



Policy Document

Assessment Review Policy

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Read College Assessment Review Policy

This policy is designed to maintain the standards of assessment, to review the way in which they are planned and executed, and to assist staff and students by seeking to constantly refine and improve the process.

Assessments should be an accurate representation of a students work, progress and development and the tasks that they undertake for each assessment should relate clearly and directly to the relevant learning outcomes for each module. When preparing Assessment Mark Sheets, tutors should pay particular attention to this and should be aiming to find creative and interesting ways of assessing students.

All staff members will be asked to present their Assessment Mark Sheets to their relevant Faculty Director in good time before each assessment, as a first line of review. At this stage the tutor and their line manager can then work together to refine and amend the Assessment Mark Sheet as required.

In the lead-up to assessments, tutors and their line managers should also be looking to make sure that students are working on the correct material and in the correct way to give them a good chance of achieving the criteria on the Assessment Mark Sheet. Again, this should be reviewed by both the tutor and their line manager and the Assessment Mark Sheet should be amended accordingly and re-issued should there be any reason to make changes.

During the marking process, tutors and their IV will be working together to ensure that a fair and accurate mark is awarded to each student based on their work. At the end of this process the Faculty Directors will consider any problems with the assessment/marketing procedures to ensure that the process can be repeated the following year if successful, or bettered if problems were encountered.

This policy will be reviewed and updated annually.