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2	Approved	<a href="#">Christian Lloyd</a>	OCA Board	7 June 2022	June 2023

# OCA Assessment through the medium of Welsh Policy and Procedure

**Updated: August 2022**

## Purpose

This policy outlines the terms of The Open College of the Arts (OCA) Welsh Language Standards Compliance Notice in relation to submitting work for assessment via the medium of Welsh.

The objective of the policy is to:

- enable students resident in Wales to submit assessments via the medium of Welsh;
- ensure that Welsh-medium assessments submitted will be treated no less favourably than those submitted in English;
- detail the procedure for submitting assessments through the medium of Welsh;
- outlines how OCA will process assessments submitted via the medium of Welsh.

## Values

The Welsh Language Commissioner is an independent body established by the [Welsh Language \(Wales\) Measure 2011](#) to promote and facilitate use of the Welsh language. This includes raising awareness of the official status of the Welsh language in Wales and by imposing standards on organisations.

The Compliance Notice to the Welsh Language standards states that:

*“You must inform your students that any written work submitted to you as part of an assessment or examination may be submitted in Welsh, and that work submitted to you in Welsh will be treated no less favourably than written work submitted to you in English as part of that assessment or examination.”*

*“You must not treat any written work submitted to you in Welsh as part of an assessment or examination less favourably than written work submitted to you in English as part of that assessment or examination.”*

## Equality and diversity

OCA is committed to providing equality of opportunity for all students wishing to study with us. The College undertakes to create and provide a positive and open learning, working

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and academic environment that fosters good relations and respect at all levels of the organisation.

### Assessment for learning

All forms of tuition offer formative feedback through constructive and well-grounded comments and/or dialogue that aims to stretch and challenge learners at staged points within the unit, prior to any summative assessment.

Summative assessment takes place at the end of your course. The purpose of summative assessment is to enable you to demonstrate you have achieved the stated learning outcomes of your unit, and that they have achieved the standard required for the unit credit to be awarded.

As outlined in the Assessment Policy, OCA's general assessment principles are:

- Assessment is an integrated and meaningful part of students' overall learning experience, and therefore an 'assessment for learning' approach is used, which emphasises assessment *for* learning rather than assessment *of* learning.
- The purpose of assessment is to enable students to demonstrate that they have achieved the stated learning outcomes of a unit, and that they have achieved the standard required for the unit credit to be awarded.
- The design of assessment has considered the alignment between intended learning outcomes, teaching strategies, methods of assessment, and assessment criteria, to enable all students to achieve the desired learning outcomes, measured through assessment activities using clearly aligned criteria.
- Assessment processes are quality checked to ensure equitability, inclusivity, transparency, reliability, and validity.
- Support for assessment is provided through the formative feedback you receive from your tutor, to help you make sense of your learning outcomes.
- Support is available through [Preparing for assessment guidance](#), available via OCA Learn to help you understand, prepare, and submit for assessment.

### Scope

This policy applies to all OCA students resident in Wales, studying at undergraduate or postgraduate level, who wish to submit assessment via the medium of Welsh. This policy only applies to students resident in Wales. In all other cases, students should submit their work in English.

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## Changes

None.

## Policies superseded by this document

This is a new policy introduced from 1st August 2022.

## Related policies and legislation

This policy outlines OCA's responsibilities as part of its compliance notice issued by the Welsh Commissioner's office under Section 44 of the [Welsh Language \(Wales\) Measure 2011](#).

This policy references the following OCA policies:

- [Academic Appeals Policy](#)
- [Academic Misconduct Policy](#)
- [Assessment Policy](#)
- [Student Accessibility Policy](#)

## Policy / procedure

### Introduction

The Welsh Language Standards are a set of legally binding requirements which will apply to certain organisations (including OCA) providing services in Wales. The Welsh Language Standards explain how organisations are expected to use the Welsh language in different situations, and form the basis of Compliance Notices issued to each affected organisation.

### 1. Principles

- 1.1. If you are a Welsh-resident student, you can submit work for assessment through the medium of Welsh.
- 1.2. Any work you submit in Welsh, as part of an assessment, will not be treated less favourably than work submitted in English.
- 1.3. Your work will be marked by a Welsh speaker whenever possible. Where it is not possible, your work will be translated by a professional translation service and will be marked, in English, by a non-Welsh speaker. If we need to have your work translated into English for marking, there will be no delay in receiving summative feedback or your grades from the assessment team.

