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Environment (VLE)

4.5.1 Each teaching session, as detailed in the Lesson Plan, must have lecture notes and other learning support materials that should be put on the VLE. Where awarding bodies make their VLE available, there may be opportunity to add to the material already provided. If materials are uploaded onto GBS VLE, it is the responsibility of the Module/Unit Leader to ensure that lecture notes and other learning support material is produced and uploaded (subject to approval from the Associate Dean). It is also the responsibility of the Module/Unit Leader to ensure that material related to their module(s) is up to date and old material is removed.

5. Assessment Briefs

5.1 Where assignment briefs and mark schemes are supplied by the awarding body and/or partner organisation and changes are made by GBS Module Leaders, the following process must be adopted before issuing to students:

- 1) Module Leader is responsible for any changes or amendments to the assignment brief and marks scheme supplied to GBS.
- 2) Once changes have been made, the Module Leader is required to get these approved by the appropriate Associate Dean.
- 3) The Associate Dean must submit the revised assignment brief and mark scheme to the awarding body or partner organisation linked tutor for approval and sign off.
- 4) Once approved and signed off by the awarding body/partner organisation linked tutor, the assignment brief may be issued to students and other tutors teaching the module for which the assignment applies.

5.2 The above four-stage process is overseen and managed by the relevant Dean.

5.3 Where assignments briefs and marks schemes are initially produced by academic staff, Programme/Cohort Leader and/or Module Leaders at GBS, the following process should be adopted:

- 1) Module Leader produces assignment brief and marks scheme according to the awarding body or partner organisation requirements.
- 2) Associate Dean checks the assignment brief and mark scheme to ensure awarding body or partner organisation requirements are met (for Pearson awards this acts as the internal verification stage).
- 3) Associate Dean submits the checked assignment brief and marks scheme to the awarding body or partner organisation linked tutor for approval.

some level of disagreement, a further sample of assessment should be selected for

