

Board Policies

Policy for the Moderation of Learning Journals
April 2009

Policy for the Recognition of Prior Learning Policy
August 2009

**Policy for the Approval of an Extension to the
Submission Date of a Learning Journal**
December 2009

Categories of Award
August 2010

Policy for Failure, Supplementary Assessment and Review
November 2010

Policy for the Moderation of Learning Journals

April 2009

1. Local group leaders will assess learning journals using approved assessment criteria;
2. Local group leaders will forward the recommendations for award to the Director (as Convenor of the Moderation Group);
3. Local group leaders will submit the following to the Director for the attention of the Moderation Group:
 - a. Any learning journal being recommended for a fail grade
 - b. The lowest standard learning journal receiving a pass grade
 - c. The highest standard learning journal receiving a pass grade
 - d. Any learning journal being recommended for a distinction grade
4. The Moderation Group will meet prior to a meeting of the Board to moderate learning journals and provide recommendations to the Board in relation to awards;
5. Following the meeting of the Board an award list will be published to all participants and to local group leaders.

Guidance Notes

1. The role of the local group leader is pivotal in the assessment process. Therefore:
 - a. Local group leaders will attend an orientation session in relation to their role;
 - b. Local group leaders will be provided with examples of participants' work as benchmarks for assessment;
 - c. Some local group leaders will participate in the work of the Moderation Group in order to bring their experience as group leaders to that forum;
 - d. Special care will be taken to seek to ensure that pastoral relationships are not damaged when a participant receives a fail grade. The Director's involvement in this process will seek to ensure that the participant understands that the fail grade has not been awarded by the local group leader but by the Board;
 - e. Local group leaders will be able to contact the Director for advice on the assessment process.
2. Participants should not be advantaged or disadvantaged because their local group leader is or is not a member of the Moderation Group. Therefore:
 - a. Local group leaders who are also members of the Moderation Group will exclude themselves from moderation conversations about participants from their local group;
 - b. Local group leaders who are also members of the Moderation Group will ensure that they are not involved in the moderation of learning journals which they have assessed as the local group leader.

Policy for the Recognition of Prior Learning Policy

August 2009

- A. The Director is authorised to offer an applicant exemption from completing courses within the Bishop's Certificate and Diploma programmes where an applicant makes a case during the application process that they have completed equivalent curriculum in a previous programme of study, provided that:
1. The applicant is able to provide proof of the satisfactory completion of a programme of study in which they have studied an equivalent curriculum to the course(s) for which they seek exemption;
 2. The applicant is not granted exemption from more than two courses in the programme, and not more than one course in any two-course block of a programme;
 3. The applicant is exempted from completing the course reading and related questions, but not attendance at Learning Weekends, Learning Days and Local Group meetings; and the completion of Integrative Exercises and Situation Analysis associated with the block of courses.
- B. Where an applicant seeks recognition of prior learning but is unable to fulfill the provisions listed above, the application will be referred by the Director to the Board.

**Policy for the Approval of an Extension to the
Submission Date of a Learning Journal
December 2009**

1. Participants are expected to complete a block of study on the Saturday of the final week of the block;
2. Participants are required to submit their learning journals to their local group leader within 14 days of the Saturday of the final week of the block;
3. In exceptional circumstances participants may request an extension to the submission date of their learning journals;
4. Any request for an extension will be considered if the request:
 - a. Has been made in writing (e-mail or letter) to the Director;
 - b. Has been received by the Director at least five days prior to the Saturday of the final week of the block;
 - c. Includes a proposed submission date;
 - d. Is accompanied by a medical certificate or other documentation detailing the special circumstances leading to the request for an extension.
5. Any request for an extension meeting the criteria detailed in 4 above will be considered by the Director and a response will be given in writing (e-mail or letter) prior to the Saturday of the final week of the block;
6. Any request for an extension not meeting the criteria detailed in 4 above will be dealt with at the discretion of the Director in consultation with the Chair of the Board, and a response will be given in writing (e-mail or letter);
7. Local group leaders should be careful to ensure that participants do not believe that they have been given an extension by a group leader.

Categories of Award

August 2010

Learning Journals should exhibit:

- comprehensive study of the content of courses;
- integration of learning across courses and with the ministry skills stream;
- initial integration of learning with ministry practice;
- some integration of learning with situation analysis.

Fail -

- Non-submission of a learning journal OR
- Late submission of a learning journal without prior agreement of an extension OR
- Inadequate evidence that substantial areas of a Course Handbook have been studied or that Situation Analysis exercises have been completed OR
- Failure to successfully complete a ministry skills stream OR
- Little or no evidence of integration between themes or with ministry context.

