered a re-submission (Section 5), providing the areas “not yet passed” do not form a significant part of the submission.
- b) The assessment manager will decide if the “not yet passed” areas form a significant part of the submission.
- c) Delegates who do not pass a re-submission will be passed to the assessment manager for determination.
- d) In the case of b) and c) above the assessment manager will liaise with the delegate co-ordinator to identify a way forward e.g.
  - i. Learning need
  - ii. Additional support
  - iii. Training needs analysis

### 4. Initial submissions

The following information will be provided to delegates to enable them to complete submissions:

- a) Assessment questions
- b) Access to reference documents during courses
- c) Access to non-copyright reference documents via website
- d) Access to assessment criteria
- e) Access to centre policies e.g. Malpractice and Appeals
- f) Delegate statement
- g) Submission deadline
- h) Recommend delegates copy their work before submitting to Xact
- i) Submission instructions

### 5. Re-submissions

The following information will be provided to delegates:

- a) Re-submission summary and instructions
- b) Copy of assessors feedback
- c) Copy of initial assessed work for re-submission
- j) Re-submission questions and access to non-copyright reference documents via website
- d) Re-submission delegate statement
- e) Re-submission deadline
- f) Recommend delegates copy their work before submitting to Xact

## 6. Deadline extensions

- a) Extensions to deadlines can be authorised by the centre manager providing they are one month or less. Extensions may be granted for the following reasons:
  - i. On annual leave immediately after course
  - ii. Learning needs
  - iii. Sickness
- b) Consideration for longer extensions may be permitted under exceptional circumstances. All applications for extensions should be referred to the Head of Centre for approval. The following are examples of circumstances which might be eligible for special consideration (this list is not exhaustive):
  - i. Recent bereavement of a member of the immediate family.
  - ii. Incapacitating illness of the delegate.
  - iii. Severe car accident.

## 7. Missed deadlines

The process for follow up once a deadline is missed:

- a) 7 days after deadline follow up email will be sent to delegate's co-ordinator.
- b) Non receipt of portfolios after 14 days will result in suspension from the qualification and referral to Head of Centre for action.

## 8. Lost or damaged work

The Head of assessment centre will evaluate lost or damaged work on a case by case basis.