

Grading Scheme Handbook Index

September 2020

QAA Recognition Scheme for Access to Higher Education

Section A: Introduction and summary

- 1 Introduction
- 2 Core principles
- 3 Key features of the grading scheme

Grading and the Access to HE Diploma

The grades

The grade descriptors (see Section B for full details)

Grade descriptors and units

Use of the grading scheme at course level (see Section C for full details)

Moderation and standardisation (see Section D for full details)

The award of grades (see Section E for full details)

4 From assessment to awards: a summary of the grading process

- 5 Further information
- 6 Summary of the grade scheme

Section B: The grade descriptors

- 1 Introduction to Section B
- 2 Guidance about terms used in the descriptors

3 The grade descriptors in detail

Grade descriptor 1: Understanding of the subject

Grade descriptor 2: Application of knowledge

Grade descriptor 3: Application of skills

Grade descriptor 4: Use of information

Grade descriptor 5: Communication and presentation

Grade descriptor 6: Autonomy and/or independence

Grade descriptor 7: Quality

- 4 Assigning grade descriptors to units
- 5 Questions to ask when considering which descriptors should be assigned to units
- 6 Further information

Section C: Using the grade descriptors in assessment

1 Introduction to Section C

2 Planning for assessment with grading

Grade descriptors and units

Unit assessment plans

Using grade descriptor components

Numerical marking

Planning for the integrated assessment of learning outcomes from more than one unit through one assignment

3 Providing advance information to students

4 Managing student submissions

Formal submissions

Draft submissions

Late submissions and extensions

Successful and unsuccessful submission

Resubmissions

Referrals

5 Assessing student work

Creating a unit grade profile

Determining the final grade for a unit

6 Providing feedback on grading to students

7 Changes to grades and grade indicators

Administrative errors

Representations

8 Maintaining records

9 Further information

Annexes to Section C

Annex C1: regulations relating to re-assessment (resubmissions, representations and referrals)

Annex C2: unit assessment plans (examples a-b), unit grade profiles and unit grades (examples c-f)

Annex C3: flow chart of the submission process

Annex C4: flow chart of the resubmission process

Annex C5: flow chart of the representation process

Section D: Moderation and standardisation

- 1 Introduction to Section D
- 2 Ensuring consistent standards
- 3 Judgements and process
- 4 Standardisation
- 5 Moderation
- 6 Record keeping
- 7 Further information

Section E: Student results and awards boards

- 1 Introduction to Section E
- 2 Membership and conduct of the awards board
- 3 Responsibilities of the awards board
- 4 Referrals

Before referral

Evidence

Decisions

Assessment of referred resubmissions

Possible outcomes from a referred resubmission granted at the end of the course

5 Extenuating circumstances

6 Aegrotat and posthumous awards

7 Academic misconduct

8 Appeals

Appeals that can be taken to the awards board

Appeals as a consequence of decisions made by awards boards

- 9 Complaints
- 10 Documentation
- **11 AVA** certification

Annex to Section E

Annex E1: flow chart of the referral process

Version number	Date issued	Author	Update information
V1.0		J Farmer	
V2.0	January 2020	A Karadia	Document links updated
V3.0	September 2020	A Karadia	References to numerical marking removed to reflect cessation of the use of numerical marking from 1 September 2020 (Section C2 and annex C1) Annexes under Section C renumbered

QAA2256 – Sept 20

© The Quality Assurance Agency for Higher Education 2020 Southgate House, Southgate Street, Gloucester GL1 1UB Registered charity numbers 1062746 and SC037786

 Tel:
 01452 557060

 Web:
 www.qaa.ac.uk/access-to-he