

Xact Consultancy and Training Limited

Submission Policy

1. Introduction

The aim of this 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 activities through the submission and assessment process within agreed timescales.
- d) Provide a secure, accurate and accessible audit trail.
- e) Provide appropriate levels of confidentiality, data management and safe-keeping.

2. Definitions

The following definitions apply to this policy:

Co-ordinator: The manager within an organisation who manages individuals involved in the educational process.

Extended courses: Those who require additional study time due to a course duration of over five days or depth and breadth of study required.

Individual (External): Those who have made submissions for assessment as part of a course, RPL or qualification activity, or registered an interest to do so.

RPL: Recognition of Prior Learning

Submissions: Evidence submitted by an individual for assessment e.g. course work, witness statement

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

XLE User profile: Area of XLE allocated to an individual (user) which allows that user to:

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

3. Submissions

The following matters apply to submissions:

- a) Submissions are submitted electronically via an XLE user account.
- b) Guidance notes regarding submissions are provided in each XLE User Profile.
- c) Submission deadlines are detailed in each individual's user profile. See Guidance Note 70 on how to access submission deadlines.
- d) Individuals should retain a copy of their submission before submitting electronically.
- e) Submission are not accepted after midnight of the deadline date.

- f) Individuals not completing their submissions by the deadline will automatically be suspended from the process.
- g) Centre Manager will liaise with individual and their co-ordinator to identify a way forward.

3.1 Individual responsibilities

It is the responsibility of each individual submitting their work to ensure that they have:

- a) completed their submission by deadline
- b) uploaded all information requested in the appropriate manner
- c) answered all questions
- d) correctly referenced their submission

4. Submission Deadlines

The following deadlines apply to submissions.

4.1 Course submission deadlines

4.1.1 Core courses

Submission deadline for an initial submission is four weeks from course completion for all courses except those listed in 4.2 below.

4.1.2 Extended courses

Submission deadline for an initial submission is six weeks from course completion for extended courses. Extended courses are:

- i) Level 3 Introductory Certificate
- ii) Building Regulations and CDM
- iii) Fire Engineering Design: Modules: FED 1, FED 2, FED 3 and FED 4.

Notes

Note 1: Distance Learning Modules (DL): Submission deadline for DL modules is 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 a) and b) above, you will only be granted a deadline extension if your leave period is for more than two weeks immediately after the course. See 8. Deadline extensions.

4.2 Workplace Audits

Submission deadline for workplace audits is 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.

4.3 Re-submissions

Submission deadline for a re-submission is one month from date of re-submission notification.

4.4 Submission deadlines: Holiday periods

An additional two weeks will be added to submission deadlines for submissions falling over following periods:

- a) Summer period – second Monday in July to end of August
- b) Christmas period – Christmas break

4.5 RPL Submissions

Submission deadline for an RPL submission is three months from issue of initial RPL Evidence Collection Plan.

4.6 Reasonable adjustments

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 and application form.

5. Submission receipt

The following process occur when submissions are received:

- a) Notify individuals and their co-ordinators of receipt of submissions.
- b) Ensure initial submissions are sent for assessment to ensure assessment results are received within seven weeks of the submission deadline.
- c) Ensure resubmissions submissions are sent for assessment to ensure assessment results are received within five weeks of submission deadline.
- d) Ensure the following actions occur within five working days of submission results from an assessor are received:
 - 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 7: Re-submission.
 - iii) **Not yet passed re-submissions:** Notify Centre Manager for determination. See Section 6.1e).

6. Initial submissions

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

- a) Assessment questions

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- b) Access to reference documents via XLE User profile
- c) Access to assessment criteria
- d) Access to centre policies e.g. Malpractice and Appeals
- e) Submission deadline in their XLE User profile
- f) Submission instructions

6.1 Not yet passed

- a) Individuals who do not pass an initial submission will be offered a re-submission, providing the areas “not yet passed” do not form a significant part of submission. See Section 7.
- b) An assessor will decide if the “not yet passed” areas form a significant part of a submission
- c) Individuals who do not pass a re-submission will pass to Centre Manager for determination
- d) In cases of b) and c) above, Centre 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?

Note: See Learning Support and Mentoring Policies for more information.

7. Re-submissions

The following information will be provided to individuals:

- 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

8. Deadline extensions

As an accredited assessment centre regulated by awarding bodies and Ofqual, 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 are authorised by Centre Manager providing they are of one month or less. Extensions may be granted for 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 Head of Centre for approval. The following are examples of circumstances which might be eligible for special consideration.
- i) Recent bereavement of a member of individual's immediate family.
 - ii) Incapacitating illness of individual.
 - iii) Severe car accident.

Notes

Note 1: Above list is not exhaustive.

Note 2: Deadline extensions requests must be submitted by individual concerned unless they are unable due to their incapacity e.g. they are in hospital.

Note 3: Deadline extensions requests cannot be accepted unless accompanied by verifiable evidence e.g. Doctors Certificate.

Note 4: Deadline extensions cannot be authorised for non-valid reasons such as "*I have been busy at work*".

9. Guidance Notes

To assist individuals, responding to questions, referencing, submissions etc, the following guidance notes are available in each XLE User Profile:

- 8: Responding to questions
- 9: Reading Techniques
- 10: Referencing and Citations
- 70: XLE User Guidance
- 75: XLE Submission Format
- 76: Submission Template

10. Lost or damaged work

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

11. Supporting policies

This policy should be read in conjunction with the Assessment Centre Policy.