

## Xact Consultancy and Training Limited

### Submission Policy

#### 1. Introduction

Xact's policy is to:

- a) Comply with Ofqual and Awarding Body guidance and requirements.
- b) Electronically receive and assess all submission and re-submissions.
- c) Track, action and monitor assessments through the assessment process within agreed timescales.
- d) Provide a secure, accurate and accessible audit trail to ensure that delegate assessments are tracked.
- e) Ensure confidentiality, data management, safe-keeping and processing of submissions and user information.
- f) Register individuals being assessed for qualifications with the appropriate Awarding Body.

#### 2. Process

In order to do this, the assessment centre (Xact) will:

- a) Provide clear and consistent deadlines for submissions in individuals' XLE User Profiles.
- b) **Submission deadlines:** Administer initial submission deadlines of one month from course completion for all courses except those at Level 5. See 2d) below. An additional two weeks will be added to submission deadlines for submissions falling over following periods:
  - i) Summer period – second Monday in July to end of August
  - ii) Christmas period – Christmas break

##### Notes

**Note 1: Distance Learning Modules (DL):** The submission deadline for DL modules is the same submission date as that of the course they proceed. Please note that DL modules are part of the pre-course learning and must be completed prior to course commencement.

**Note 2: Summer and Christmas period leave:** As two weeks' annual leave has already been factored into periods i) and ii) above, you will only be granted a deadline extension if your leave period is for more than two weeks immediately after the course. See 6a) Deadline extensions.

- c) **Level 5 Fire Engineering:** Provide an extra two weeks in addition to periods in 2b) above due to complexity and self-study requirements of these courses.

**Please note:** This does not include self-study module FED 4 which is subject to deadline requirements in 2b) above.

- d) **RPL Submissions:** Administer initial submission deadlines of three months from issue of the initial RPL Evidence Collection Plan.

- e) **Workplace Audits:** Administer submission deadline of two months from date of issue to allow individuals sufficient time to plan, book, conduct and report an audit or fire risk assessment. Individuals should be supervised when conducting this activity.
- f) **Re-submissions:** Administer re-submission deadlines of one month from date of re-submission notification.
- g) **Reasonable adjustments:** Make adjustments for impairments to learning: A reasonable adjustment to submission times may be provided for individuals with an impairment that places them at a disadvantage in the learning and assessment environment. See our Reasonable Adjustment Policy which is available on [www.xact.org.uk](http://www.xact.org.uk)
- h) **Submission receipts:** Notify individuals and their co-ordinators of receipt of submissions.
- i) Ensure initial submissions are sent to an assessor for marking within four weeks of the submission deadline.
- j) Ensure initial submissions are assessed within six weeks of sending to an assessor.
- k) Ensure re-submissions are sent to an assessor for marking within two weeks of receipt
- l) Ensure re-submissions are assessed within four weeks of sending to an assessor.
- m) Ensure the following actions occur within five working days of the assessed submission being returned from assessor:
  - i) **Passed submissions and re-submissions:** Notify individual concerned and their co-ordinator of result.
  - ii) **Not yet passed submissions:** Notify individual concerned and their co-ordinator of result and follow process in Section 5: Re-submission.
  - iii) **Not yet passed re-submissions:** Notify assessment manager for determination. See Section 4: Not yet passed.

### 3. Initial submissions

The following information will be provided to delegates to enable them to complete submissions:

- a) Assessment questions
- b) Access to reference documents during courses
- c) Access to non-copyright reference documents via website
- d) Access to assessment criteria
- e) Access to centre policies e.g. Malpractice and Appeals
- f) Submission deadline in their XLE User profile
- g) Recommendation that individuals retain a copy of their work before electronically submitting via the XLE
- h) Submission instructions

#### **4. Not yet passed**

- a) Delegates who do not pass an initial submission will be offered a re-submission (see Section 5), providing the areas “not yet passed” do not form a significant part of the submission.
- b) The assessment manager will decide if the “not yet passed” areas form a significant part of the submission.
- c) Delegates who do not pass a re-submission will be passed to the assessment manager for determination.
- d) In cases of b) and c) above, assessment manager will liaise with the individual’s co-ordinator to identify a way forward e.g.
  - i) Does individual have a learning need?
  - ii) Does individual need additional support?
  - iii) Is a training needs analysis required?

#### **5. Re-submissions**

The following information will be provided to delegates:

- a) Re-submission summary and instructions
- b) Copy of assessor feedback
- c) Re-submission questions and access to non-copyright reference documents via website
- d) Submission deadline in their XLE User profile
- e) Recommendation that individuals retain a copy of their work before electronically submitting via the XLE

#### **6. Deadline extensions**

Xact is an accredited assessment centre regulated by awarding bodies and Ofqual. This means that Xact can only grant extensions to submission deadlines in accordance with national approved criteria e.g. death of close relative, hospital admission etc.

- a) Extensions to deadlines can be authorised by the centre manager providing they are of one month or less. Extensions may be granted for the following reasons:
  - i) On annual leave immediately after course
  - ii) Learning needs. See our Reasonable Adjustment Policy available on our website
  - iii) Sickness
- b) Consideration for longer extensions may be permitted under exceptional circumstances. All applications for extensions should be referred to the Head of Centre for approval. The following are examples of circumstances which might be eligible for special consideration. (List is not exhaustive):
  - i) Recent bereavement of a member of individual’s immediate family.
  - ii) Incapacitating illness of individual.

- iii) Severe car accident.

**Notes**

**Note 1:** Deadline extensions requests must be submitted by the individual concerned unless they are unable due to their incapacity e.g. they are in hospital

**Note 2:** Xact is unable to accept deadline extensions requests unless they are accompanied by verifiable evidence e.g. Doctors Certificate

**Note 3:** Xact is not permitted to authorise deadline extensions requests for reasons such as "I have been too busy at work".

**7. Submission of work**

It is the responsibility of each individual concerned to ensure that they have answered all questions, uploaded all information requested, referenced correctly and submitted their response by the submission deadline:

- a) Submission deadlines are detailed in each individual's user profile. See Guidance Note 70 on how to access submission deadlines.
- b) Submissions will not be accepted after midnight of the deadline date
- c) Non-receipt of submissions by the deadline will automatically result in suspension from the process.
- d) The assessment manager will liaise with the individual's co-ordinator to identify a way forward.

**8. Guidance Notes**

To assist individuals in research, responding to questions and submitting work, the following guidance notes are available in each User Profile:

- 7: Electronic Submissions
- 8: Responding to questions
- 9: Reading Techniques
- 10: Referencing and Citations available on your User Profile
- 70: XLE User Guidance GN
- 75: XLE Submission Format
- 76: Submission Template

**9. Lost or damaged work**

The Head of Assessment Centre will evaluate lost or damaged work on a case by case basis.

**10. Definitions**

**Applicant:** An individual who has applied for a qualification via RPL.

**Co-ordinator:** The individual who manages delegates and applicants.

**Delegate:** An individual who is completing a qualification by completing courses

**RPL:** Recognition of Prior Learning

**XLE:** Xact Learning Environment, located on a secure area of Xact's website

**XLE User profile:** A secure separate area of Xact's website for each individual which allows that user to:

- a) Access Distance Learning Modules, Guidance Notes, Reference Documents etc
- b) Locate submission deadline
- c) Submit course work/assignments
- d) View assessment feedback and results