

ASSESSMENT POLICY

Policy Owner	Compliance Manager
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1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus



3. Audience

This document is for use by the following:

- a. B-TIC Staff
- b. Learners

Relevant Policies/Others to be used in conjunction with,

1. B-TIC Academic Misconduct Policy
2. B-TIC Appeal and Complaints Policy
3. B-TIC Data Protection Policy
4. B-TIC Glossary of Terms
5. B-TIC Maladministration and Malpractice Policy
6. B-TIC Reasonable Adjustment and Special Consideration Policy
7. B-TIC Standardisation Policy

4. Definitions

<p>Assessment</p>	<p>Judgment of Coursework, Presentation, Dissertation, Portfolio, Professional Discussion, Credit Transfer Assessment, Practical Examination, Written Examination, Observation, supervised work experience and all other forms of Assessment which evaluates understanding, knowledge, skill and attitude against specific Learning Outcomes and Assessment Criteria of a Unit in Qualifications.</p>
<p>Assignment Brief</p>	<p>Guidance provided for Learners on how to complete a specific item of an Assessment of each and every Learning Outcome and Assessment Criteria of each and every Unit in a Qualification.</p>
<p>Assessment Criteria</p>	<p>The specific standards that Learners need to meet in order to achieve success in Learning Outcomes Units and Qualifications or part of it. Criterion reference Assessments measure achievements against approved Assessment Criteria of each Learning Outcomes.</p>
<p>Internal Verification for Quality Assurance (IVQA)</p>	<p>A process carried out internally which verify Assessment practices and decisions to ensure standard, consistency and fairness in Assessment.</p>
<p>Pre Marking Standardisation Exercise</p>	<p>An exercise by the Assessors to familiarise the standard of Learner's sample work to set the standards for marking of Units and Learning Outcomes.</p>
<p>Stimulus Materials</p>	<p>Materials provided to the Learner before or at the time of the Assessment which facilitate the Learner's demonstration of his or her knowledge, skills and understanding. Tasks in an Assessment may relate directly to the materials and a Learner may make direct reference to the materials in completing the Assessment. Such materials may include, for example, charts, diagrams, pictures, quotations or machinery.</p>

5. Policy Statement

5.1 General

B-TIC engages a variety of strategies as to meet the needs of Learners that can assess full range of knowledge, skill and understanding while maintaining the quality of Learning and Teaching.

5.2 Assignment Brief

B-TIC shall ensure that the Level of Demand of an Assessment is consistent when they make their own Assessments,

- a. Across all options as to tasks which may be completed by a Learner for the purposes of the Assessment,
- b. With the Level of Demand of any other Assessment which may be completed by a Learner as an alternative to the Assessment for the purpose of the Qualification and
- c. With the Level of Demand of previous Assessments and of any specimen Assessment materials which the Awarding Organisation has published in relation to the Qualification.

B-TIC shall get all the Assessments quality assured from the relevant Awarding Body.

