

GLOBTER INTERNATIONAL COLLEGE

Policies and Procedures for Assessment

Institutional Assessment Policy

Document status	Approved policy
Approved by	College Management Board / Academic Committee
Review cycle	Annual review
Applies to	Academic staff, assessors, internal verifiers, external examiners and students

Purpose: This policy establishes the principles, controls and operational procedures used by Globter International College to design, approve, deliver, mark, moderate, record and review assessment.

1. Policy Statement

Globter International College is committed to assessment practices that are valid, reliable, fair, transparent and aligned to programme learning outcomes. Assessment must measure student achievement accurately, support learning, and maintain confidence in the standards of awards and certifications issued by the College. All assessment activity shall be planned, delivered and reviewed in a way that promotes academic integrity, equality of opportunity, consistency of judgement and timely feedback to students.

2. Scope

This policy applies to all programmes, modules, units, short courses and forms of summative and formative assessment delivered by the College, whether face to face, blended or online.

It applies to examinations, coursework, practical assessments, presentations, portfolios, projects, workplace-based assessment, reassessment activity and recognition of prior learning where relevant.

3. Principles of Assessment

Assessment at the College shall be based on the following principles:

- Validity - assessment tasks must measure the intended learning outcomes and level of study.
- Reliability - assessment decisions must be consistent across assessors, cohorts and delivery sites.
- Fairness - students must receive clear instructions, equal opportunity and reasonable adjustments where required.
- Transparency - assessment regulations, grading criteria, submission deadlines and penalties must be communicated in advance.
- Security - assessment materials, marks and records must be protected against loss, unauthorised access or misuse.
- Enhancement - assessment information shall be used to improve teaching, student support and programme quality.

4. Responsibilities

Responsibility for assessment is shared across the College as follows:

Role	Key responsibilities
Academic Committee / Management	Approves the assessment policy, monitors institutional compliance, and receives annual reports on assessment standards and outcomes.
Programme Leader	Ensures assessment schedules, briefs, internal verification and review arrangements are implemented for each programme.
Assessors / Tutors	Design valid tasks, brief students, mark fairly against published criteria, provide feedback and maintain records.
Internal Verifier / Moderator	Checks assessment briefs before issue and samples assessment decisions to confirm consistency and accuracy.

Students	Complete assessments honestly, meet submission requirements and comply with assessment regulations.
Registry / Quality Office	Maintains official records, supports boards of examiners and monitors deadlines, security and appeals documentation.

5. Assessment Design and Approval

Each programme shall maintain an assessment strategy showing how learning outcomes are assessed across the student journey, how assessment load is balanced, and how progression and achievement are measured.

Assessment briefs shall be prepared in a standard College format and must include the unit or module title, learning outcomes assessed, task instructions, submission method, deadline, grading criteria, academic integrity guidance and arrangements for feedback.

Before issue to students, all summative assessment briefs shall be reviewed through internal verification or moderation to confirm clarity, level, fairness, sufficiency and alignment to learning outcomes.

6. Assessment Planning and Communication

At the beginning of each term or delivery block, students shall receive an assessment schedule showing the type of assessment, weighting, deadline, examination date where relevant, and date for feedback.

Any changes to approved assessment arrangements must be authorised by the Programme Leader and communicated promptly to affected students.

7. Conduct of Assessment

Assessment shall be conducted under conditions appropriate to the nature of the task. Examinations shall be invigilated according to College examination procedures. Coursework and online submissions shall be managed through approved submission points and deadline controls.

Identity checks, attendance records, submission receipts and version control must be used where necessary to safeguard authenticity and security.

8. Marking, Internal Verification and Moderation

Marking shall be criterion-referenced and based on the approved grading descriptors or assessment rubric. Personal bias, irrelevant considerations and undisclosed criteria must not influence marks.

Internal verification or moderation shall be completed according to the College sampling plan. Where inconsistencies are identified, the assessor and internal verifier shall agree corrective action before marks are confirmed.

Assessment decisions shall be documented clearly enough to support audit trails, student feedback and review by external bodies where applicable.

9. Feedback to Students

Students shall receive constructive feedback that explains strengths, areas for improvement and, where appropriate, actions for higher achievement. Feedback should normally be issued within the timeframe approved by the College.

Feedback shall be professional, respectful and aligned with the assessment criteria. Provisional marks must be identified clearly where final approval is pending.

10. Reasonable Adjustments and Extenuating Circumstances

The College shall make reasonable adjustments for students with approved learning support needs, disabilities or temporary conditions, provided the competence standards of the programme are not compromised.

Students affected by illness, bereavement or other serious circumstances may request an extension, deferral or other approved concession in accordance with the College extenuating circumstances procedure.

11. Academic Integrity and Assessment Offences

Students are expected to submit their own work and acknowledge the use of sources appropriately. Plagiarism, collusion, personation, fabrication, contract cheating, unauthorised use of artificial intelligence tools where prohibited, or any other form of academic misconduct shall be treated as a serious matter.

Suspected assessment offences shall be investigated fairly, confidentially and in accordance with the College disciplinary or academic misconduct procedure. Students must be informed of the allegation, the evidence and the outcome.

12. Late Submission, Reassessment and Appeals

Late submission rules, penalties and any grace period shall be stated in programme documentation. Work received after the deadline without approved mitigation shall be handled in accordance with published regulations.

Where reassessment is permitted, students shall be informed of the task, deadline, maximum grade where applicable and any attendance requirements.

Students have the right to request a review or appeal against an assessment decision through the College appeals procedure.

13. Assessment Records and Data Security

Assessment records, mark sheets, verification forms and board decisions shall be retained securely for the period required by College policy and awarding body requirements where relevant.

Electronic records shall be stored using approved systems with access restricted to authorised staff. Hard copy materials shall be controlled, stored securely and disposed of confidentially.

14. Monitoring and Review

Assessment performance data, grade distributions, progression outcomes, student feedback, external reports and academic misconduct trends shall be reviewed to evaluate the effectiveness of assessment practice.

Programme teams shall consider assessment outcomes during annual monitoring and use the findings to improve task design, scheduling, marking consistency and student support.

15. Related Procedures

The following operating procedures support this policy and shall be used alongside it:

- Procedure for drafting and approving assessment briefs
- Procedure for examination preparation, invigilation and incident reporting
- Procedure for submission, receipt and secure storage of student work
- Procedure for marking, second marking, internal verification and standardisation
- Procedure for academic misconduct investigations and outcomes
- Procedure for extensions, deferrals, reassessment and appeals

16. Operational Procedure for Addressing Assessment Issues

Procedure stage	Action required
Step 1 - Identification	An issue may be identified through marking, moderation, invigilation, student complaint, academic misconduct report, external feedback or routine quality monitoring.
Step 2 - Preliminary Review	The Programme Leader or designated officer reviews the matter, gathers initial facts and determines whether immediate action is needed.
Step 3 - Formal Investigation	Where required, evidence is collected, the student or staff member is notified, and the matter is considered under the relevant College procedure.
Step 4 - Decision and Action	A formal decision is recorded. Actions may include remarking, reassessment, penalty, reasonable adjustment, process correction or referral to a committee.
Step 5 - Communication and Recording	The outcome is communicated to the relevant parties and recorded securely for monitoring and audit purposes.
Step 6 - Review and Improvement	Themes and recurring issues are analysed to improve assessment design, training and quality assurance controls.

17. Review Schedule

This policy shall be reviewed annually, or earlier where required by changes in law, regulatory guidance, awarding body requirements, delivery methods or institutional quality findings.

Prepared by	Quality Assurance Office
Approved by	Principal / Academic Committee
Review due	One year from approval date