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## 2. Identifying Welsh as a preferred language

2.1. You can notify OCA if you wish to submit assignments via the medium of Welsh, either at the point of enrollment at the start of the unit, or when applying for assessment at the end of the unit. In either instance, you should use the [cymraeg@oca.ac.uk](mailto:cymraeg@oca.ac.uk) email address. You can email in Welsh. You should email your:

- name and OCA Student Number;
- current unit of study and/or the unit you wish to be assessed;
- the assessment event you are planning on submitting to, or the date you are likely to be ready for assessment;
- any support you might require to submit for assessment.

2.2. Emailing a wish to submit your work in Welsh does not constitute a binding commitment on your part. It is still possible to submit any assignments in either Welsh or English. It is also possible for you to submit work in Welsh without prior notification. However, early notification will make it easier for OCA to ensure there are no delays in receiving summative feedback or grades from the assessment team.

2.3. We will notify your tutor that you will be submitting your work in Welsh.

2.4. Once you have notified OCA you wish to submit assessment in Welsh, all subsequent communications, guidance, and/or support relating to assessment will be in Welsh.

2.5. OCA will keep a record of your wish to submit work in Welsh.

## 3. Student guidelines for submitting work in Welsh

3.1. You are strongly encouraged to notify OCA of their intention to submit work for assessment in Welsh. See Section 2 for details.

3.2. You should follow the Assessment Guidance provided through [OCA Learn](#). This will detail:

- Guidance on understanding assessment, including the relevant assessment requirements, learning outcomes, and assessment criteria, and information on how assessment takes place.

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- Information on applying for assessment, including assessment dates and deadlines.
- Guidance on preparing your submission.
- Information on how to submit your work for assessment.
- Guidance on how you can learn from assessment, including information on understanding your marksheet.

3.3. You may submit any aspect of your work in Welsh. This includes any creative work, critical reviews or dissertations, reflective presentations, your learning log, or any other assessment requirements.

3.4. For the purposes of word counts, where translation is required, the word count of the originally submitted document is the figure that applies, not the word count of any translated version of this work

3.5. Any audio/visual presentations should be accompanied by a digital transcript document, detailing any written and/or spoken Welsh featured on screen. If presentations require translation, the transcript and the audio/visual presentation will be sent to a professional translation service.

#### 4. Assessment process

4.1. Work submitted in Welsh will be assessed in line with the Assessment Policy. Any work you submit in Welsh for assessment, will not be treated less favourably than work submitted in English.

4.2. As a distance learning provider, OCA employs academic staff from across the UK, including Wales. However, there is no guarantee any academic staff based in Wales, or of Welsh origin, will be fluent Welsh speakers. Where Welsh speaking tutors are not available, OCA will use available professional translation services based in Wales.

4.3. Your work will be marked by an appropriate Welsh speaker whenever possible. Given the breadth of creative arts disciplines OCA teaches, there is no guarantee that each discipline will be represented by a Welsh speaking specialist creative arts tutor. If there are no available specialist academic staff able to speak Welsh, your work will be translated by a professional translation service and will be marked, in English, by a non-Welsh speaking tutor, who will be a specialist in your chosen creative arts discipline.

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- 4.4. The Assessment Team will oversee the translation and marking process to ensure that work is marked within the required deadlines and that you are not disadvantaged in any way by the process.
- 4.5. Email communication to the assessment team, and any assessment related support offered, can take place through the medium of Welsh. Where Welsh speaking staff are not available, email correspondence will be sent to a professional translation service.

## 5. Receiving assessment grades and feedback

- 5.1. Your marksheet and summative feedback will be provided in Welsh.
- 5.2. If we need to have your assessment submission translated into English for marking, there will be no delay in receiving summative feedback or your grades from the assessment team.

## Implementing the policy

If you notify us that you intend to submit assessed work in Welsh, OCA will record this information in line with the General Data Protection Regulations (GDPR). We will keep this information to facilitate the process of administering the marking of Welsh-medium work and to monitor the number of students submitting their work in Welsh.

## Support for the policy

If you experience any problems relating to this policy and/or assessment process, you should email [cymraeg@oca.ac.uk](mailto:cymraeg@oca.ac.uk) to identify the issue. OCA will work with students to resolve issues informally in the first instance.

You may appeal to the [Welsh Language Commissioner](#) in the event that you feel OCA is not complying with the terms of its Welsh Language Compliance Plan.