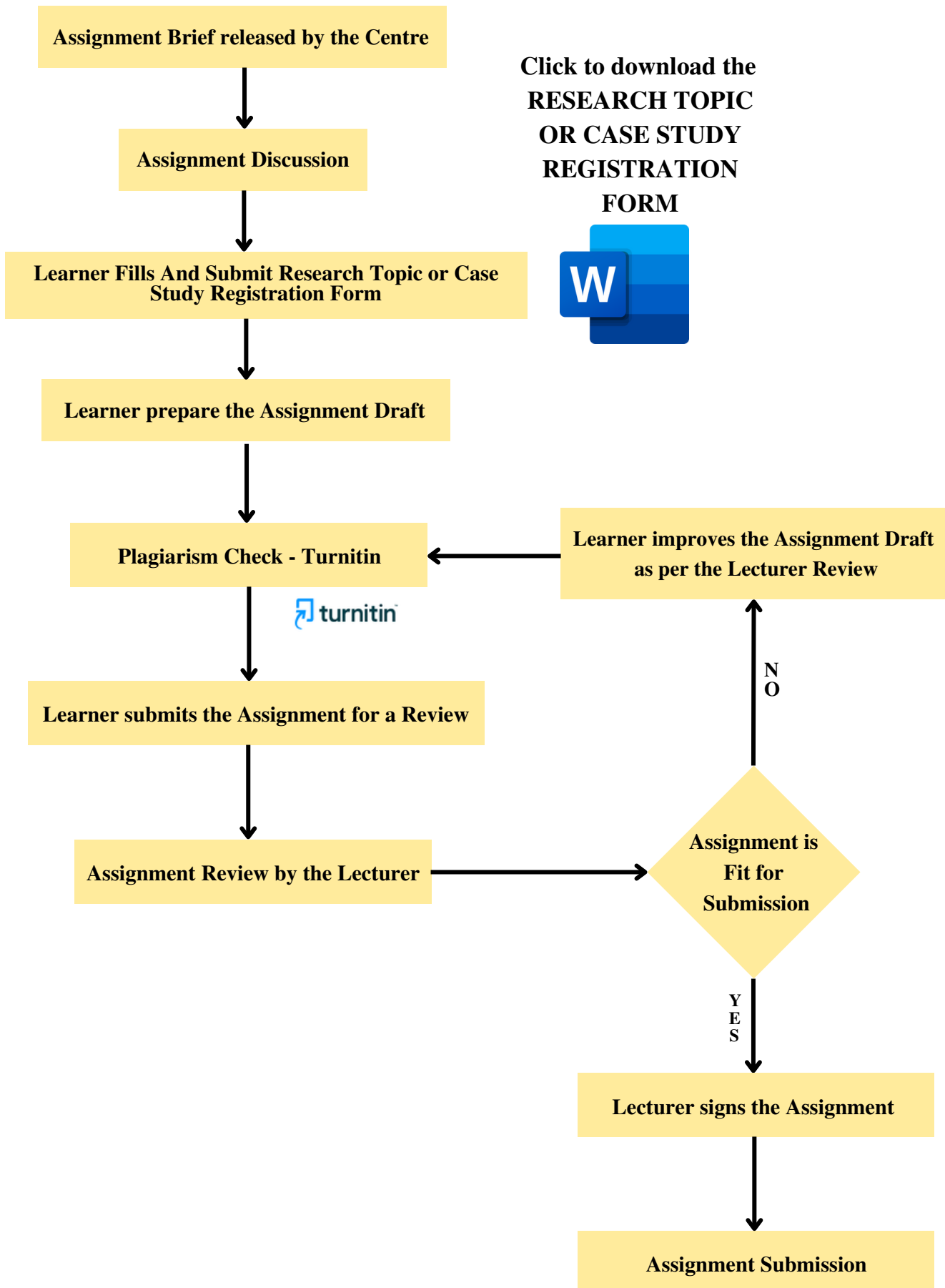
5.3 Assessment Data

There should be appropriate arrangements in place to document and maintain the assessment data with backup system of Assignment brief IVQA, First Marking, Second Marking and EVQA process.

B-TIC shall treat Assessment Data in accordance with the Data Protection Policy.

The Learners should be able to provide a copy of all the submitted assessments if B-TIC recalls for it, for at least 2 years since the date of submission.

5.4 Assignment Submission Process



5.5 First Marking

Assessors shall hold the Pre-marking Standardisation Exercise before the first marking.

Pre-Marking Standardisation Exercise

Once Assignments are submitted by the Learner, B-TIC shall standardise Learner response to set the standard for marking.

Gather sample Learner response for each Unit from different series of cohort.

