



## THE MONTESSORI PARTNERSHIP

### POLICY AND PROCEDURES RELATING TO REASSESSMENT

#### ***Policy Statement***

The Montessori Partnership recognises that individuals progress in their learning at their own pace, and may achieve milestones of understanding and proficiency at different points in their course of study from those envisaged by the organisation.

Formative assessment supports this individualised progress, as the tutor or assessor gives feedback to the student on re-submitted work until the desired proficiency or required competence is achieved. Summative assessment is less flexible and personalised than formative assessment, in that it is time-sensitive, with set deadlines for the assessment to take place, and thus two issues may arise: failure to meet the deadline and failure to gain the pass mark. In such cases reassessment is allowed as outlined in the procedures below

#### ***Procedures for Reassessment***

Summative assessment applies to clearly identified essays, observations, presentations, teaching practice visits, and the practical and written examinations.

#### ***Period of Registration***

The procedures detailed below apply within the three-year period of a student's registration on one of the Montessori Partnership's courses. If a student does not complete all the course requirements within this time frame he or she has the possibility to re-register for a further three-year period, but a re-registration fee of 15% of the course fee currently in force is payable.

#### ***Failure to meet the deadline***

1. Where a deadline has been set for the submission of work the work must be submitted by midnight on the due date.
2. Extensions to deadlines may be agreed in the event of illness or major life upheavals, at the discretion of the course tutor and/ or the administration, but the Montessori Partnership reserves the right not to grant such extensions. Work submitted in time to meet the extended deadline is marked without penalty.
3. Work submitted up to one week after the due date, or the agreed extended deadline, will forfeit 10% of the marks awarded.
4. Work not submitted within one week of the due date and with no agreed extension will not be marked. A new deadline will be agreed with the student who will be invoiced for the cost of marking the work at the current rate. The work must then be submitted for marking by midnight on the new agreed date. The mark awarded will be capped at 50%.

**Failure to achieve the pass mark for:**

1. **Coursework:** Where students fail to achieve the pass mark for coursework that is summatively assessed they have one opportunity to re-present their work, taking account of specific feedback given by the course tutor. No charge is made for this. A deadline is agreed for re-submission which must be adhered to, as outlined above.
2. **The practical examination:** Students are examined on their proficiency in presenting Montessori materials in five curriculum areas. If they fail in one area, following discussion between the practical examiner and the course tutor they receive immediate feedback, have the opportunity, under the tutor's guidance, to practise with the material on which they were examined, and then to re-present it to the examiner. They are then examined on a second piece of material, pulled at random. If they are successful, a mark is awarded for the two presentations together and counted in with the rest of their marks.

If students fail in two or more areas of the practical examination they have to retake the whole examination at a later examination session, and have to pay the retake fee currently in force.

3. **The written examination:** Students who fail one or both of their written papers have one opportunity to retake the failed paper or papers at a later date, provided they have agreed a suitable programme of revision, tailored to support them in overcoming the reasons for their failure. They have to pay the retake fee currently in force, which includes provision for three hours of targeted revision tutoring. Failed papers are always cross-marked.
4. **Teaching practice:** It is very rare that students do not achieve a pass mark in their assessed teaching practice visits. Shortcomings identified during the first visit are rectified by the time of the second visit and signed off. Where shortcomings are identified during the second visit they are discussed in detail, with specific points to focus on forming a plan of action, but this necessitates a third visit by the assessor. This visit is charged to the student at the standard rate in force to cover the assessor's time and costs.