



Formal assessment



An OCA assessment in progress

General

In order to obtain the Higher Education credit points attached to your course, you must pass the formal assessment of your course. You must then complete the relevant university registration forms that will be sent to you.

We will then apply on your behalf to the accrediting university for your credits. You will receive notification of credits following the Module Award Board held by the university.

Process

Once we receive your Assessment Application Form with payment then we will send you an Assessment Application Acknowledgment letter. We will also send you a Return Address and Affirmation form that you need to complete and return to us. Unless we receive this form back from you, your work cannot be assessed.

Once your result has been confirmed and ratified, your work will be returned to you. Your OCA Award, which details the grade you received, will be set to you.

Assessment Dates and Deadlines

3 assessment events are currently held each year. These are in the months of March, August and November.

The deadline dates to send your submissions are as follows:

March

Submissions must not be sent before the 14 January and no later than the 28 January of the same year.

August

Submissions must not be sent before the 15 of June and no later than the 30 June of the same year.

November

Submissions must not be sent before the 15 of September and no later than the 30 September of the same year.

OCA reserves the right to refuse work, return work or charge a storage fee for work that is sent outside of these deadlines.

What to submit

Details of what to submit are provided as an appendix in your course materials. Please read this as soon as you receive the materials if you do wish to be formally assessed at the end of your course. Your tutor will be able to provide additional guidance throughout your course.

Assessors & External Examiners

Your work will be assessed by independent assessors. These are our most experienced OCA tutors. The assessors are in turn moderated by a university appointed *External Examiner*.

Marking

Assessors mark to set criteria for each course. The final mark is then sent to the university together with your registration forms for you to obtain the attached credit.

The marking scheme is as follows:

% Result	Grade	HE Classification
70 or above	A	First
60-69	B	2:1
50-59	C	2:2
40-49	D	3rd
Under 40	Retrievable Fail	

Registered Office

The Michael Young Arts Centre,
Open College of the Arts,
Unit 1B,
Redbrook Business Park,
Withorpe Road,
Barnsley,
South Yorkshire,
S75 1JN

Charity number:
327446

Visit our website: www.oca-uk.com

Email enquiries: open.arts@ukonline.co.uk

Tel: 0800 731 2116

Fax: 01226 730838