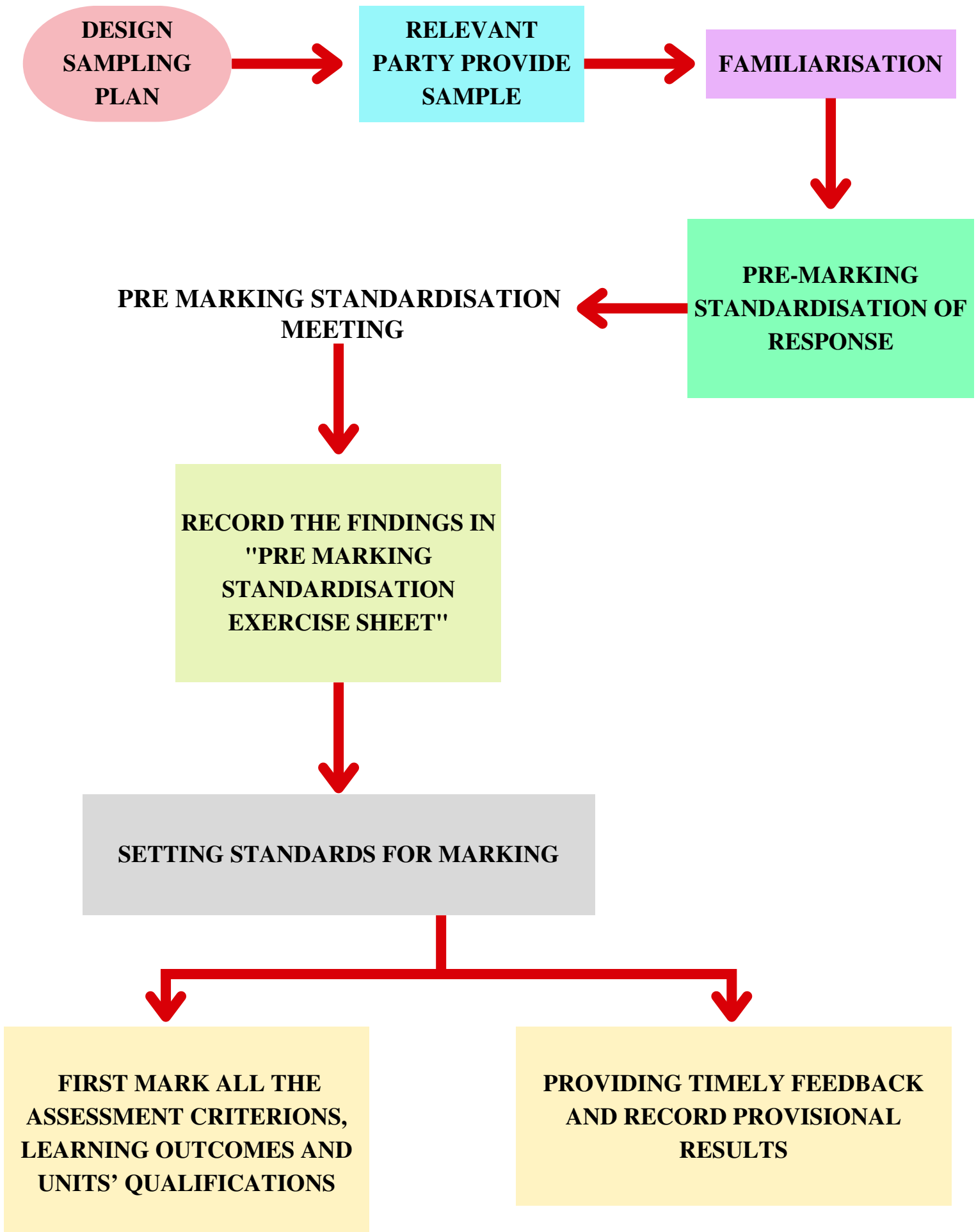
Familiarisation Process: Read all the responses of each Unit and task to familiarise with the response and mark them to familiarise even though those markings are not retained.

Pre-Standardise of Response: Categories sample responses which appropriately demonstrate the standard for the Levels and Grades (Distinction, Credit and Pass and Re-submission) to set the standers to mark the papers.

Pre Standardisation Meeting: Discussion of all Assessors collaboratively on the standard set above before the marking.

Key Documents of Marking: Assignment Briefs and Pre-Standardised Learner responses and marking scheme.

Assessors shall first mark all the Assessment Criteria, Learning Outcomes and Units' Qualifications in accordance with Pre-Standardised Learner responses and marking scheme by providing timely feedback in the marking rubric and record provisional results in accordance with the requirements of B-TIC.



5.6 Second Marking (Internal Verification for Quality Assurance)

Internal Verifier for Quality Assurance (IVQA) shall second mark all the components of all first marking (Double Marking). The IVQA should not be the Assessor of the Assessment who marked first .

IVQA is not necessary for Assessments that are purely formative which do not contribute to the overall result for the Unit.

Where Assessment does not involve production of written work or other physical artefacts IVQA should be present at the time that the Assessment is observed or by having access to an audio or video recording of the event.

IVQA must provide appropriate and timely feedback to the first markers and record provisional result in the Internal Verification For Quality Assurance Form in the Assignment Brief.

5.7 External Verification for Quality Assurance

B-TIC shall proceed for EVQA from the Awarding Body.

Internal Verifiers shall provide the EVQA representative sample of Learner response, feedback and grades awarded by first marking and feedback of IVQA for EVQA to the Awarding Body within the agreed timescale and prior to the deadline given.

Quality Assurers of the Awarding Body shall provide EVQA report to B-TIC and provide the Certificate.

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.



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