



**WINSTON COLLEGE OF LONDON (WCOL)
Standardisation Board Meeting Minutes**

**06/09/2024 at 12:00-17:00 in WCOL , Winston House, 140 High Road,
London, England, E18 2QS**

AGENDA

- 1. Attendance and Apologies**
- 2. Changes since last board**
- 3. Confirmation and review of previous minutes**
- 4. Resource Standardisation**
 - a. SOW & LP Standardisation**
 - b. Class Activities Standardisation**
 - c. Assessments standardisation**
 - d. Marking Standardisation**
- 5. Consensus on the Marking Schemes**
- 6. Assessment verification**
- 7. Resits**
- 8. Extenuating circumstances and special consideration**
- 9. Academic appeals**
- 10. Assessment opportunities and feedback**
- 11. Academic Misconduct**
- 12. Observations and recording**
- 13. Grades and assessments**
- 14. At risk students**
- 15. Approvals**
- 16. Any other business**
- 17. Action Planning**



1. Attendance and Apologies for Absence

Attendees

Imran Pirzada – Assistant Principal Quality (Chair) (I.P)

Alexandra Tisescu – Admin Officer (A.T)

Seva Seyidova – FS/ESOL Tutor (S.S)

Victoria Tarus – Admin Officer (V.T)

Apologies

Violeta Grigoras – FS/ESOL Tutor (V.G)

2.Changes since last Board

N/A

3.Confirmation of previous minutes

This deliberation is not applicable currently as this is the first assessment board for the academic year 2024/25.

4.Resource Standardisation

The FS/ESOL tutor (S.S) is currently working on the resources. SS presented a sample resource for the first module. All tutors agreed with template presented and going forward agreed to use the standardised resource.

Action: The Resources for ESOL/FS Speaking/Listening and Reading/Writing will be ready before Monday 16th September 2024.

a. SOW & LP Standardisation

AP Quality (I.P) and FS/ESOL tutor (S.S) agreed that all the SOW & Lesson Plans will be ready before 17th September 2024.

Action: The FS/ESOL tutor (S.S) will finalise ESOL E1/E2/E3 AND FS L1/L2 Scheme of work and lesson plan before 17th September 2024.



b. Class Activities Standardisation

All tutors agreed on class activities (including online) that will be carried out during sessions to aid learners in meeting their learning outcomes. The final list of in-class/online activities will be available separately at a later date.

c. Assessments Standardisation

The ESOL/FS tutor (S.S) required more practice papers for ESOL E1/E2/E3 and FS L1/L2.

Action: Prepare more practice papers for speaking/listening, reading/writing ESOL E1/E2/E3.

Action: Prepare more practice papers for speaking/listening, reading/writing FS L1/L2.

d. Marking Standardisation

The ESOL/FS tutor (S.S) required more Marking Schemes for ESOL E1/E2/E3 and FS L1/L2.

Action: Develop Marking schemes for ESOL E1/E2/E3.

Action: Develop Marking schemes for FS L1/L2.

5. Consensus on the Marking Scheme

All the assessors reviewed the available marking schemes and approved the same in this meeting.

Action: Provide all relevant staff members with a soft copy of the marking schemes for future reference and assessment grading.

6. Assessment verification

The AP Quality will allocate an internal verifier for the ESOL classes.

Action: The college will need to allocate an Internal Verifier for the ESOL classes

7. Resits

N/A

8. Extenuating circumstances and special consideration

N/A

9. Academic appeals

N/A



10. Assessment opportunities and feedback

AP Quality (I.P) informed the meeting that Tutors need to provide thorough and constructive feedback to all ESOL/FS students, make use of support log and online progression tracker in order to be aware of the students' needs and monitor the work progression of all the learners.

11. Academic Misconduct

N/A

12. Observations and recording

N/A

13. Grades and assessments

N/A

14. At risk students

N/A



15.Approvals

N/A

16. Any other business

N/A

17. Action Planning

Issue	Proposed Intervention	Actions arising from intervention	Person responsible for actions	Target Date	Progress Check	Impact/ Key success Indicators/ Evidence
Resources	The Resources for ESOL/FS Speaking/Listening and Reading/Writing will be ready before Monday 16 th September 2024	Completed resources for ESOL and Functional Skills.	Seva Seyidova	16/09/24		
SOW and LP	The FS/ESOL tutor (S.S) will finalise ESOL E1/E2/E3 AND FS L1/L2 Scheme of work and lesson plan before 17 th September 2024.	FS/ESOL tutor (S.S) working on ESOL E1/E2/E3 AND FS L1/L2 Scheme of work and lesson plan.	Seva Seyidova	17/09/24		
Practice Exam Papers	Research more practice papers for speaking/listening, reading/writing ESOL E1/E2/E3.	FS/ESOL Tutors working on practice papers.	Violeta/ Seva	23/09/24		
Practice Exam Papers	Research for more practice papers for speaking/listening, reading/writing FS L1/L2.	FS/ESOL Tutor working on	Seva Seyidova	23/09/24		



		providing more practice papers.				
Marking Schemes	Develop marking schemes for ESOL E1/E2/E3	FS/ESOL Tutor working on providing more Marking schemes.	Seva Seyidova	23/09/24		
Marking Schemes	Develop all Marking schemes for FS L1/L2.	FS/ESOL Tutor providing Marking schemes.	Seva Seyidova	23/09/24		
Marking Schemes	Provide all relevant staff members with a soft copy of the marking schemes for future reference and assessment grading.	Admins will provide all the relevant staff members with a copy of the marking schemes.	Admin Officers	26/09/24		
IV'ing process	The college will need to allocate an Internal Verifier for the ESOL classes	AP Quality will allocate an IV for ESOL classes.	Imran Pirzada	01/10/24		