



DistanceLearningCentre.com Ltd

Policy & Procedure

For the Submission of Learner Work for Formal Assessment

1. As a provider of Access to HE programmes the DistanceLearningCentre.com must, according to the QAA guidelines, operate a formal approach to the submission of learner work for assessment.
2. The Centre's approach will be consistent across all its Access HE to programmes and all DistanceLearningCentre.com tutors will be implementing and acting in accordance with this approach and the AVA's regulations.
3. All tutors will provide details in writing to all learners of any particular requirements which relate to the submission of individual unit assessments. These details will be found on the unit assessment brief.
4. All tutors will be setting deadlines for all unit assessments to be submitted for formal assessment, and will notify learners of these deadlines in writing before the unit assessment is undertaken.
5. The dates of issuance and deadline for each unit assessment will be recorded by the tutor in the notes section of the learner's DLC account.
6. When the learner submits a unit assessment to his/her tutor, the tutor will note the date the assessment was issued and the deadline date for the unit assessment on the unit assessment marksheet from the notes section of the learner DLC account.
7. There is a formal procedure for the application of an extension for a unit assessment deadline which is: if the learner determines that he/she cannot meet the set assessment deadline, the learner must contact their tutor via email requesting a formal extension for the unit assessment and the reasons for the extension no later than the day of the assessment submission deadline.
8. The tutor will consider the reasons for the extension request and will, if he/she deems appropriate, negotiate a new deadline date with the learner for the unit assessment.
9. If the learner does not ask for an extension because extenuating circumstances has made it difficult to do, so then the learner must complete and submit an extenuating circumstances form.
10. Failure of the learner to submit an extenuating circumstances form will result in the learner attaining a pass grade as the highest possible grade

for all grade descriptors assigned to the unit assessment, and hence the learner will only attain an overall pass grade for the unit assessment.

11. Once a learner has formally submitted his/her completed assessment neither the student nor the tutor may at any later date declare it to be a draft assessment.
12. If the deadline date for a unit assessment falls within a holiday period (whether this is an official Centre closure or tutor annual leave) the learner is still required to adhere to the issued unit assessment deadline by uploading his/her completed work to their DLC account on the agreed deadline date as well as posting a hard copy of the completed assessment to his/her tutor (if required).
13. If the deadline date for a unit assessment falls within a holiday period whether this is an official Centre closure or tutor annual leave and the learner requires an extension to a unit assessment deadline the learner is still required to follow the procedure for requesting an official extension as described above in point 7. The only difference being that the tutor will respond to the unit assessment extension request on the first day of their return from holiday if it is a Centre closure, or if it is holiday leave then the cover tutor will agree any extensions.