ESCAPE
STUDIOS

| Assessment Procedure |

Table of Contents:

1   Introduction and scope

1.1   This document sets out Escape Studios' policy on formative feedback and the procedures to be followed in relation to summative assessment drafting, scrutiny, marking and moderation.

1.2   Escape Studios' assessment procedures have been designed to conform to the expectations set out in the UK Quality Code. The purpose of the procedures is to ensure that Escape Studios achieves the following in its assessments:

   (a)   Academic standards are rigorously upheld

   (b)   Equity between students

   (c)   Assessments, including feedback on assessments, promote student learning

   (d)   The Student Services department and Schools shall develop detailed processes, based on the principles set out in this document.

2   Definitions

Academic Malpractice	An act by a student or member of staff which may give them or another an unauthorised or unfair advantage in an assessment or in the determination of results; *or* which is in contravention of any policies governing the conduct of assessments or academic malpractice; *or* which might otherwise undermine the academic integrity or reputation of Escape Studios.
Assessment	An umbrella term to cover all the methods by which a student's work is assessed. Assessment may be *diagnostic, formative* or *summative* or a combination.
Assessment – Diagnostic	Diagnostic assessment is commonly employed at the start of a programme and is used to provide information to the teacher, and the student, on the student's preparedness and areas of strength, and further, to identify potential gaps in knowledge and skills.
Assessment – Formative	Formative assessment provides an opportunity to students to receive developmental feedback on their performance. It allows for guidance to be provided to a student on how their performance can be improved and what is being done well. It may include a component of reflective practice by students.
Assessment – Summative	Summative assessments enable students to demonstrate achievement of the learning outcomes for the module. The marks for summative assessments contribute to the student's overall module results.
Coursework	An assessment which requires submission of a completed piece of work by a deadline, including (without limitation) essays, projects, reports, portfolios, pre-recorded video presentations, artwork, videos, computer games.

Examination – Live	An invigilated assessment in which a student or a group of students is required to attend at a scheduled time to be examined 'live' online or in person. A live examination can include (without limitation) written examinations, presentations, question and answer sessions, teamwork demonstrations, performances, or questions based on previously submitted coursework.
Examination – Written	Any written assessment, including multiple choice tests, which takes place in an examination room or online over a scheduled time. It includes timed, live, invigilated written assessments, whether online or in person, and unsupervised written assessments completed over a specific time frame, such as a 24-hour period.
Module	A coherent and self-contained unit of learning, teaching and assessment with stated learning outcomes, as described in a module specification. Every module has an assigned credit value and is taught at a specific Level. The assessment method for the module is described in the module specification and may comprise more than one component of assessment. Where this is the case, the weighting of the different components will be defined in the module specification.
OLE	Escape Studios' online learning environment
Programme of Study or Programme	A programme of study comprises a validated curriculum studied through an approved combination of modules, which enables a student to achieved stated learning outcomes and leads to an Award. The details of the programme of study are set out in the programme specification.

3   Formative assessment

3.1   3.1 Formative feedback ahead of assessment is an essential part of the learning process. Formative feedback occurs throughout teaching in a variety of ways. Tutors should highlight to their students how formative feedback is being provided on each module they teach, so that students are aware of and able to apply that feedback. One element of the formative feedback provided on each module must include an opportunity to receive feedback which is recorded in a way which allows students to reflect on and return to the feedback before completing their summative assessment on the module.

3.2   3.2 It is the responsibility of the Deans of Schools and Heads of Departments to ensure that formative feedback takes place on each module and that students are given every encouragement to participate.

4   Appointment and training of internal examiners

4.1   The Deans of Schools are responsible for appointing internal examiners who must be suitably qualified in terms of subject knowledge and experience. Internal examiners on undergraduate programmes will, normally, hold an academic or professional qualification at least one level higher than the programme on which they are

examining, or have substantial academic or professional experience in the field. On postgraduate programmes, internal examiners will, normally, hold an academic or professional qualification at the same level or higher than the programme on which they are examining, or have substantial academic or professional experience.

4.2   All internal examiners shall attend assessment training prior to participation in assessment drafting, scrutiny, marking or moderation.

4.3   Internal examiners responsible for moderation shall have at least one year's experience of teaching and assessment in a higher education context.

