

## **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 2025.

#### **Introduction**

All subject strands on the 2025 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**

Students should submit their formative assessment by the deadline as directed by their strand leader. Following the assessment deadline, 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.

#### **Late submissions**

The normal expectation is that students will hand their work in on time. Any assessment submitted after the published deadline will be marked as late (unless a PEC has been granted).

- Following the deadline, strand leaders/the PARTNERS Team will contact students by phone and email, to make them aware that their assessment (or part of their assessment) has not been received.
- The student will be given the opportunity to submit the assignment up to seven days after the published deadline.
  - Such assignments will be marked as 'Late Submission' and noted on the relevant Board of Assessors documentation.

- Students will be reminded of the importance of submitting assessments on time when the PARTNERS Team communicate their official result and be advised of the penalties set out in the University's Submission of Work policy.
- Students who also have unauthorised absences during the Summer School will not be offered a seven-day extension and will be referred to the Personal Extenuating Circumstances (PEC) procedure for the PARTNERS Academic Summer School.
- Any formative assessment submitted seven days after the published deadline **will not be accepted**, and students should be directed to the Personal Extenuating Circumstances (PEC) procedure for the PARTNERS Academic Summer School if relevant.
- For assessments where students are expected to complete their work in a live scenario (e.g. exam, presentation, practical), such instances will be deemed as absence, and the student should be directed to the Personal Extenuating Circumstances (PEC) procedure so provision of alternative assessment can be considered.

#### **Assessments falling significantly below academic requirements**

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 recommending the student fails 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](https://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.

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