

STREET NR

CXLAB

CX Lab – Assessment Regulations

Version: 1.0

Approved by: CX Lab

Review cycle: Annual or as required

Effective date: 9th February 2026

1. Purpose

These Assessment Regulations set out the principles, processes, and standards governing assessment at CX Lab. The regulations ensure that assessment is fair, transparent, valid, reliable, and aligned with approved learning outcomes and MFHEA requirements.

2. Eligibility for Assessment

Learners are eligible for assessment provided that they:

- Are formally enrolled on the programme;
- Have met attendance and participation requirements, where applicable;
- Have completed the required learning activities as specified in the programme documentation.

Eligibility criteria are communicated to learners prior to programme commencement.

3. Assessment Design and Methods

Assessments are designed to:

- Measure achievement of the intended learning outcomes;
- Be appropriate to the level and nature of the programme;
- Reflect professional and applied learning contexts where relevant.

Assessment methods may include written assignments, practical tasks, presentations, case studies, or other suitable forms as approved for each programme.

4. Grading and Marking

Assessment grading follows the approved grading criteria for each programme. Marking is carried out by suitably qualified tutors in line with documented assessment guidelines.

Grades awarded reflect learner performance against the published assessment criteria and learning outcomes.

5. Verification and Quality Assurance

CX Lab applies internal verification processes to ensure consistency, fairness, and accuracy in assessment decisions. Verification activities may include:

- Review of assessment briefs and marking schemes;
- Sampling of assessed work;
- Moderation discussions among tutors and academic staff.

6. Feedback to Learners

Learners receive constructive and timely feedback on their assessed work. Feedback is intended to:

- Support learning and improvement;
- Clarify strengths and areas for development;
- Guide future performance.

7. Resits and Reassessment

Where a learner does not meet the required assessment standard:

- Opportunities for reassessment or resits may be provided, subject to programme regulations;
- Reassessment conditions and timelines are communicated clearly to learners.

8. Assessment Records

Assessment results and related records are securely maintained in line with data protection requirements and CX Lab's record retention procedures.

9. Monitoring and Review

Assessment performance is monitored through defined indicators, including:

- Learner eligibility for assessment;
- Assessment success rates;
- Number of reassessments or resits.

Assessment data is reviewed as part of CX Lab's internal quality assurance and continuous improvement processes.

10. Appeals and Complaints

Learners have the right to appeal assessment decisions or raise concerns in accordance with the Student Appeals Procedure and Student Complaints Procedure, which are publicly available on the CX Lab website.

11. Publication and Review

These Assessment Regulations are publicly available and reviewed regularly to ensure continued alignment with academic standards and regulatory requirements.