Flowchart for the grading of the Access to HE Diploma

One Awards assigns grade descriptors (GD) to each unit, GD 7 (Quality) plus at least one other

Assessment plan for the Diploma and each unit developed and internally moderated

Assessors write assignment brief(s) for the units including the components of the grade descriptors which have been chosen for that assignment. GD 7, plus one other must be used. These are internally moderated.

Are drafts permitted?

No   Yes   No

Students submits assignment(s) **late with no agreed extension.**
- Grades indicators capped at Pass
- No resubmission permitted if unsuccessful – except via referral

Student submits a draft(s) and assessor provides feedback. Feedback must not refer to grades.

Student submits assignment(s) **within agreed timescale,** this includes agreed extensions.

Internal moderation takes place as planned with additional involvement as required

Student work assessed
Have all learning outcomes been achieved?

Yes   No

A resubmission can be made for the learning outcomes which have not been achieved.
Is resubmission successful?

Yes   No

Work is eligible for grading – grade indicators given for assignment(s) and recorded. Final grade for unit is decided (midpoint) and feedback given to the student. Student satisfied with decision?

Yes   No

A referral may be made for a second resubmission of the learning outcomes
If successful grade indicators capped at Pass

Grade recorded on the unit profile tracking form for the Diploma

Representation can be made. If successful grade may be changed.

If referral is declined, no further opportunity to achieve a grade for unit.