



POINT BLANK

MUSIC SCHOOL

POLICY 039

ASSESSMENT POLICY

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
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Sites in scope:			Publication:		
All	London	Online	Internal	Public	
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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary
Academic Board	Registrar	1	October 2024	Renamed from 'Resubmission and Retake Policy' to 'Assessment Policy.' Re-written to encapsulate all stages of assessment.

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this policy is to outline Point Blank's approach to managing assessment, re-assessment and late submissions.
- 1.2 This policy should be read in conjunction with the Middlesex University regulations for taught undergraduate programmes, and specific attention is drawn to Section E.

2. POLICY DETAILS

General Principles

- 2.1 This policy is underpinned by the Middlesex University assessment regulations, namely, section E. As the validating body, Middlesex University set the minimum requirements for assessment and progression.
- 2.2 Point Blank adopts the *assessment for learning* approach to assessment. Assessment for learning is an approach to teaching and learning that creates feedback which is then used to improve students' performance. The intention is that students become more involved in the learning process and from this gain confidence in what they are expected to learn and to what standard.

Formative Assessment

- 2.3 In the spirit of assessment for learning, Point Blank makes use of formative assessments. Formative assessments are unaccredited, mid-module activities that are in place to gauge a student's progress on a module.
- 2.4 Completion of formative assessment is compulsory, however failure to engage with a formative assessment will not affect a student's progression. Students are advised to make the best use of formative assessment in order to gain useful and timely feedback that will build their confidence ready for the summative assessment.

Summative Assessment

- 2.5 Summative assessments are the credit-bearing assessments that normally occur at the end of the module. Students are advised that some modules have summative deadlines earlier in the term and are directed to the module pages on the VLE for details.
- 2.6 Students must submit all assessment components for all modules by the deadlines given at the start of each module.
- 2.7 Failure to submit, without good reason, will result in a fail grade and place the student at risk of non-progression and therefore withdrawal from the programme.
- 2.8 Students with extenuating circumstances are directed to the Point Blank Extenuating Circumstances policy for information on grounds and how to apply.

Late Submissions

- 2.9 Students will have up to seven days after the deadline to submit their work as a late submission. Late submissions made within the seven day late window are normally considered as late first attempts.
- 2.10 As per Middlesex University regulations, we do not operate a tariff for late submissions (e.g. graduated penalties based on how late the submission is). Instead, all late submissions are capped at 40%.

- 2.11 Students may appeal the cap of 40% via the academic appeals policy and procedure. Specific details on acceptable grounds and other information can be found in the academic appeals policy.

Resubmission (Second Attempt)

- 2.12 Students who do not pass a first attempt assessment may be permitted to make a second attempt.
- 2.13 The Assessment Board may grant a second attempt (resubmission) of a module on one occasion only to take place at the next available opportunity. This is normally during the 'break term' (if on a 3-year pathway). Students with resubmissions are advised to check their resubmission deadlines and ensure they are available and prepared to submit at the given time – this normally means completing the assessment when they were otherwise expecting to be on a break.
- 2.14 Where a student would have been due to progress to the next academic level, but must resubmit more than the maximum number of permissible trailing credits, the Assessment Board may defer their progress and spread the resubmissions across more than one term.
- 2.15 Reassessment will normally involve a re-attempt at the failed module component(s) to the same assessment brief. Due to the nature of some assessments, it may be appropriate to provide an alternative brief to be completed on the second attempt.
- 2.16 All examinations will be issued with a new paper (whether physical or digital) on each attempt.
- 2.17 All second attempts are capped at 40% across Levels 4, 5 and 6. Students are advised that this is different to the published Middlesex University regulations which stipulate capping at levels 5 and 6 only. Resubmissions are capped at 40% at Level 4 as well at Point Blank upon prior agreement with the University.
- 2.18 Failure without good reason to undertake reassessment at the next available opportunity will result in failure with the award of a fail grade should the required learning outcomes not be met. No second reassessment is permitted.

Repeating Modules (module retakes)

- 2.19 No student is permitted to repeat the assessment of a module which has already been passed.
- 2.20 A student may normally repeat a module, following a failed first attempt and failed second attempt, on one occasion only. This is known as a module retake.
- 2.21 Module retakes, where permitted, are normally subject to a fee. Students will normally pay the cost of the module for a full taught retake.
- 2.22 In some cases of extenuating circumstances, this fee may be waived at Point Blank's discretion.
- 2.23 Where a student's attendance in the first sit of a module was sufficient (normally, above 50% although this may be higher for more practical modules and those in later stages of the programme), they may be permitted to undertake an 'assessment only' retake.

2.24 Assessment only retakes do not incur further teaching but may still incur a nominal fee. These retakes will also show on a student's final transcript.

2.25 In some cases, where a student does not meet the progression requirements, may be permitted to repeat an entire level of the programme. This is normally subject to approved and documented extenuating circumstances.

3. POLICY SCOPE

3.1 This policy applies to all students on Middlesex-validated programmes at Point Blank London and Point Blank Online.

3.2 This policy does not apply to students on Point Blank Short Courses (formerly known as professional courses).

4. RELATED POLICIES

- Student Attendance and Engagement Policy
- Requests for Additional Consideration Policy (extenuating circumstances)
- Academic Appeals Policy

5. POLICY OWNER

This policy is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Academic Board delegates the operational responsibility of this policy to the following staff:

- Head of Education and Curriculum
- Registrar
- Assessment Manager
- Academic Engagement Officers
- Programme and Assessment Officers

6. PROCEDURES

There are no related procedures to this policy.

7. EXHIBITS, APPENDICES AND FORMS

There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Learning, teaching and assessment strategy

8.2 External

- Middlesex University Regulations for Taught Undergraduate Programmes
- OIA good practice framework