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<b>Document Name and Version</b>	<b>Academic Progression Policy</b>
<b>Policy Number</b>	5.8
<b>Policies that Interact with Policy 5.8</b>	Policy 5.1 Policy and Procedure: Examinations Board Regulations. Policy 5.2 Assessment Regulations Policy 5.3 External Examiner Policy Policy 5.4 Moderation of Assessment Material and Results Policy 5.6 Learners with Learning Difficulties Policy 5.7 Examination Results: Review, Recheck and Appeal
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	April 2024
<b>Date Policy Comes into Force</b>	September 2024
<b>Date of Review</b>	2026
<b>Revisions</b>	

## **1. Introduction**

- 1.1. Academic progress is the process by which students are able to advance in their course of study, having fulfilled all academic requirements.
- 1.2. IICP College is committed to ensuring that its assessment practices are robust, equitable and transparent, and act to enhance learning. Effective assessment systems are essential for academic progress, and in upholding the integrity of academic standards and awards.
- 1.3. The College manages academic progress in a way that acknowledges the circumstances that may affect a student's ability to advance in their course of study, and provides targeted supports to individual students.

## **2. Scope**

- 2.1. This policy applies to all programme and module assessments, including assignments, dissertations, practice based assessment, performance assessments, and continuous assessments, undertaken by students on programmes leading to QQI awards.
- 2.2. This policy applies to online, in-person or blended assessment modalities.

## **3. Purpose**

- 3.1. This policy is designed to identify individual challenges in academic progression and to set out support structures aimed at assisting students to fulfil the requirements of their course.

## **4. Policy**

- 4.1. In order to ensure that academic standards are upheld, and the integrity of awards is assured, academic progression is based on the attainment of defined academic standards in accordance with College regulations.

4.2. Faculty and student support services provide students who are identified as having difficulties with Academic Progression with strategies and advice to support satisfactory progress in their studies.

4.3. The College supports students to fulfil the requirements of their course by:

- identifying students at risk of not making satisfactory progress throughout their course;
- supporting students at risk through specific strategies and academic advice; and
- continuously monitoring the academic progress of students at risk.

## 5. Procedure

### 5.1. Reviewing students' academic progress.

5.1.1. To ensure students at risk are identified in a timely manner, the College reviews the academic progress of students following the issuing of provisional results for each module. Students who trigger one or more of the following criteria in an examination period may be considered to be at risk with academic progression:

- A student receives a provisional fail grade for a module or a range of modules, and/or
- A student fails to submit one or more module assessments when it falls due.

5.2. Students who are identified through this procedure as demonstrating unsatisfactory academic progress may be allocated an Academic Progress Meeting. This may occur at Level 1 or Level 2.

5.2.1. Level 1 meetings may be arranged for students who are experiencing difficulty in assessments in modules of less than or equal to 10 credits, or where a stage is less than 60 credits, 16% of the credit for the stage. At the discretion of an Examination Board, and in accordance with IICP College's Assessment Regulations (<https://www.iicp.ie/wp-content/uploads/2021/09/5.2-Assessment-Regulations-.pdf>) the learner may be facilitated in carrying an unsatisfied module or modules to a subsequent stage. Where such a facility is

granted, the learner must satisfy the outstanding module or modules or element before the close of the following academic year. Failure to do so will inhibit further progression

5.2.2. Level 2 meetings may be arranged for students who are experiencing difficulty in assessments in modules totalling greater than 10 credits, or where a stage is less than 60 credits, 16% of the credit for the stage. In such circumstances no more than 10 credits, or 16% of the credits for that stage, can be carried from one stage to the next. This can only occur at the discretion of the Examination Board, and both the following conditions are met:

- (i) The outstanding module is not a prerequisite for any module in this stage;
- (ii) This is consistent with the requirements of the relevant programme assessment strategy.

### 5.3. Academic Progress Meeting Level 1:

5.3.1. A student may be allocated a level 1 meeting where they have not achieved a satisfactory provisional mark (ie 40% or more) in any summative assessment or component assessment where the total module credit value is equal to or less than 10 ECT. This could occur where achievement of the learning outcomes is not demonstrated, or where an assessment has not been submitted.

5.3.1.1. A level 1 meeting cannot be offered where a Course Progression Plan is already in place.

5.3.2. The College will support level 1 students by

- assisting them to identify academic or non-academic areas where they need support and directing them to appropriate support resources and services.
- assisting them to identify professional and non-academic areas where they need support and directing them to appropriate support resources and services.

5.3.3. The purpose of the meeting is to agree a Course Progression Plan, identifying (i) any agreement regarding submission of outstanding assignments, together with timelines, and (ii) any supports that will be utilised by the learner.

5.3.4. Where a Course Progression Plan is not agreed, or a learner does not attend the scheduled meeting without agreement with the College, then the original mark will be recorded on the broadsheet of results.

5.3.4.1. Course Progression Meetings must take into account IICP College Assessment Regulations. In particular it should be noted that resubmits are usually capped at 40%.

5.3.5. Academic Progression Meeting level 2

5.3.5.1. A student is allocated a level 2 meeting where:

- They have not achieved a satisfactory provisional mark (ie 40% or more) in one or more summative assessment where the total credit value exceeds 10 credits.
- A Course Progression Plan agreed at level 1 meeting has not been complied with within the allocated timescale.
- A learner does not attend the scheduled meeting without agreement with the College.

5.3.5.2. The College will support level 2 students by the following activities, as appropriate:

- assisting them to identify academic professional and non-academic areas where they need support and directing them to appropriate support resources and services.
- Discussing progression opportunities. This may include deferral, withdrawal and exit awards.
- Developing a Course Progression Plan, identifying (i) any agreement regarding submission of outstanding assignments, together with timelines, and (ii) any supports that will be utilised by the learner.

5.3.5.3. Where a Course Progression Plan is not agreed, or a learner does not attend the scheduled meeting without agreement with the College, then the original mark will be recorded on the broadsheet of results.

5.4. Attendance at and Records of meetings.

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5.4.1. It should be noted that a written attendance of any meeting and meeting related contacts, formal or informal, will be kept on the learner's file, and that IICP's Data Protection Policies apply to such records.