



# Marking Policy

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## Aims

This policy is designed to lay out the procedures for fairly and independently marking assignments for the qualifications offered by The Mentoring School.

## Learner Generation Check

Assignments for The Mentoring School begin with an opportunity for the Learner to write about their role and their workplace. This allows the Assessor to carry out a Learner Generation Check – a review of the Units to check (as much as possible) that the Learner situation matches the content of the reflective Units. If this proves negative (there is an indication that the Learner did not generate the assignment) then the Malpractice Procedure would begin.

## Marking Guidelines

Marking should not be undertaken in the presence of Learners.

Many assignments are marked by the trainers under the Centre agreements. External Assessors will be allocated assignments to mark by The Mentoring School.

In addition to the marking grid, for all qualification assessments marking descriptors are issued to the assessors, showing the performance required to achieve the different scores on the marking grid.

Assessors must use the criteria on the marking grid to give each Unit a score. Once completed these Marking Sheets are to be converted to pdf's and become the Learner's Transcript. Eventually these will be completed on our Classroom web portal.

Where the Learner has failed to provide, or demonstrate sufficient evidence to meet the criterion, constructive feedback must be recorded on the Marking Sheet to allow the Learner to understand what they need to do in order to meet the criterion.

Assignments must be marked within 14 days of receipt. If an Assessor is unable to do that, they must notify the Administrative Team immediately.

The Core Units are units that consist of a written essay (with appendices) providing evidence of their learning, a Support Unit consists of things like a Bibliography.

## Scoring the assignment

Each qualification has its own Marking Sheet. This gives maximum scores for each criterion for the units in the assignment, as well as a pass mark for the unit (part of the assignment). It is possible for a candidate to pass several of the units, but not pass others.

Passing all Units – Candidate will be emailed their Transcript with a note of congratulations and informed of the approximate timescale for the issuing of certificates.

Failure of 1 or 2 Unit(s) – Candidate will be emailed their Transcript and given a further 28 days to resubmit the failed unit(s) to the assessor.\*

Failure of 2 Core Units and 1 Support Unit – Candidate will be emailed their Transcript and given a further 40 days to resubmit the failed units to the assessor.\*

Failure of Units 3 or more Core Units – Candidate must retake course in order to resubmit.

Failure of all Units – Candidate must retake course.

\*In the case where there is a technical error in an intervention, Candidates may be given up to 3 months to redo the intervention and rewrite the Units.

## Feeding back to candidates

Feedback will be sent to candidates by email and copied to [mentor@rootofit.com](mailto:mentor@rootofit.com) to ensure that the Learner's Records are kept up to date by the Administrative Team.

## Conflict of Interest

It is vital that if the assessor becomes aware of any conflict of interest at any time, that they inform The Mentoring School as soon as is practically possible. Examples include, but are not limited to:

- Knowing the candidate;
- Being related to the candidate.

## Remarking assignments

Where possible assessors will remark a candidate's resubmission, unless in the case of an appeal, where an independent assessor will mark the assignment.

## Review

This policy will be reviewed biannually.

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