5   Summative assessment drafting and scrutiny

5.1   This section concerns all module guides, examination papers and other documents which give students instructions about summative assessment, which shall be collectively referred to as "summative assessments." All summative assessments shall be drafted and scrutinised in accordance with the principles set out in this section, with comprehensive records kept at each stage. The purpose of scrutiny is to ensure that summative assessments:

(a)   Give all students a fair opportunity to meet the assessment criteria.

(b)   Assess the relevant learning outcomes.

(c)   Are set at the appropriate level for the module.

(d)   Can be properly answered by students within the word count or other indication of length and/or time available.

(e)   Conform to the requirements of the module and programme specifications.

(f)   Contain no grammatical, typographical or arithmetical errors.

(g)   Include clear instructions and accurate details about dates, deadlines, word counts, module codes, etc.

(h)   Include supplementary information concerning any case studies, permitted materials or equipment, or special instructions for invigilators.

(i)   Where appropriate, include guidance for markers such as marking schemes, points to include or suggested answers. The answers to multiple choice question papers should always be available for checking during the internal scrutiny process.

5.2   Summative Assessments shall be drafted by an internal examiner and then scrutinised by at least one other internal examiner within the same school. Internal scrutiny may take place through an in-person or online process. A record shall be kept of internal scrutiny, which will usually take the form of minutes of the scrutiny process, together with copies of the draft summative assessments with changes tracked and/or successive versions saved.

5.3   It is recommended that, as part of the internal scrutiny of written examinations (especially those involving multiple choice questions), an internal examiner attempts the questions on the paper in order to check that all questions are viable and can be answered.

5.4   Once the final version of the summative assessment is agreed, the Academic Registrar shall confirm that the final draft is ready for publication and/or printing with all required changes having been made and approvals given. Written examination papers shall be provided to Student Services. Other summative assessments will normally be released to students at the start of the relevant module.

6   Dates and deadline setting

6.1   It is important for students to have clear information as early as possible about the dates and deadlines for their assessments. Term dates (including, where relevant, weeks designated for revision and assessment) are set two years in advance.

6.2   All assessment must take place during weeks designated for reading, teaching or revision and assessment.

6.3   Within these parameters, assessment dates for each term shall be agreed between the Programme Leaders, Heads of Departments, Academic Registrar and Head of Student and Community Services in time to publish them for the start of term.

6.4   Assessment dates cannot change once published to students, unless unavoidable. If unavoidable, a formal request and explanation for the change must be made through Student Services for approval by Student Services and the Head of Department, following consultation with the Dean of School or the Academic Registrar.

6.5   Marking deadlines will be agreed, finalised and published to tutors no later than Week 7 of each term.

6.6   Dates for meetings of the Board of Examiners will be agreed between the Head of Academic Quality, Deans of Schools, Heads of Departments, Programme Leaders, the Head of Student and Community Services and the Academic Registrar before the start of each academic year, taking in account expected marking deadlines.

7   Information to students

7.1   Information about assessments is published to students on Escape Studios' website and the OLE. The table below sets out where the information is found.

Document	Details	Location
Programme Specification	This sets out the overall assessment strategy for the programme and details of any special rules relevant to each programme.	Escape Studios' website
Module Specifications	These have specific information about the type of summative assessment required for each module. For example, the specification will say whether the module is assessed by coursework or examination. It will also set out the weighting given to different components of assessment.	Escape Studios' website

OLE Modules	Each OLE module has specific information about the assessments under the "Assessment" tab. For example, the start of term Module Guide for each module will be published here, together with dates, deadlines and instructions for completing and submitting coursework and presentations.	OLE
Examination Briefing Sheet	An examination briefing sheet will be published for each written examination under the *Assessment* tab on the relevant OLE module, setting out the examination structure, materials and other essential information students will require in preparing for the examination.	
Regulations	The academic regulations of Escape Studios	Escape Studios' website
Programme Handbook	This contains detailed information about both formative and summative assessment, relevant to each school and programme.	Escape Studios' website

7.2   Module guides, with full assessment information, should be published on the relevant module on the OLE at the start of the term in which the module is being taught and assessment takes place. Where a module guide and full assessment information is not ready to be published for the start of the term, the Deans of Schools and Heads of Departments should be informed of the reason(s) for the delay and students clearly informed as they start the module of the new publication date.

