

A Quick Guide to Access to HE Drafts

All the information you'll need regarding drafts of student work can be found online in the QAA Grading Scheme Handbook C.

QAA Grading Scheme Handbook Section C

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

What you need to know:

1. What are drafts?

Drafts provide students with a method to refine their response to an assignment brief. They allow students to review their progress and determine if they are on track.

Suggested formats for drafts might be bullet points, essay plans, topic sentences, flow charts, diagrams or similar. Some points may have been expanded, developed and refined. Drafts will provide the basis for discussion between tutor and student, providing details of the student's ideas, arguments and understanding.

2. A draft must be mentioned in the assignment brief

Tutors may provide opportunities to submit drafts for comment and feedback. However, this is only for particular assignments where it is appropriate to do so, and it has been decided in advance. It is not expected that students will be asked to submit drafts in most instances, and it is not deemed the norm.

Where drafts are permitted, this should be specified for all students to submit and must be included in the assignment brief. A tutor cannot suggest a draft if it is not specifically mentioned in the assignment brief.

Drafts can be a helpful tool, especially for the first unit of an Access to HE Diploma or an unfamiliar topic and should not be completely excluded, provided they are managed appropriately and it is fully understood what is and what is not allowed.

The additional workload for tutors and students must be considered when deciding whether to allow drafts. Additional time and resources will be required for marking and feedback on drafts by all students.

3. Feedback on drafts

Tutors can provide written feedback on drafts with general commentary that enables students to develop their response to the assignment brief.

Tutors should not make detailed corrections or comments on drafts, nor should they indicate likely grades or information that could be construed as grade polishing.

4. A first submission cannot become a draft

A draft is an overview, outline or plan of the assignment evidence to be completed before completing the final evidence to be handed in. Students should not be asked to submit completed assignments as drafts. If a student hands in work as part of the formal assessment and grading process, this is a first submission. It cannot be regarded as a draft by the student or tutor.

A draft can only be allowed if one is specifically identified on the assessment brief and cannot be retrospectively introduced. If work fails to address the assessment criteria, it must be returned to the student as a resubmission with the appropriate guidance on which ACs have been missed.

Contact Details

If you are unsure or have a specific query, please email the support team at access@gatewayqualifications.org.uk