Assessment Policy

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Assessment Policy

1. Purpose

This policy outlines the framework for evaluating student learning and performance with the aim to:

- Establish clear and consistent assessment practices.

- Ensure assessments are valid, reliable, and aligned with educational objectives.

- Promote fairness, inclusivity, and equity in evaluating student outcomes.

- Provide constructive feedback to foster student academic growth.

- Maintain high academic standards and integrity.

2. Assessment Principles

The following principles will guide the design and implementation of assessments:

- Alignment with Learning Outcomes: Assessments will directly measure how well students have met the course and program objectives.

- Fairness and Inclusivity: Assessments will be designed to accommodate diverse learning needs and provide equal opportunities for all students.

- Transparency: Clear communication regarding assessment criteria, methods, and grading will be provided to students.

- Academic Integrity: Assessments will encourage honesty and originality, and include measures to prevent plagiarism and academic misconduct.

- Constructive Feedback: Students will receive timely and meaningful feedback to aid their academic development.

3. Assessment Types

The college will utilize various assessment methods, such as:

- Formative Assessments: Ongoing evaluations (quizzes, online assessment and presentations) to provide feedback and guide student learning.

- Summative Assessments: Final evaluations (exams, projects, research papers and interviews) to measure overall academic achievement.

- Diagnostic Assessments: Pre-course assessments to identify students' strengths and areas for improvement according to their selected course type as well as their selected level of education.

- Practical Assessments: Hands-on evaluations in skill-based courses (labs, performances, internships).

4. Assessment Methods

Possible assessment methods include:

- Written exams and online assessments

- Essays, reports, and assignments

- Oral exams and presentations

- Group projects and peer assessments

- Portfolios and reflective journals

- Case studies and problem-solving tasks

5. Grading and Marking

- Grading System: A standardized grading scale (e.g., A-F, percentage, GPA) will be used to assess student performance.

- Marking Criteria: Rubrics or marking schemes will be clearly communicated for all assessments.

- Moderation: Marks will be moderated to ensure consistency and fairness across different assessors.

- Resits and Retakes: Policies for resits, retakes, and supplementary assessments will be clearly defined.

6. Feedback

- Timeliness: Feedback will be provided within a set timeframe (2-3 weeks after submission or 4-6 weeks where external examination is conducted).

- Constructive Nature: Feedback will focus on strengths, areas for improvement, and actionable steps for student development.

- Accessibility: Feedback will be delivered in a format that is accessible to all students.

7. Academic Integrity

- Plagiarism: All work submitted must be original, with appropriate citations. Plagiarism detection tools may be utilized.

- Academic Misconduct: Any instances of cheating, falsification of work, or collaboration inappropriately will lead to disciplinary action.

- Appeals: Students can appeal assessment decisions through a formal process.

8. Special Considerations

- Reasonable Adjustments: Students with disabilities or specific needs will be provided with accommodations (e.g., extra time, alternative formats).

- Extenuating Circumstances: Students experiencing personal or medical difficulties may request extensions or deferrals with appropriate supporting evidence.

9. Roles and Responsibilities

- Students: Students must engage with assessments honestly, meet deadlines, and seek clarification when necessary.

- Faculty: Faculty members will design fair assessments, provide clear instructions, and deliver timely feedback.

- Administration: Administration will ensure consistent policy implementation and offer support to both faculty and students throughout the assessment process.

10. Review and Improvement

- The policy will be reviewed regularly to ensure its alignment with institutional goals and effectiveness.

- Feedback from students, faculty, and external stakeholders will be considered to improve assessment practices.

11. Communication

- The policy will be communicated to all stakeholders (students, faculty, and staff) via the college website, student handbook, and orientation programs.

12. Compliance

- All assessments will comply with relevant national and institutional quality assurance standards and regulatory requirements.

13. Conclusion

- This policy should be tailored to the specific needs of the college, considering its mission, programs, and regulatory context. Regular reviews should be conducted to ensure its ongoing relevance and effectiveness.

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