8   Summative coursework assessment – originality reports

8.1   Turnitin originality reports can be a valuable learning and assessment tool, helping students to develop their understanding of good academic practice and assessment literacy.

8.2   For this reason, where students are required to submit a written coursework, they will be given the opportunity to review its originality report before final submission.

9 Marking and moderation

9.1 To safeguard academic standards and the accuracy of student results, the marking process on all summative assessments from Level 4 and above shall include the following stages:

(a) First marking of all work by an internal examiner

(b) Moderation of a sample of work by an experienced internal examiner

(c) Agreement of marks, as appropriate, and wider review of first marking to be considered where moderation reveals potential inconsistency in the marking, as detailed under 9.9 below

(d) Checking marks recorded on SITS against original student work.

(e) Review by an external examiner ahead of the Board of Examiners' meeting

9.2 All marking for written examinations shall be carried out anonymously by student ID or candidate number, if this is practical. Normally, all written examinations are marked anonymously, whereas coursework, presentation and project submissions are not.

9.3 All markers shall mark by reference to the marking criteria and follow the marking requirements set out in this Assessment Procedure.

9.4 The sample for moderation in each module shall be determined by reference to each assessment component. The sample will be identified by the Academic Registrar and shall include:

(a) All fails

(b) All distinctions (including high distinctions) or the highest scoring work, if there are no distinctions.

(c) A representative sample across all classification bands

(d) Marks just below a classification band i.e. 49, 59, 69, if categorical marking is not used

(e) At least 10% of the students taking the module or a minimum of six to be marked, except for modules with six or fewer submissions, where all will be marked

9.5 The first marker is responsible for completing marking by the required deadline and returning the marked work to the marking administration team for distribution to moderators.

9.6 The moderator is entitled to select additional or alternative students for moderation.

9.7 The moderator must complete their moderation by the required moderation deadline.

9.8 Moderation is designed to ensure that the first marker is marking consistently and appropriately by reference to the level of study, assessment and marking criteria. Apart from failed scripts, an entire sample of assessments will not, normally, be moderated. The moderator may give a different mark to that of the first marker; however, where the discrepancy between first and moderated marks for the assessment is within a tolerance of five marks, then the first marker's mark will go forward as the agreed mark. An exception applies to first marker's fails and distinctions, for which the final mark must be agreed between the first marker and moderator.

9.9 Outside of fails and distinctions, which are all moderated with final marks agreed between the first marker and moderator, should the discrepancies between first and moderator's marks fall outside the permissible five-mark range, indicating a potential systemic issue with the first marking, a reopening of the marking within a band or across all bands may be required. In this instance, the first marker and moderator must

meet to diagnose and address the issue. If, following this moderation meeting, it appears that consideration should be given to opening up a larger sample for moderation, or re-marking the entire cohort, advice must be sought from the Programme Leader or Head of Department and the Academic Registrar or Dean of School. Where re-marking across bands is required, the Head of Academic Quality should also be informed.

9.10   Moderators shall complete an Assessment Moderation Form to record their marks, their reasons for giving those marks and details of any moderation meetings leading to agreed marks which are different from the first marks.

9.11   Following moderation, each Assessment Moderation Form will be checked by the marking administration team and signed off by the Dean of School or the Academic Registrar.

9.12   The marking administration team will be responsible for updating marks on all original assessments following moderation and for uploading marks onto eVision.   All assessment marks will then be provided to Student Services by the agreed deadline for each marking period. The marking administration team and Student Services will check and confirm the marks in SITS and prepare the meeting of the Board of Examiners.

9.13   Student Services will send all moderated student work, together with supporting material, to external examiners for review and comments before each external meeting of the Board of Examiners.

10   English Language Proficiency

10.1   Assessments at Escape Studios must ensure effective assessment of technical proficiency in the English language which reflects the level and content of our courses.

10.2   Learning outcomes and specific assessment processes and standards are set out in our programme and module specifications.

10.3   Our programme and module specifications require that standards of English language proficiency appropriate for the level and content of each module are assessed. For this reason, our marking criteria specify expected standards of English proficiency within the context of our general module and programmes Learning Outcomes relating to standards of communication.

