

## APPROACH

### **1. Assessment Policy**

#### a. Scheduling and Notification of Assessments

- Assessment periods are to be scheduled as part of course planning.
- All assessment schedules are to be disseminated to students upon commencement of the course.
- Assessment information is to be communicated to students at least one week before the date of the actual assessment.
- A seating plan for each examination is to be drawn up, ensuring that there is at least 1.25m distance between desk axes in every direction, and ensuring there is sufficient seats and venues to accommodate all candidates.
- There should be minimum 2 invigilators per examination venue, where the invigilator student ratio is to be a minimum of 1:25.

#### b. Code of Conduct

- All staff (including invigilators) are to adhere to the School's invigilators' guide which will be provided before the date of the examination.
- All students are to adhere to the School's examination guidelines which are communicated to them before the date of the assessment.

### **2. Student Academic Honesty Policy**

a. There is an expectation for students to be authors of their own work, and to acknowledge when they use other authors' words or ideas.

b. Any examples of inappropriate use of sources or use of others' work in place of your own, will then be penalised. Failure to understand and follow protocol on academic conduct may ultimately result in a student being subjected to disciplinary actions or terminated from his/her course.

#### c. Definitions

- Academic misconduct can be broken down into the four categories below:

##### i. Plagiarism

"...passing off someone else's work, whether intentionally or unintentionally, as your own, for your own benefit." Carroll 2002.

Plagiarism involves the incorporation by a student in an assessment, material which is not their own in the sense that all or a substantial part of the work has been copied without any attempt at attribution or has been incorporated as if it is the student's own work when it is wholly or substantially the work of another person.

ii. Collusion

Student A copies Student B's work with B's knowledge.

iii. Commission

Paying someone else to prepare coursework for you.

iv. Cheating under examination

Any form of communication with other students or external sources. Bringing unauthorised materials/technology into the examination.

d. It is not always possible to find the source of the work, but a judgement may be made as to whether the work is original or not by using other evidence. The following are acceptable forms of evidence of plagiarism:

- Text from a known source
- Unusual writing structure
- Changes in font
- Work not in keeping with the student's usual standard
- Uses American spelling when convention is English
- Changes in referencing convention
- Old references
- Inappropriate referencing style
- Excellently written essay with poorly written introduction and conclusion
- Web addresses still attached
- Doesn't answer the question
- No personal view
- Student unable to discuss the work in a way that shows satisfactory understanding when asked by a lecturer in a meeting

**3. Invigilator Policy**

a. Invigilator Code of Conduct as follows:

- Invigilators must observe at all times the strictest security and confidentiality concerning assessment materials.
- Invigilators who has any relations (family, friends, or similar relationship) to the candidates taking the exam, is to immediately inform the **Programme Executive** or **Principal**.

- Invigilators must adhere to all instructions from the **Chief Invigilator** (if applicable) or the **Principal**.
- Invigilators are to immediately report any suspected breaches of security to the **Programme Executive** or **Principal**.
- Any knowledge gained from invigilating must not be disclosed, discussed and/or reproduced.
- Invigilators are to follow the Invigilator Instructions and the Examination Rules and Regulations.
- Invigilators must verify the candidates' identities against appropriate ID before allowing them to take the examination.
- Invigilators must ensure that all materials distributed are counted at the beginning of each examination and at the end of each examination.
- Invigilators must watch the students continuously and remain vigilant.
- Invigilators should not leave the examination venue during the examination period.
- In case of urgency, a maximum of 15 minutes may be allowed with the permission of the **Chief Invigilator**.
- Invigilators are to prevent unfair means and report unfair means, if any, without any discrimination.

#### **4. Criteria for selection of invigilators**

- All staff of the school can act as an invigilator except in the instance where:
  - Invigilator has a relation (family, friends, or similar relationships) to any candidate of the examination
  - Lecturer teaches the class that is being examined
  - Any external persons may be appointed to be an invigilator subject to the above.

#### **5. Criteria for Grading and Awards**

- a. For internally-developed courses, the School's grading and award criteria would adhere to the approved criteria.
- b. For courses with external partners, the grading and award criteria would adhere strictly to those of the School's **academic partner**.

#### **6. Criteria for Assessment Processes with Regards to Assessment Papers**

- a. Criteria for Selection of Examination Paper Setters:
  - No person shall be appointed as a setter who has a relation (family, friends, or similar relationships) to any candidate of the examination.
  - Meet the minimum qualifications to teach the module.

- Has not engaged in private tuition and/or coaching or any similar other work with any candidate.

#### **7. Criteria for Selection of Markers**

- a. For assignments, a designated marker will be appointed to be the marker for the assignments submitted. The first marker needs to be registered to teach the course he/she is marking the assignments for. The second marker can either be another designated Lecturer or the Principal.
- b. For examination papers (in-house courses), respective lecturers teaching the class is to mark the examination paper as the first marker. The second marker can either be another designated Lecturer or the Principal.
- c. For examination papers (i.e. partner courses), markers will be assigned by the Partners.
- d. In lieu of a suitable candidate, external markers may be appointed, subject to the following:
  - Meet the minimum qualifications to teach the module
  - No relations with any of the candidates

#### **8. Criteria for Selection of Moderators**

- a. No person shall be appointed as a setter who has a relation (family, friends, or similar relationships) to any candidate of the examination.
- b. Meet the minimum qualifications to teach the module.
- c. Has not engaged in private tuition and/or coaching or any similar other work with any candidate.
- d. Is neither the setter of the exam, nor the marker.

