



TYPE: POLICY & PROCEDURE	
SUBJECT: ASSESSMENT POLICY AND PROCEDURE	REFERENCE: LWP03
DATE OF POLICY: 1 st October, 2020	
LAST REVIEWED:	
APPROVED BY: The Board of Directors	
POLICY AND PROCEDURE	
ASSESSMENT POLICY & PROCEDURE	
<p>A. POLICY & SCOPE</p> <p>Learning Works promotes assessment methods that are both formative and summative in nature. Assessment is an integral part of the learning process and internal quality assurance processes at Learning Works take into account the following parameters:</p> <ul style="list-style-type: none"> • Teaching staff are familiar and component in the design, delivery and correction of assessments • Methods of assessment and assessment criteria are published in advance • Formative feedback is provided to all students on all assessments undertaken • Assessment is consistent, fair, valid and reliable • Students have the right to appeal assessment decisions <p>The policy and procedure for assessment at Learning Works ensure that all the above criteria are effectively adhered too.</p>	

B. DEFINITIONS

1. Assessment

Learning Works is taking the definition of assessment to mean the application of a variety of tools to evaluate, measure and document the academic readiness, skill acquisition and competency development of students.

2. Assessment Schedule

Learning Works is defining assessment schedule as a plan which defines the start dates, end dates and/or duration of an assessment planned for a programme of study.

3. Learning Outcomes

Learning outcomes are statements of an individual is capable to do by the end of a learning process.

4. Internal Verification

Internal verification is the process that Learning Works applies to assessment designs and assessment decisions.

C. PRINCIPLES & PROCEDURES

Assessments at Learning Works are governed by principles driven by the learning outcomes approach in order to ensure fairness, validity and reliability of the assessment tools/methods applied. Two procedures govern the internal quality assurance mechanisms:

Procedure 1: Ensuring that the assessment design is fit for purpose.

1. Teaching staff develops assessment in line with assessment policy and procedure.
2. Assessment is vetted by internal verifier (IV). IV checks that the assessment :
 - covers the intended learning outcomes,
 - has a fair marking schedule,
 - variety of tasks are present in the assessment,
 - is valid, reliable and fair.
3. Recommendations for change and/or improvement are provided to respective teaching staff member given that the above conditions are respected.
4. Approved assessment is then issued to students.

Procedure 1: Ensuring that assessment decisions are fair for purpose.

1. On completion of student assessment, the respective teaching staff member corrects the assessment and provides documented and constructive feedback to students.
2. Internal verifier samples the corrected work of the teaching staff member to check that:
 - Feedback has been provided to students
 - Assessment decisions are fair and consistent
 - Final mark/grade is correct

D. APPEALS

Students have the right to appeal the assessment mark/grade obtained by requesting for a revision of assessment. This request is first reviewed by an internal verifier and discussed with the QA consultant/manager. If the student's appeal is accepted, the mark/grade is updated accordingly. The final decision of the QA manager remains.

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