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GBS Policy on the Standardisation and Internal Verification of Teaching and Assessment (Pearson Programmes)

Contents

1. Purpose	4
2. Scope	4
3. Pearson Requirements	4
4. Teaching	4
5. Assessment Briefs	Error! Bookmark not defined.
6. Assessment Grading and Feedback to Students	6
7. Monitoring and Review.....	7
8. Data Protection and Confidentiality	7
9. Alternative Format	8

Global Banking School (Pearson programmes) Policy on the Standardisation and Internal Verification of Teaching and Assessment

1. Purpose

- 1.1. The purpose of this policy is to provide guidance to academic and professional staff who are associated with Pearson programmes within Global Banking School (GBS) on standardisation and internal verification related to teaching, setting assignment briefs, and grading/marking of student assessed work and the provision of high-quality feedback to students.
- 1.2. This policy should be read alongside the GBS General Academic Regulations for programmes leading to Pearson Awards,

2. Scope

- 2.1 This policy must be read in conjunction with Pearson requirements for teaching, assessment briefs, marking and grading of student assessments and the provision of constructive feedback.

3. Pearson Requirements

- 3.1 BTEC HND programmes are operated according to the BTEC Centre Guide to Quality Assurance and Assessment. As an approved Centre of Pearson to operate HND programmes, there is devolved responsibility for teaching and assessment which is monitored through the Pearson Academic Management Review and External Examiner processes.

4. Teaching

- 4.1 To ensure that students receive a positive teaching and learning experience, it is important that teaching is properly and fully planned according to GBS and Pearson requirements.
- 4.2 All Pearson programmes offered by GBS must have the following in place:

4.3 Schemes of Work

- 4.3.1 Schemes of work set out the teaching material to be covered for the unit, the sequence of topics to be covered over the semester, learning outcomes and other related matters. Schemes of work should be produced on the GBS Scheme of Work template.

4.3.2 Schemes of work should produced by the Unit Lead and then signed off by the Level Lead.

4.3.3 Unit leads must ensure that they hold a standardisation meeting to ensure that all staff who are delivering the unit follow the same scheme of work and that the requirements are clear, irrespective of the campus at which they are teaching.

4.4 Lecture Notes and Learning Support Materials

4.4.1 Each teaching session, as detailed in the Scheme of Work must have lecture notes and work





9. Alternative Format

9.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office on asgo@globalbanking.ac.uk