# Assessment and IV Policy

## 1.0 Purpose

Regent Institute Middle East (RIME) recognizes the importance of fair assessment processes. Thus, this policy applies to all the assessors and Internal Verifiers involved in making assessment decisions for all vocational qualifications. The aim of this policy is to ensure equal and fair assessment for all learners.

## 2.0 Aim

This policy is to ensure that:

➢ Learners are given realistic targets and informed of their progress.
➢ To record and track the achievement accurately.
➢ To ensure that assessment leads to accurate and valid certification claims.

## 3.0 Policy statement

The assessor / faculty needs to provide learners with assignment briefs that are fit for purpose and in line with the learning outcomes of the programme of study they are following, to enable them to produce appropriate evidence for their assessment.

At the start of the academic year, the assessor needs to create an accurate assessment plan for each qualification and share it with the concerned faculty and Internal Verifier.

The faculty then needs to provide clear, published dates for handouts of assignments and deadlines for formative and summative assessments.

The assessor needs to develop suitable assessment procedures that will minimise the opportunity for malpractice.

**The assessor / faculty should ensure that all assignments have been uploaded by students on the plagiarism checking software before the final submission. The plagiarism should be less than 20%.**

The assessor and the student support officer should maintain accurate and detailed records of assessment decisions.

**Internal Verification**

**Internal verification of assignments:** It should be carried out before the use of briefs to ensure that they are fit for purpose, and that any recommendations are acted upon. Documented records of effective internal verification must be kept.

**Internal verification of assessment decisions**: must verify a sufficient sample of assessor grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support should be given.

**Internal verification records**: must be correctly maintained and kept securely for 3 years after certification.

**Standards verification:** The faculty / assessor / IV should monitor standards verification reports and undertake any remedial action required.

The Internal Verifier needs to ensure that assessment decisions are impartial, valid, and reliable. He / she should maintain a robust and rigorous IV procedure.

## 4.0 Guidelines

1.  **Staff briefing**: all assessors, lead Internal Verifiers and Internal Verifiers require regular briefing on vocational qualification processes.

2.  **Assignment design**: It should have a vocational scenario aaccording to the unit grading criteria. A variety of assessment methods is encouraged. A schedule of assignments and assessment dates should be planned and monitored during delivery of the programme.

    - **Assessment plan**: At the start of the programme the assessment plan needs to be agreed and signed off by the Internal Verifier. The assessment plan is an important document which is required for standards verification.

      The plan should include:

      ➢ A list of all aassessors and the units they are assessing
      ➢ A list of all Internal Verifiers and when iinternal vverification will take place
      ➢ Confirmation of the learners registered on each programme.

3.  **Assessment of learners' work**: It should be as per the published unit assessment and grading criteriaa.

4.  **Tracking assessment**: a secure audit trail must be maintained, comprising assessment decisions; internal verification documentation for assignments and learners' work; and unit achievement for the programme. These records will be held securely for three years after certification.

5.  **Certification claims**: need to be based on accurate, audited records.

## 5.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

| Staff Members Involved |
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| Assessor |
| Internal Verifier |

## 6.0 Review

This policy would be reviewed annually by the management.

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support contact the Academic Head.

## Policy Information

| Purpose | Policy Information |
|---|---|
| Title | Assessment and IV Policy |
| Document Number | 0169_95 |
| Purpose | The institute recognizes the importance of fair assessment process. Thus, this policy applies to all the assessors and Internal Verifiers involved in making assessment decisions for all vocational qualifications. The aim of this policy is to ensure equal and fair assessment for all learners. |
| Audience | Academic staff |
| Category | Compliance |
| Next review date | March, 2025 |

## Version Control

| Version | Author | Amended by | Date | Comments |
|---|---|---|---|---|
| 1.01 | DoS | DGS | 26/9/2022 | Policy approved by RIME Governance Committee |
| 2.01 | AH | QAC | 20/3/2023 | Policy approved by RIME Quality Assurance Committee |
| 3.01 | AH | QAC | 18/3/2024 | Policy approved by RIME Quality Assurance Committee |
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