

NJA College of Education, WA



ASSESSMENT, MARKING AND FEEDBACK POLICY

3.1. Purpose/Objective

This policy has been developed so that stakeholders (parents, students and tutors) are aware of their responsibilities in the assessment and feedback process of all programmes offered in the institution. This involves:

- Ensuring that students receive accurate and useful information about their progress and attainment.
- Ensuring that staff receives clear and effective advice on managing the assessment process.
- Ensuring compliance with Award Body regulations on assessment and quality assurance
- Supporting improvements in teaching effectiveness, student achievement and progression.

Marking will also be used to inform Teacher Trainees and the mentoring University:

Effective marking should:

- Evaluate and assess learners
- Tell Teacher Trainees how well they are doing
- Teach Teacher Trainees what they need to do to improve
- Leave Teacher Trainees with action points
- Show them their work is valued
- Provide sensible advice
- Establish continuity in comments from one piece of work to the next
- Be consistent in approach across Departments
- Inform future planning and learning

3.2. Scope

This policy applies to:

- All students enrolled in this institution.
- All college staff with a teaching and learning responsibility

3.3. Policy Statement

Assessment for each learning should involve the use of a range of assessment methods, enabling the collection of evidence with which the assessor or the assessee will have to re-adjust and on which a student is judged against performance standards required by the institution (NTS) as specified within the training package or accredited course.

Assessment methods may include:

- Practical demonstrations.
- Direct questioning
- Oral and/or written report
- Assignments
- Role plays.
- Case study analysis
- Integrated activities/group activities
- Written tests
- Quizzes of required knowledge
- Submission of a portfolio of work
- Attendance and participation in in-class activities.

Marking schemes, assessment plans and procedures and continuous assessment computation should conform to the acceptable practice of the college and the mentoring university.

Marking schemes/checklists shall be drawn and rated within the following parameters:

- Supported teaching in school (STS)
- Project work
- Subject and content work

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- Direct questioning
- Oral and/or written report
- Assignments
- Role plays.
- Case study analysis
- Integrated activities/group activities
- Written tests
- Quizzes of required knowledge
- Submission of a portfolio of work

Attendance and participation in in-class activities

3.4. Supporting Procedures

- Assessment is conducted with fairness and in accordance with the awarding body published criteria.
- Evidence for assessment is authentic (students own work), current (student's present competence) and valid (relevant to syllabus criteria) and sufficient (meets all relevant criteria)
- The volume of formative assessment is consistent with effective and appropriate measurement of the student's achievements and / progress.
- Appropriate feedback is provided to students on assessed work in a way that promotes learning and facilitates improvement.
- Assessment decisions are recorded and documented accurately and systematically and in accordance with the requirement of awarding / validation bodies.
- There is a robust system for standardizing and internally verifying assessment decisions and grades.
- An academic assessment board is time-tabled for all courses.
- Assessment is coordinated between tutors and other departments to ensure that workloads are staggered and manageable.
- The assessment information is kept secure and confidential.

- The college's academic misconduct policy is followed where it is established that students have cheated, ghosted or plagiarized the work of others.

3.5. Responsibility for Implementation

- Assessment officer
- Quality Assurance
- Heads of department
- Vice Principal

3.6. Key Stakeholders

- Students
- Assessment officer
- Quality Assurance
- Heads of department / Academic board
- Vice-principal

3.7. Owner/Sponsor

- Principal

3.8. Author

- Governing Council

3.9. Further Information

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