Pass -

- Timely submission of a learning journal AND
- Evidence that the programme content has been studied and the implications of the content have been reflected upon (even where the participant disagrees with the arguments put forward in the readings) AND
- Successful completion of a ministry skills stream AND
- Some evidence of integration between courses, situation analysis and with ministry practice AND
- Some evidence of integration between courses and the ministry skills stream.

Distinction -

- Timely submission of a learning journal AND
- Strong evidence that the programme content has been studied thoroughly, the implications of the content have been reflected upon, and that the learning has been applied to ministry practice AND
- Initial attempts by the participant to reflect on alternative theological perspectives to some of those presented in the programme content AND
- Successful completion of a ministry skills stream AND
- Strong evidence of integration of learning between courses, situation analysis and with ministry practice AND
- Strong evidence that the participant has recognised personal changes and developments in understanding and has reflected upon them and their consequences for ministry practice in the light of learnings in their ministry skills stream.

Notes -

Participants receiving a distinction for 2 out of 3 journals in the Certificate programme, or 3 out of 4 journals in the Diploma programme will be eligible for the award of distinction, providing that they have met the minimum requirements for attendance and participation in all of the core components of the programme.

In cases where a participant is exempt from submitting course work relating to one course, the participant is required to submit course work relating to the second course, including all integrative and situation analysis exercises. In cases where a participant is exempt from submitting course work relating to two courses studied in one block, the participant is required to submit course work relating to the situation analysis exercises.

Policy for Failure, Supplementary Assessment and Review

November 2010

Where the Moderation Group of the Board determines that either:

- (i) a learning journal in the Bishop's Certificate or Diploma programme;
- (ii) an assessed task in the Ministry Skills Stream;

has failed to meet the minimum standards for a pass grade it shall be determined whether a special case exists:

1. Fail where a Special Case Exists

Where a special case does exist, the Moderation Group shall make a decision in relation to the special case regarding whether the learning journal or assessed task is to receive:

- (i) a pass grade because of the special circumstances of the case;
- (ii) a preliminary fail with the option to submit work for supplementary assessment;
- (iii) a fail grade.

The recommendation of the Moderation Group shall be reported to the next meeting of the Board.

2. Fail where no Special Case Exists

Where a special case does not exist the Moderation Group shall make a decision regarding whether the learning journal or assessed task is to receive:

- (i) a preliminary fail with the option to submit work for supplementary assessment;
- (ii) a fail grade.

The recommendation of the Moderation Group shall be reported to the next meeting of the Board.

3. Preliminary Fail and Supplementary Assessment

Where the Board accepts the recommendation that a learning journal or assessed task shall receive a preliminary fail:

- (i) the Director shall write to the participant indicating the work which is required from the participant for supplementary assessment, and the date by which it is required;
- (ii) normally this communication shall be delivered by hand at a meeting of the participant and the Director, the Local Group Leader and/or the Ministry Skills Stream Leader may also be in attendance;
- (iii) every reasonable effort shall be made to provide learning advice and support to the participant.

Where a participant makes a further submission for supplementary assessment the Moderation Group shall assess the material for the award of pass or fail only.

Where a participant does not make a further submission for supplementary assessment the Moderation Group shall recommend that the learning journal or assessed task receives a fail.

The recommendation of the Moderation Group shall be reported to the next meeting of the Board.

4. Fail without the Opportunity for Supplementary Assessment

Where the Board accepts the recommendation that a learning journal or assessed task shall receive a fail:

- (i) the Director shall write to the participant indicating that the learning journal or assessed task has been failed, and outlining the process for review;
- (ii) normally this communication shall be delivered by hand at a meeting of the participant and the Director, the local group leader and/or the ministry skills stream leader may also be in attendance;
- (iii) the participant shall be withdrawn from the programme.

5. Opportunity for Review of a Fail

Where a learning journal or assessed task has received a fail grade and a participant wishes the grade to be reviewed:

- (i) the participant shall write to the Chair of the Board within 21 days of receiving written notification of the fail from the Director (the participant shall include a letter explaining the grounds for the review, and must include with the letter copies of all learning journals or assessed tasks submitted in the programme);
- (ii) the Chair of the Board shall establish a Review Group for the purpose of determining the review (the Review Group shall include the Chair of the Board and two members of the Board who are not: (a) the Director, (b) members of the Moderation Group or (c) the Local Group Leader or the Ministry Skills Stream Leader of the participant);
- (iii) the Review Group shall be responsible for making a final determination in relation to the review and may seek further information from (a) the Director and Moderation Group, (b) the participant, (c) the Local Group Leader or the Ministry Skills Stream Leader of the participant;
- (iv) the Review Group may determine that the learning journal shall receive (a) a pass grade, (b) a preliminary fail or (c) a fail;
- (v) the Chair of the Board shall be responsible for communicating the decision of the review to the Board and to the participant. The decision of the Review Group shall be absolutely final.