

PARTNERS Academic Summer School

Formative Assessment Procedure



This procedure applies to all academic subject areas who include a formative assessment for PARTNERS students submitted during and after the PARTNERS Academic Summer School 2024.

Introduction

All subject strands on the 2024 PARTNERS Academic Summer School must include an appropriate formative assessment in their curriculum for students to complete either during or after the PARTNERS Academic Summer School. The completion of all elements of formative assessment set by the academic lead is an essential part of successful completion of the PARTNERS Academic Summer School and the lower PARTNERS offer.

The other requirements are adherence to the code of conduct throughout the summer school, completion of the PASS Evaluation Form and attendance at all compulsory sessions.

Assessment Criteria

The type of formative assessment is at the discretion of the subject strand leader. There can be many variations of this assessment depending on the requirements of the subject area.

It must provide the students with quality written or verbal feedback, giving them the opportunity for reflective learning, highlighting gaps in knowledge and/or skills that can be passed to the individual students as areas for their personal development throughout Stage One of their undergraduate degree.

This has been identified by both staff, students and the External Advisors as one of the most useful elements of PARTNERS in supporting transition and progression post-entry and the Office for Students are actively encouraging providers to support students in this way.

Procedure for Submission of Assessment

For all formative assessments submitted during or after the PARTNERS Academic Summer School, subject strand leaders must:

- Inform the PARTNERS Team of any student who has not submitted the assessment (or any sections of the assessment) by no later than 24 hours after the submission deadline.
- Inform the PARTNERS Team of any student whose assessment falls significantly below the academic requirements of the subject strand.

Outcome

For students who have not submitted the assessment (or any sections of the assessment), the PARTNERS Team will:

- Contact all students to whom this applies by phone and email. They will ascertain why the project has not been submitted and if it will be submitted late and inform the subject strand leader. If the student wishes to submit the assessment late, the PARTNERS Team will liaise with the subject strand leader to get permission and a timescale for this. If the reason for the late submission is because of personal extenuating circumstances, then the Personal Extenuating Circumstances (PEC) Procedure for the PARTNERS Academic Summer School will apply.

Although the formative work is not formally assessed, students are expected to produce and submit their assessment to a reasonable standard to the best of their ability. For students who have submitted an assessment which is significantly below the academic requirements of the subject strand, the PARTNERS Team will:

- Liaise with the subject strand leader to collect appropriate and detailed feedback for the student on their first assessment and agree a timescale for secondary submission of work. Contact all students to whom this applies by phone and email to pass on this feedback and give the deadline for them to submit their work again.

If any students fail to meet this secondary deadline, they will be contacted one further time by the PARTNERS Team. If there is no response, the PARTNERS Team will liaise with the subject strand leader to ensure that they are comfortable with the student being classed as failing the summer school.

Code of Conduct

All attendees sign the PARTNERS Code of Conduct prior to attending the Academic Summer School, this is accessible via ncl.ac.uk/pass

Academic colleagues are encouraged to document any student breaches of the code of conduct, for example, if a student is consistently absent from live sessions, disengaged or disruptive in sessions, or they have concerns about any aspect of their behaviour. The PARTNERS Team can address this immediately with the student during the summer school and make them aware that if this behaviour continues this will affect their ability to successfully complete the summer school. This remains a compulsory element of the lower conditional offer for PARTNERS students, and without this, their PARTNERS offer will become void. The PARTNERS Team can also work with academic colleagues to develop their own code of conduct for students, if they deem it necessary for their subject strand.

Dawn Dowling, Student Recruitment Manager
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