



## Policies and Procedures

Operations Department

### **Distance Learning and Assessment Procedure**

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## Distance Learning and Assessment Procedure

### 1. Principles and Policy

The main objective of Future Focus is to maintain a high standard for the qualifications within our centre. Apart from guidance and support within the learning process we aim to help in the development of goals. Future Focus ensures that as a centre it is in line with all regulatory requirements and that these requisites are reviewed annually to ensure that they remain fit for purpose.

Together with providing for high quality learning and assessment, our system enables access to, and assessment of, qualifications via Distance Learning, in accordance with this chosen means of study.

By means of Distance Learning and Distance Assessment our students can be assured that their experience is positive and of the same standard as that found with the more traditional ways.

### 2. Defining Distance Learning and Assessment

With Distance learning, the student receives the study pack and is allocated a time frame for study away from the centre. Distance Learning is a mode of delivering education and instruction, often on an individual basis, to students who are not physically present in a traditional setting.

Distance Assessment takes place in the same manner and is valuable where traditional methods of assessment are impossible to operate. It involves a system whereby assignments are delivered electronically via specially formulated platforms, namely the e-assessment.

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Distance Learning may be applied to a wide range of qualifications, although there are courses where it is not appropriate, as they would involve a practical aspect. Future Focus offers named courses on Distance Learning basis where there no requirement for candidates to be overseen in person by the centre's staff at a specific physical location or under timed conditions.

As a centre, Future Focus ensures that qualification specifications are appropriate for Distance Learning and Distance Assessment. Moreover, we ascertain that we are fully aware of, and compliant with, any qualification-specific requirements for delivery or assessment with Distance Learning or Distance Assessment.

### 3. Procedure

At the outset, Future Focus provides students with:

- i. Information about the course, highlighting the responsibility of the Centre in the delivery of the course of study
- ii. Specifications of the chosen course, underlining the learning outcome
- iii. Information about the learning, assignment and assessment methods
- iv. A schedule for the delivery of study material and associated resources
- v. A schedule for submission of assignment
- vi. Assignment and assessment criteria, feedback and guidance
- vii. Information on how the achievement will be assessed

Together with the material for the programme of learning, Future Focus provides the student with the following:

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- i. Information on the requirements of the course
- ii. Guidance and support throughout the programme
- iii. Information about the responsibilities of the student
- iv. Contact information and assured equal opportunity for availability via email, telephone or other means for the provision of feedback on the learning and progress within the course

Distance Assessment involves a method where:

- i. A student who has attained the required level of knowledge, skills and understanding reaches each specified level, as detailed in the programme specification
- ii. Controls are in place to prevent and detect plagiarism.

## 4. The Distance Learning Platform and Programme

The Distance Learning platform is easy and intuitive to use for students and assessors as well as the internal quality assurance personnel. This is used for:

- i. Storage of files
- ii. Providing links to other documents/areas, such as centre policies and procedures
- iii. Providing user support material, Frequently Asked Questions and user guides.

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Students are advised, ahead of the start of the distance programme, about the mode of delivery of material to ensure that it is appropriate for them and also that they have access to the minimum technology skills and equipment required. During their study, students have access to appropriate technical assistance. Students have access to effective and timely academic and career advice.

Students have access to required course materials in digital and/or print format, such as textbooks, course readings and online teaching and learning resources prior to the course start date.

At Future Focus, the student support services are focused on meeting the needs of distance students in the same manner as those taking studies physically within the centre.

## 5. Compliance

Future Focus employs well-defined course development standards and guidelines for distance course development. We also retain periodical review of course assignments and learning activities to ensure that students continue to effectively meet learning outcomes. The same is done with the instructional materials and course syllabi to guarantee they continue to effectively meet learning outcomes and to ensure consistency in course development for student retention and quality of the learning experience. Future Focus ensures that there is review of the course outline and guidelines prior to student enrolment so as to ensure that all requirements for course design, development and delivery (such as course syllabus elements and information, course materials, assessment and assessment strategies, faculty strategies for student



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engagement and feedback) meet with the student's needs, requests and expectations.

Further, we ensure that courses are effectively designed for distance delivery and that the students are able to develop the necessary knowledge and skills to meet measurable learning outcomes at the course and programme level. A process that ensures permissions (Creative Commons, Copyright, Fair Use, etc.) is in place for appropriate use of online course materials.

Future Focus encourages regular and consistent faculty-to-student interactions, and commitments are effectively facilitated. Feedback on student progress, assignments, and questions is offered and students are provided with learning opportunities and supported to develop appropriate methods for effective research, including the assessment of the validity of web-based resources. We strive to use effective strategies to create and maintain a presence throughout the whole duration of the distance learning course.