



Adult Learning Within Reach

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WEA Assessment Submissions and Exams Policy

1. Purpose

This policy sets out assessment and exam arrangements to ensure that learners have the best possible chance of success.

2. Values

Assessment submission and exam arrangements and expectations must be clear and well communicated to learners. Learners are entitled to know what support or adjustments are available to them, through this policy and supporting policies, including the Reasonable Adjustments policy.

The Learner Handbook sets out a summary of learner expectation and entitlements when studying on accredited provision.

3. Scope

This policy applies to both portfolio and exam-based qualifications.

All portfolio-based and exams-based qualifications must be delivered to awarding body standards.

4. Portfolio based assessment

Learners:

- are expected to meet submission date deadlines
- will be allowed to submit work for marking three times by the tutor/assessor – once as an original submission and twice as a re-submission
- can seek an extension for submissions by asking for an extension form from their tutor/assessor. Learners will complete the form and return it to their tutor/assessor to formalise the request for an extension. Reasons for extensions may include sickness, unplanned childcare or work commitments, life events such as bereavement, and family emergencies. For final assessment submissions, extension dates must be agreed within 4 weeks of the course end date
- will be informed by tutors of extension dates, this will be updated in the learners' Individual Learning Plan (ILP) and in Canvas (WEA's VLE)
- can expect that their tutors discuss their progress with them at regular progress reviews

- can expect written and verbal feedback from their tutors (assessors) within 5 working days of the assessment submission date (and within 5 working days where an extension has been agreed by the tutor)
- can use the Appeals Against Assessment procedure if they feel the WEA has unfairly refused an extension or the WEA has made an unfair assessment decision.

Tutors (assessors):

- complete an assessment plan for each qualification at the start of the course and share with learners
- include the assessment plan within the Scheme of Learning and detail the types of assessment being undertaken and the dates for these to be set and submitted
- ensure that deadlines for submissions from the assessment plan are set against the assessment tasks on Canvas
- monitor completion of assessment tasks against the date set and will offer written and verbal feedback to learners within 5 working days of the submission date
- consider the standard of learner work completed to date, learner progress reviews and attendance will help to highlight learners potentially at risk of not submitting or completing. This will be discussed with learners during regular progress reviews and recorded on the learner's Individual Learning Plan. Learners at risk will be flagged by the tutor/assessor to the course manager who will monitor the situation
- use their professional judgement to support agreement to an extension where requested from the learner and inform the course IQA. Reasons for extensions and new dates for submissions will be documented on the learner's Individual Learning Plan by the tutor/assessor who will also adjust deadline dates on Canvas. Work submitted within an extension arrangement will be marked by a tutor/assessor and feedback will be offered to the learner within 5 working days of submission

Internal Quality Assurers (IQAs):

- must conduct course checks and sampling throughout the course and finalise all IQA records, together with final claims for certification, within 10 days of the course end date. Where there are extensions in place for learners, IQAs must schedule time to revisit final submissions.

5. Exam based assessment

Marking and moderation

Internally marked exams must be marked by an assessor within 5 working days of the exam date. IQAs must conduct final moderation and complete all IQA activities within 10 working days of receiving work from the assessor. This includes agreeing the final claims for certification and where resits are needed. Course Managers need to be made aware of resits and are responsible for organising them.

Learners can use the Appeals Against Assessment procedure if they feel the WEA has made an unfair assessment decision.

Resits

Learners will be allowed to undertake one resit only free of charge. Learners can take subsequent resits provided they pay for them.

Decisions regarding how appropriate a resit would be for a learner will be based on previous exam performance, the standard of learner work completed, learner progress reviews and attendance. Reasons for exam resits together with actions to support exam achievement will be discussed by the tutor/assessor with the IQA and Course Manager. These will be recorded on the learner's Individual Learning Plan and within IQA records.

Resits must be scheduled within 6 weeks of the course end date, at the latest. Requests for exam resits must be arranged by the Course Manager.

6. Management and Monitoring

This policy is reviewed and managed by the Accreditation Quality and Development Manager.

It is part of a suite of policies and procedures aligned to JCQ guidance to ensure the planning and management of exams is conducted efficiently, consistently and in the best interests of learners.

7. Links to other policies and documents

Assessment policies

IQA Handbook

Appeals Against Assessment procedure

Reasonable Adjustments policy

Malpractice in Teaching, Learning and Assessment policy

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2025	July 2026	Accreditation Quality and Development Manager	Director of Curriculum, Quality & Safeguarding