



SWAP Profile Grading: Guidance for Tutors 2018/19

The SWAP East team are there to assist throughout the year. If you have questions about the information in this booklet or if you need advice or guidance at any point, please get in touch, by phone on 0131 650 6861 or by email at swapeast@ed.ac.uk You might also find what you are looking for on our website: www.scottishwideraccess.org/east

1. Introduction

At the end of the academic year, SWAP tutors are asked for a set of three overall profile grades for each student who has completed the programme. These grades are an assessment of the student's performance throughout the year of their access programme. Profile grades are viewed as an indicator of a student's potential ability to succeed at degree level study and are used by universities when deciding on admission. Profile grade requirements will vary depending on the degree course and the university. The *Possible Degree Progressions* search facility on the SWAP website indicates the profile grades required for progression to individual degree courses at SWAP East partner universities.

The subjects and skills assessed and the evaluation criteria used to grade performance will depend on the access programme studied.

Section 2 provides information on profile grading for access programmes in arts, humanities, social sciences, languages and nursing.

Section 3 provides information on profile grading for access programmes in sciences and engineering.

2. Performance assessment for students in arts, humanities, social sciences and nursing

At the end of the access programme, each individual SWAP student is assessed by their tutors on their overall performance throughout the year. Students on access programmes in arts, humanities, social sciences and nursing are awarded three grades reflecting their level of performance in the three key academic skills: knowledge, understanding and analysis. One grade is awarded for each skill to reflect how well the student has demonstrated that skill across all of the units completed as part of their programme.

Definitions of the key skills

- **Knowledge:** The ability to quickly absorb new information and acquire and develop broad knowledge of a variety of subject areas.
- **Understanding:** The ability to develop a depth of understanding of the central concerns and approaches to a variety of subject areas.
- **Analysis:** The ability to evaluate differing points of view with insight and engage.

Evaluation Criteria

A student's performance in each of the above skills will be assessed according to the following evaluation criteria:

Grade		Grade descriptor
A	Summary	Very able overall performance suggesting that degree level work will be well within the capabilities of this student.
	Evidence	Assessed work consistently exceeds the minimum requirements and demonstrates very effective independent study skills.
B	Summary	Able overall performance suggesting degree level work will be within the capabilities of this student.
	Evidence	Assessed work always meets and sometimes exceeds the minimum requirements and demonstrates effective independent study skills.
C	Summary	Diploma level work may be more appropriate for this student.
	Evidence	Assessed work meets the minimum evidence requirements and demonstrates independent study skills.

Overall SWAP profile-grading

Towards the end of the academic year, the SWAP course tutor must request three grades, one for each of the key skills, from every individual subject tutor. The SWAP course tutor will then create an average of those grades to arrive at the student's overall SWAP profile grading, which can range from AAA (the highest) to CCC (the lowest). A student must successfully complete the programme by passing at least 18 credits in order to be given an overall SWAP profile grading. Students who withdraw early from the programme, or who do not pass enough credits, will not be given a profile grading, as there is insufficient evidence on which to base the final assessment. If a student only narrowly misses passing 18 credits (e.g. by 1 or 2 credits), the SWAP tutor should contact the SWAP office for advice.

3. Profile grading for students in sciences and engineering

At the end of their access programme, each individual SWAP student is assessed by their tutors on their overall performance throughout the year. Students on access programmes in sciences and engineering are awarded three grades reflecting their level of performance in each of the three key subject areas of their programme:

Access programme	Key subject areas
Biological/Life Sciences	Maths, Biology, Chemistry
Physical Sciences	Maths, Physics, Chemistry
Engineering	Maths, Engineering, Technology

These three grades are known as the student's SWAP profile-grading. A student must pass all of the units on the programme in order to be given an overall SWAP profile grading. Students who withdraw early from the

programme will not be given a profile-grading, as there is insufficient evidence on which to base the assessment.

Evaluation Criteria

SWAP tutors in sciences and engineering will assess the performance of their students using the detailed evaluation criteria set out below. Each individual student will be awarded three grades, one for each key subject area. These grades range from AAA (the highest) to DDD (the lowest).

The grade for each subject must be listed in the order given in the above table so that it is clear which subject each grade is for (e.g. a physical sciences student with a profile grading of ABA has achieved an A for Maths, a B for Physics and an A for Chemistry). Universities sometimes specify a level of achievement in a specific subject as a condition of entry (e.g. they may ask for a grade A in maths for entry to degrees with a high level maths content).

Grade	Grade Descriptors	
A	Summary	Achieved the units with great ease and displayed a very able overall performance. Degree level study should be well within the capabilities of this student.
	Evidence	Assessed work is submitted on time and is usually complete and accurate. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Assessments are sat on time and passed at the first attempt and with no or few minor errors. Student demonstrates good practical laboratory skills.
B	Summary	Achieved the units with relative ease and required little or no assistance. Displayed an able overall performance. Degree level study should be within the capabilities of this student.

	Evidence	Assessed work contains some errors, but shows a clear understanding of most topics. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Student demonstrates satisfactory practical skills. Student may have been required to retake an assessment. Assessments are of an acceptable standard with little revision required.
C	Summary	Achieved the units but required considerable assistance. Diploma level study may be more appropriate than degree level work for this student at this stage.
	Evidence	Assessed work is adequate. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Student required to repeat most assessments following remediation.
D	Summary	Achieved some units or some outcomes but with great difficulty. Student is not yet ready for higher level study.
	Evidence	Much of the assessed work is either unsatisfactory or not completed. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Assessments frequently require to be repeated. Assessed work is frequently submitted late and / or is of a poor standard or incomplete. Considerable assistance is required to enable the student pass units or outcomes.

4. Returning SWAP Results

We will contact you towards the end of the academic year, most likely in May, to ask you to send us the results for all the students in your class. We will ask for SWAP profile grades and a full academic transcript for every student who has completed the programme. The academic transcript is a list of all the units the student has passed and failed and includes the SQA unit title and number, credit value and SCQF level—pending results (e.g. National 5 Maths) should also be included in the transcript. We will also ask for information on the progression plans of all SWAP students, including those who aren't going to university, and we will ask for details regarding those who have withdrawn. This information allows us to gather data and monitor trends, for example, on retention rates, reasons for withdrawal and post-access programme progression. SWAP tracks former SWAP students who go on to university and those who continue their studies at college.

We need the fully-completed documents by mid-June to enable us to check and pass on the relevant information to universities in good time. It is extremely helpful if you can submit the results to us at least a week before your summer break to allow us time to check and query any issues before you go. If there is a problem and we cannot get a hold of you, a student's place at university could be at risk.

From there, SWAP forwards on profile grade results and individual academic transcripts to those universities with which students are holding either firm or insurance offers. We are only able to do this for students who have applied to UCAS through SWAP East. SWAP East students should, therefore, ensure that they register with UCAS as a SWAP East student and that they list SWAP East as their centre/school in their UCAS application.

5. Further Information or Advice

If you need clarification about anything in this document or need advice on anything else during the year, do not hesitate to contact the SWAP East Office—we are there to help.

SWAP East Office Staff

Lesley Dunbar Director
Lesley.dunbar@ed.ac.uk 0131 651 8013

Nick Hutcheon Coordinator
Nick.Hutcheon@ed.ac.uk 0131 650 6685

Anna Reynolds Administrator (Mon-Thu 09:00-14.30)
Anna.reynolds@ed.ac.uk 0131 650 6861

Deborah Neill Mentoring Coordinator
dneill@exseed.ed.ac.uk 0131 650 6861