

Newcastle University

National Professional Qualifications

Assessment Policy

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Assessment Policy

1. All NPQ summative assessments will be written in line with DfE requirements.
2. All NPQ assessment will happen within the designated assessment window.
3. New assessors will be given training through Newcastle University prior to any marking being released to them.
4. All assessors will be required to attend scheduled training and standardisation sessions for each assessment window in which they are to be deployed.
5. Assessment deadlines will be shared with participants at the start of their programme and timely reminders will be sent via email and or the online platform.
6. Results will be released in accordance with DfE and the Government Appointed QA agent's timelines and requirements, via the online platform Moodle.
7. All assessments will be submitted and assessed online via Moodle.
8. All assessments will be marked anonymously.
9. All assessment will be conducted by those with no prior connection to the participant: thus assessors will not mark the submissions of participants for whom they have facilitated sessions, or with whom they have another connection such as working in the same school or trust for example.
10. Wherever possible assessors will be assigned to mark submissions from the same facilitation group in order to ensure consistency and also to assist with detecting plagiarism or other academic misconduct (see also point 22).
11. High quality constructive feedback will be provided for each participant. Feedback on failed submissions will include advice for how to approach a resubmission.
12. High quality constructive developmental feedback will be provided for each assessor through the moderation process.
13. All assessment will be conducted using the Specific Mark Scheme for that scenario.
14. At least 10% of scripts from each NPQ programme at each assessment window will be internally moderated, which will include at least one from each assessor.
15. 10 % of scripts which fail will be included in the internal moderation sample: if a pattern of concern emerges, a larger sample from the programme and or the relevant assessor(s) will also be moderated.
16. 10% of moderated scripts will be quality assured by the Lead Moderator.
17. In the event that an assessor has had difficulty assessing a script they should request a second opinion through the Lead Moderator.

18. In the event that a script overruns the word count by more than 10%, the extra words at the end of the submission will not be marked. This may lead to a candidate failing if not all criteria are met within the word limit plus 10%. In such cases feedback will make clear the reason for the submission failing.
19. In the event that a participant fails at the first attempt, they will be invited to submit in the next window, or the next convenient window for them. They are allowed one opportunity to resit the summative assessment, with a new scenario and supporting materials.
20. In the event that a participant who has failed wishes to appeal the outcome, the [appeal policy](#) will be invoked.
21. All assessment submissions will be checked with the Turnitin software for potential plagiarism, and all final assessment must be completed in compliance with Newcastle University's [Academic Integrity Policy](#)

Deferrals

22. Where a participant wishes to defer prior to assessment materials being released, they should contact their Associate College, Delivery Partner or equivalent and follow the deferrals policy and process. This also applies if the participant has not yet met the 90% engagement requirement.
23. Should a participant wish to defer once the assessment window has opened, they can do so without penalty if the assessment materials have not been accessed, and provided their reason is in line with the NPQ Provider's deferral policy.
24. If a participant accesses the assessment materials and then requests to defer their assessment, they should contact Newcastle University. Cases will be considered individually, but deferral at this stage is unlikely to be permitted except in exceptional circumstances. Should the deferral not be permitted, this would usually be classed as the participant's first attempt.
25. Late submissions cannot be accepted. Where a participant is struggling to submit, they should contact Newcastle University immediately.
26. Participants who are unable to submit due to extenuating circumstances should contact Newcastle University and a solution will be devised on a case-by-case basis. This may or may not be classed as a first attempt (see 25 & 26 above).
27. Candidates who have applied for Masters credits will be notified of the outcome within 30 days of the script being assessed and moderated.
28. *Masters assignments will be subject to Newcastle University regulations, which can be found here:* [Student Academic Misconduct Procedure 2324.pdf \(ncl.ac.uk\)](#)