11   Security of assessments

11.1   Security of assessment material is of vital importance. The Head of Student and Community Services shall establish detailed rules about security of assessment which shall be strictly observed by all staff.

12   Conduct of examinations

12.1   The Head of Student and Community Services will be responsible for organising all examinations.

12.2   All candidates attending a live examination, whether in person or online, are required to prove their identity with their Escape Studios ID card. Attendance at all examinations will be recorded. This record will be provided by the invigilators to Student Services immediately after an in-person examination has concluded. Where the live examination is online an electronic record will be kept.

12.3 For each examination, the Head of Student and Community Services shall ensure the timely and effective publication to students of the examination date, time, location and format. Briefing sheets for each written examination, setting out the structure, instructions and materials, will be published at the same time on the OLE under the Assessment tab on each relevant module. Other examination material published on the OLE shall be checked and updated at this time, as required.

Live examinations

12.4 All live examinations take place under formal, invigilated examination conditions. For live examinations taken in person, the Head of Student and Community Services appoints invigilators and ensures that all invigilators are fully trained. Clear instructions to invigilators are to be provided, which include the text for announcements to candidates, to ensure that there is complete consistency and clarity for candidates. This includes tutors, who may invigilate live examinations. For live examinations taken online, the Head of Student and Community Services approves and manages the online invigilation process to ensure its effectiveness and consistency with the standards set out in this Assessment Procedure. This may include use of specialist online invigilation software or services through which online exam proctoring is provided.

12.5 Instructions to invigilators are attached to this document at Appendix 1.

12.6 To facilitate moderation and external scrutiny, all oral in-person live examinations are recorded with video and audio.

12.7 Student Services provide a register of candidates to the invigilator(s) supervising an in person live examination. Invigilators are responsible for ensuring that each attendee identifies themselves with their Escape Studios ID card and signs the register.

13 Students with additional learning needs

13.1 The Head of Student and Community Services is responsible for ensuring that all reasonable adjustments to assessments which are specified for students with Learning Support Agreements are arranged, as appropriate.

14 Feedback on summative assessment

14.1 Assessment, including summative assessment, should promote learning as well as assess it. In accordance with this principle, examiners provide feedback, either written or recorded in some other form, on all summative assessment.

14.2 For students to be able to access their feedback, to understand it and to use it to improve their work, the feedback must be provided through the agreed channels, in an agreed format and in a timely manner.

The medium for providing feedback

14.3 The medium or method for providing feedback for each programme (e.g. via Turnitin, the OLE, secure drive) must be agreed at the beginning of the academic year and students must receive clear communications on how to access their feedback.

Consistency of approach

14.4 Programme teams must, where possible, agree a single pro forma report (or equivalent) for the programme or subject assessment type to ensure:

14.4.1 Consistency in the presentation and detail of the feedback;

14.4.2 Consistency between modules within the same programme;

14.4.3 Feedback provides an explanation of the mark awarded with reference to learning outcomes and the marking criteria;

14.4.4 Feedback on all assessments other than written examinations includes comments regarding areas of strength, areas needing improvement and recommended actions to improve performance;

14.4.5 Feedback on written examinations explains and justifies the marks given;

14.5 Where recorded oral feedback is the agreed method then the programme team must ensure this adheres to the principles at 14.4 above.

Promptness of feedback

Assessments other than written examinations

14.6 Heads of Departments must ensure

14.6.1 The return of marked work with provisional marks and feedback:

- for in-term assessments, within 30 working days from the assessment submission deadline; and, for end of term assessments, within 20 working days from the last day of the teaching year. The feedback turnaround period includes vacations when Escape Studios is open. This time frame only applies to student work that is submitted on time or, if an extension has been granted, submitted by the extension deadline.

14.6.2 That provisional marks have been through internal moderation before the feedback is released to students. Students must also be informed that such marks are provisional. 'Provisional' means that released marks are provisional until external scrutiny and moderation is complete and confirmed by the relevant examination board and may change.

Written examinations

14.7 Programme teams must provide generic, module-level feedback on written examinations within 20 working days of the end-of-term assessment period in which an examination takes place. The feedback turnaround period includes vacations when Escape Studios is open.

For all assessment types

14.8 Heads of Departments must:

14.8.1 Remind marking tutors, no later than the deadline for submission, when the applicable marking period is due to expire and immediately investigate any failure to meet it.

