



# ASSESSMENT POLICY

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### **INTRODUCTION**

The purpose of this policy is to outline the process of collecting relevant evidence and making informed judgements to evaluate learner learning outcomes.

Britts Imperial University College has designed this policy to ensure that all learner assessment tasks are appropriately designed to determine the extent to which learners have met the learning and skills outcome requirements within a unit of study and to assist teaching staff to make decisions about the performance of individual learners within a unit of study.

### **PRINCIPLES OF ASSESSMENT**

At Britts Imperial University College assessment will be:

- Accessible and relevant for learners
- Air and free from bias
- Valid, based on achievement of the standards provided
- Sufficient, allowing the learner to generate the evidence needed
- Manageable for learners and the college
- Completed in accordance with college timescales

### **PURPOSE OF ASSESSMENT**

The purpose of assessment is:

- To promote, enhance, and improve the quality of learner learning through feedback that is clear, Informative, timely, constructive and relevant to the needs of the learner;

- To measure and confirm the standard of learner performance and achievement in relation to a unit of study's defined objectives;
- To reward learner effort and achievement with an appropriate grade.
- To provide relevant information to continuously evaluate and improve the quality of the curriculum and the effectiveness of the teaching-learning process

## FORMS OF ASSESSMENT

Normally, assessment of a unit of study will involve a number of different forms of assessment. Some assessments are formative- specifically intended to assist learners to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning. Other assessment is summative; its objective is primarily to pass judgment on the quality of a learner's learning, generally in terms of assigned marks and grades.

Furthermore, critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and learners, not only about the quality of learner learning but also about the effectiveness of teaching.

Forms of assessment will include:

- **Written Exams** - may take the form of short answer questions, long answer questions and objectives, where appropriate.
- **Projects** - may take the form of specific topic or summary of various practical training attended
- **Presentations** - normally based around formal discussion groups where learners will be delegated topics for research and will be required to present their findings.
- **Practical Training/Internship** - learners will be required to attend various practical training/ internship.

## SUBMISSION OF ASSESSMENT ITEMS

Learners are required to submit assessment items at the time and date specified. Assessment items submitted after the due date will be subject to a penalty unless the faculty has given prior approval in writing for an extension of time to submit that item or mitigating circumstances apply.

Where a learner submits an assignment after the deadline without prior discussion with the faculty or fails to submit even after an extension is given, the work will not be accepted and a fail result will be recorded.

## **ASSESSMENT PERFORMANCE**

- To be conferred the full qualification, the learner must pass all the core units and the required number of optional units. To succeed in each unit the learner must provide sufficient evidence to demonstrate achievement of each assessment required.
- Where learners do not meet the standards for a pass they will be referred and given feedback on the reasons for the decision. Learners will need to take account of the feedback and resubmit any parts of the work which did not meet the standards.
- A deadline will be provided for the resubmission. Learners will have two opportunities to resubmit work for re-assessment. After this, if the work still does not meet the standards the learner will have failed the unit and will need to register to restart the unit in question.

## **Assessment Feedback**

Timely feedback to the learner throughout the semester is considered an essential component of the teaching and learning process. Feedback will be provided by a variety of methods including informal discussions in lectures and tutorials and review of marked examination papers on request.

## **Special Consideration**

Learners whose ability to submit or attend an assessment item is affected by sickness or other circumstances beyond their control, may be eligible for special consideration. No consideration is given when the condition or event is unrelated to the learner's performance in a component of the assessment, or when it is considered not to be serious. Learners need to submit a written application to the Course Coordinator for special consideration within 3 days after the due date of the assessment item or exam.

When considering the special consideration application. The Course Coordinator (or nominee) may consider one or more of the following conditions:

- The learner's performance in other assessment in tasks in the unit;
- The circumstances, background, nature and severity of the event;
- If an application for special consideration or misadventure is lodged, any one of the following outcomes may ensue:

- No action is taken;
- Additional assessment or a supplementary examination is undertaken. Additional assessment may take a different form from the original assessment. If a learner is granted additional assessment, the original assessment will be ignored;
- Marks obtained for the completed assessment tasks are aggregated or averaged to achieve a percentage result;
- The deadline for assessment is extended.

## **NOTIFICATION OF GRADES**

All internal grades awarded by the assessor will be documented, so the performance of the learner across each unit is recorded. The internal grade(s) will be provisional until the work has been internally verified and the provisional grade(s) will be sent to othm for external verification. The actual grade(s) will not be confirmed until the external verification by othm has been completed and the institute has received the report. In order to satisfy the requirements for the award of the whole qualification a learner must have received a minimum number of credits as specified within the othm qualification. Learners will however receive certification for any unit(s) which has met the standards.

## **MALPRACTICE**

At Britts Imperial University College any form of malpractice or academic misconduct will be treated seriously and if proven will directly impact on the assessment judgements. Details of the college's policy on malpractice and how this will be managed can be found in the Malpractice and Maladministration Policy.

## **CLAIM OF ERROR IN THE CONDUCT OF ASSESSMENT PROCESS**

If a learner believes there has been irregularity in the assessment process they have the right to appeal against the assessment judgements. The Appeals Policy provides information on the grounds on which an appeal will be considered, how the learner should make the appeal and how this will be managed.