

## **Chapter 3: Assessment Regulations and Procedures (QAA Ref: B6)**

The aim of this chapter is to communicate the assessment process at the college (QAA: B6). Fundamentally, the assessment process is designed to be a continuous process through which students and staff are designing, grading, reviewing and communicating performance. Each assessment used should relate to a specific learning outcome and take into account the principles of validity and clarity of function. The college promotes the usage of diverse assessment methods to account for student differences in learning styles and preference in evidencing performance. Thus, incorporating different assessment methods will result in all students having opportunities to demonstrate performance on a preferred platform.

### **Assessment Policy Statement**

Assessment can be defined as the process of evidencing and analyzing data to make informed judgments regarding student achievement towards proposed learning outcomes. Assessment activities are a fundamental part of the student learning experience and should be mapped against proposed learning outcomes. They should be designed to indicate student progress and reflect proposed (assessment plan) and actual learning (assessment evidence).

### **Areas Covered:**

Assessment Design Principles

Distinguishing Formative and Summative Assessment

Assessment Feedback Guidelines

External Examiners

Exam Regulations

Unfair Practice

Appeals and Complaints- Assessments (QAA Ref: B9)

## Quality Assurance Measures

To enhance the academic integrity and governance of the assessments the AEC promotes the usage of quality assurance measures. Each department is responsible for communicating what measures they use to all stakeholders at the beginning of all semesters. Examples of Quality Assurance Measures:

- Proof-reading of Examination Papers
- Anonymous Exam Grading
- Double Marking
- Benchmarking
- Moderation
- Sampling

## Late Submission Policy

The AEC operates a uniformed late submission penalty for assessed work. The penalty is applied to assessments that are worth more than 10% of the final grade.

College Days Late	Penalty
1	(Final agreed mark) * 0.9
2	(Final agreed mark) * 0.8
3	(Final agreed mark) * 0.7
4	(Final agreed mark) * 0.6
5	(Final agreed mark) * 0.5
More than 5	Zero