

Loughborough College

Assessment Policy

1. Scope and Purpose

- 1.1. This policy relates to all students enrolled on a course at Loughborough College.
- 1.2. Loughborough College is committed to reducing the incidence of plagiarism in students' work across all delivery programmes and to ensure effective procedures are in place where they do occur.
- 1.3. This assessment policy outlines the practices students must adhere to when producing and submitting assessments, including the use of artificial intelligence (AI).

2. Policy Statement

- 2.1. All students must follow the assessment policy and guidelines below unless explicitly identified for a specific assessment or an identified reasonable adjustment. All Controlled Assessments undertaken in exam conditions will have clear guidance for academic conduct and assessment process outlined at the start of the controlled assessment period.

2.2. Expectations of the assessment process

- 2.2.1. In line with the college Academic Misconduct Policy, it is important you do not pass off someone else's work, including AI-generated content, as your own work.
- 2.2.2. You must not paraphrase sections of other people's work, including AI-generated content, so that the work is presented as your own.
- 2.2.3. You must clearly reference quoted or paraphrase parts of other people's work, including AI generated content. Generative AI content must include the platform used, prompts and responses within your indices.
- 2.2.4. You must not submit work with intentionally incomplete or misleading references or bibliographies.
- 2.2.5. You must ensure that collaborative group work is not plagiarised or generated by AI. It is the responsibility of the entire group and must be checked before submission.
- 2.2.6. If you do not meet these expectations and the submission contributes towards your awarding grade/classification/final grade, this will be counted as academic misconduct, prompting further investigations and may result in disciplinary action in line with the College's Learner Disciplinary Policy and Procedure.

2.3. Assessment submissions

- 2.3.1. Submissions will only be accepted via the Turnitin system for any content containing text that contributes toward your awarding grade/classification / final grade, including supporting materials for practical assessment such as slide decks, cue cards, and session plans.
- 2.3.2. The Turnitin system will check submissions for similarity to other papers, online content and generative AI content.

Document Name: assessment Policy

1 of 2

Document Ref: **QU-P015**

Applicable to: Staff, Learners

Version 1.0

Last review: February 24

Approved by: Executive

Next review: June 25

Accessible to: Staff, Learners

Owner: AP Quality and Standards

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2.3.3. All assessed materials are to be produced using Microsoft Office products, as provided by Loughborough College, unless a different product has been specified as part of the assignment brief or approved as part of a reasonable adjustment.

2.3.4. Transcripts will not be allowed as part of assessed presentations unless an existing identified reasonable adjustment is in place. In which case, they must be submitted via a Turnitin assessment.

3. Impact Assessments

3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

(NOTE: The red text may only be displayed once the IAs are completed)

4. Location and Access to the Policy

- College Website
- SharePoint
- Student Helpdesk

5. Persons Responsible for the Policy/Procedure

- AP Quality and Standards

6. Linked Policies and Procedures

- Academic Misconduct Policy
- Academic Appeals Policy

7. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
20/06/2023	1.1	Added to new template	SA	HoQ