14.8.2 Report instances of modules in which the maximum marking period was not met to the Dean and the School Board.

14.8.3 Consider the weekly demands on staff during workload planning, to ensure that heavy marking loads are predicted and other activities de-prioritised accordingly. Additional staffing to assist those with particularly heavy marking loads should be considered, to help ensure the maximum marking period is not exceeded.

14.8.4 Consider the implications of staff annual leave on feedback return times. If staff are on pro rata contracts, or have annual leave during the marking period, reasonable measures should be taken to help ensure the maximum marking period is not exceeded, e.g. by making alternative arrangements for marking.

14.8.5 Ensure, if an extension to a marking period cannot be avoided, that it is identified and a new return date agreed and communicated to students before the end of the marking period.

ESCAPE
STUDIOS

| Invigilation Instructions
Live Written Exams |
| --- |

Pre-examination tasks
1) When you enter the examination room to set up please ensure there are enough desks for the students attending and they are set up for an examination so there is enough distance between the rows for you to walk through. If there are any missing, please contact Student Services
2) Put the Examination door list on the main door of the room
3) If not already done stick the desk numbers to the desks in order going up each row.
4) Layout the student desk tickets, exam papers, scripts and any other materials required on each desk in order ensuring the layout and the list on the door match.
5) If your room has a computer screen at the front call up a clock on the computer and display it on the screen. This is the clock the examination will start and finish by. If there is no computer screen a clock will be provided, please place it in a prominent position where all students can see it.
6) There should be a flip chart or white board at the front of the room. Please write the name of the examination on this and include the start and end time.
7) There should always be at least one invigilator in the room once the materials are in there.
8) An area at the front of the room should be designated for coats and bags (external venues may differ)
9) 15 minutes before the start of the examination students should be invited to enter the room and take their seats. They should be reminded that there is no talking once they enter the room and all phones must be turned off and left in their bags. Watches should be removed also and left in their bags.
10) Once the examination begins the toilets on that floor will be checked by a member of Student Services staff before students ask to use them during the examination.

PRE-EXAMINATION ANNOUNCEMENTS
Please read out the following instructions to students once they are all seated:
1) The title of the examination is (read from flip chart or white board)
2) This examination will start at (read from flip chart or white board). and will finish at (read from flip chart or white board).
3) There is no specific reading time unless stated on the examination paper: you may start answering the paper as soon as you wish when the examination has started. All timings will be taken from the clock/s in the room.

4) Both a 15-minute and a 5-minute warning will be given before the end of the examination.

5) You should each have the following items on your desk. Please check that you have them and, if anything is missing, please raise your hand. (read from list of requirements)

6) All mobile phones and smart watches should have been stowed away from your desks and switched off. You are not permitted to have a mobile phone, smart watch, or any other electronic device at your desk or on your person during the examination. Anyone found to have any such device will be presumed to be cheating. If you have inadvertently brought a device into the room, please switch if off now and raise your hand for an invigilator to collect it. You can collect it from the front of the room when you leave.

7) If your telephone rings during the exam your bag will be removed and safely stored in the Student Services office for you to collect once the exam has finished

8) You should have brought with you your Pearson Escape Studios student ID card. If you have not brought your ID card, please raise your hand. Please place your student ID card on the desk ready for inspection.

9) [FOR THIS ANNOUNCEMENT IT IS SUGGESTED YOU HOLD UP AN ANSWER BOOKLET AND POINT TO APPROPRIATE SECTIONS] Please now look at the cover of your answer booklet. You will need to complete the information on the front cover. THIS SECTION REQUIRES YOUR CANDIDATE NUMBER IN PLACE OF YOUR NAME. DO NOT WRITE YOUR STUDENT ID NUMBER OR NAME ON THE FRONT OF THE ANSWER BOOKLET.

10) You should now fill in the information required in the boxes in the main information section, except for the box for recording the questions answered. Please take a moment now to complete this information.

11) Please now sign your desk ticket in the required space. We will collect these slips at the end of the examination.

12) You are not permitted to leave the room within the first 30 minutes or the last 30 minutes of the assessment. If you wish to leave at any other time, they should seek permission from an invigilator before doing so by raising your hand.

13) If you need to go to the toilet, please raise your hand to ask permission. Only one student at a time will be permitted to leave the room to go to the toilet, so you may need to wait. An invigilator will accompany you. You must remain silent while out of the room. Talking in the toilets during the assessment will constitute cheating.

14) If you wish to communicate with an invigilator, you should raise your hand in silence. An invigilator will then come to you. If you are given permission by an invigilator to leave the room for any reason, you should do so as quietly as possible.

15) At the end of the examination, I will ask you to stop writing. You must stop writing immediately and close your answer booklet the moment this announcement is made. You are not permitted to complete your sentence or paragraph. TO CONTINUE WRITING AMOUNTS TO CHEATING AND WILL LEAD TO CONSEQUENCES.

16) You are not permitted any rough paper. If you wish to make rough notes, you should do so in your answer booklet or question paper and cross it through afterwards if you do not wish it to be marked. All material which you write in the answer booklet will be marked unless it is clearly crossed through.

17) Finally, please be considerate to others if you have brought in a drink or food.

18) Good luck

19) You may now begin.

During the examination

1) Note the times for the finish of the examination, the 15-minute warning and the 5-minute warning on the whiteboard/flip chart.

2) After 30 minutes, walk round the room marking off the register by checking the students ID. If a student is absent, then complete an absent slip and place it on the desk they would have been sitting. This will then be collected with the scripts.

3) Complete the Examination security form with the information. One for each examination.

4) Walk around the room periodically and respond to any student who raises their hand. Distribute continuation sheets and treasury tags if required.

5) If you are aware of any problems (e.g. missing or incorrect ID, annotation in Permitted Materials, students attempting to communicate with one other), report to the Chief Invigilator who will take appropriate action and note the issue on the Invigilation Incident report.

6) Be vigilant about any possible disturbances and take action if required (e.g. if people outside the room are making a noise, go out to ask them to be quiet). If there is any significant disturbance, note it on the Invigilation Incident Report.

7) The Chief Invigilator will announce the 15-minute and 5-minute warnings.

8) Students are permitted to leave the room to go to the toilet, accompanied by an invigilator who will wait and accompany them back. Therefore, only one student can be allowed out of the room at any one time. It may be necessary to manage a queuing system.

9) Do not answer any questions the students may have about the content of the question paper. If there appears to be a genuine problem, report to the Chief Invigilator who will contact Student Services for advice.

POST-EXAMINATION ANNOUNCEMENTS

Do not forget to give the 5- and 15-minute warnings as the examination approaches its conclusion. When the time is up, make the following announcement, loudly and clearly:

1) You must stop writing now, the examination is over. Put your pens down and close your answer booklets.

Wait to ensure that all students have obeyed. Then continue.

2) You need to complete the information on the cover of your answer booklet. [PICK UP A BLANK ANSWER BOOKLET, SO THAT YOU CAN POINT TO THE RELEVANT BOXES].

Please write in the vertical boxes, the numbers of the questions which you have attempted.

3) Please double-check that you have completed the other information on the cover of the answer booklet, in particular your Candidate Number. Make sure your Candidate number is on any continuation sheets and on your MCQ answer sheet if used. Use the Treasury Tag provided to join your answers into a single bundle.

4) The invigilators will now collect the answer booklets, absent slips, question papers and desk tickets. **YOU MUST REMAIN SEATED AND SILENT UNTIL EVERYTHING HAS BEEN COLLECTED AND CHECKED.**

Wait while collection takes place. **ALL SCRIPTS MUST BE CHECKED AS THEY ARE COLLECTED TO MAKE SURE THE CANDIDATE NUMBER IS ON THE FRONT** – but remind students to be quiet if necessary. Once the booklets and question papers have been counted, continue:

5) The examination is finished – please take any rubbish with you. You may leave now.

End of examination
After the examination
1) Check all scripts and absent slips are accounted for and complete the Examination Security form. This should then be put on top of the scripts.

2) Check the examination room. Throw away any rubbish and collect any remaining items (e.g. ID cards left behind).

3) The answer booklets and other materials should be securely transported to the Student Services Office by the chief invigilator with their completed report.

Person responsible	Academic Registrar
Approval date	July 2025
Version Number	6
Effective from	September 2025
Approved by	Academic Board
Date of next formal review	July 2026
Status (Current or Post DAP)	Current