#### **9. Storage and Reproduction of Assessment Materials**

- a. All Assessment Materials are to be treated with the strictest confidentiality.
- b. Examination setters are to encrypt the softcopies of the examination papers (draft and finalized).
- c. Once the assessment materials have been produced, staff shall ensure that every movement of the materials are recorded and tracked.
- d. The School shall ensure that the Assessment Materials are kept in a secured location, where access is only granted to authorized staff.

#### **10. Assessment results, appeals and awards**

- a. All assessment results, including awards (if students are graduating) are to be disseminated to all relevant students **within 3 months** from the date of the last examination.
- b. Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall **under the 3 months timeframe**.

- c. Information about appeals, including period and timeframe of any appeals, would need to be disseminated to students upon the release of examination results at the latest.
- d. All appeals shall be managed in a fair and impartial manner.
- e. Appeals are to be submitted in writing, **within 10 working days** from the release of assessment results and the results of the appeals are to be made known to the students within **4 weeks**.

#### **11. Special Provisions on Assessments**

- a. Special provision may be made in cases of disability, chronic and temporary illness, or any other major disruptions to study which would affect a student's ability to submit an assessment task or sit for an examination.
- b. Special provisions may include:
  - Extension of submission date
  - Supplementary assessment
  - Special examination arrangements
  - Re-sitting and/or deferred sitting of assessments
- c. Students may submit a request for special provision to the School, together with any supporting documents, via any of the School's communication channels.
- d. For failures of modules, the School allows a maximum of 3 re-sit (i.e. re-examination / assessment).
- e. The School will allow only a total of 2 re-modules for each module unless otherwise stated or approved.

#### **12. Assessment plans**

- a. All Assessment Plans, including mode of assessment and relative weightings are to be captured in the **Student Course Information Package** that are given to students.
- b. Assessment Plans and relevant information that is developed by external partners would need to be given to students.

#### **13. Approval of awards from awarding authority (if applicable)**

- a. All external awards are to be approved by the awarding authority (if applicable) and/or the Examination Board before being released.

#### **14. Approval of major assessment papers, awards and students final assessment results**

- a. All major assessments set internally are to be vetted by the **Examination Board** to ensure the principles of fair assessment is adhered to, that the examination questions and marking criteria are aligned to the assessment plan.

- b. All major in-house assessment papers are to be approved by the **Examination Board**.
- c. Assessment Results (including courses with external partners) and awards will be issued to the Examination Board for endorsement before dissemination to students.
- d. Outcome of appeals are to be approved by the Examination Board before notifying the student.
- e. For appeals to the external partner, the Examination Board is to endorse the outcomes before notifying the student of the outcome.

**15. Post-assessment analysis for course review**

- a. Post-assessment analysis should be conducted and utilized as part of the course review.
- b. Data from Post-assessment analysis should minimally include student performance on the various modules and programmes and used as part of the analysis in the Course Reviews.
- c. Action plans, if any, should be developed to help improve any weaker areas or academic elements, including curriculum, resources and delivery.

**16. Review of assessment policy, procedures and plan**

- a. The Assessment Policy, Procedures and Plan would be reviewed on an **annual basis** using the platforms of Internal Reviews (carried out by process owners) and Internal Assessments (carried out by **Designated Independent Internal Auditor**).

## PROCESS

Write-up: Process Steps & Details	Documentation / (Responsibility)
<p><b>1. Assessment Procedures</b></p> <p>1.1 Scheduling and Notification of Assessments</p> <ul style="list-style-type: none"> <li>• Date of Examinations would be scheduled according to the <b>Student Course Information Package</b>. A more detailed schedule, including timing, subjects and venue, will be detailed in the <b>Examination Timetable</b>.</li> <li>• Planning of venues for each subject would be based on the number of students sitting for each examination.</li> <li>• The <b>Programme Executive</b> will then draft the <b>Examination Timetable</b> to include the venue for each examination subject.</li> <li>• To consolidate all examination-related information, the <b>Programme Executive</b> will prepare an <b>Examination Schedule Package</b> that includes the <b>Examination Timetable</b>, <b>Invigilator Guide</b>, and the <b>Examination Timetable Notice</b>.</li> <li>• Thereafter, the <b>Principal</b> is to approve the overall <b>Examination Schedule Package</b>.</li> <li>• Completion of the above should be tracked and duly documented using the <b>Examination Planning Checklist</b>.</li> <li>• The <b>Programme Executive</b> will then prepare the following documents to be used during the examination: <ul style="list-style-type: none"> <li>i. <b>Examination Attendance List</b></li> <li>ii. <b>Examination Invigilation and Tracking Form</b></li> </ul> </li> <li>• The dates for the examination period are originally included in the <b>Student Course Information Package</b>, which has been sent to students before course commencement.</li> <li>• In addition, the <b>Programme Executive</b> will send students the <b>Examination Timetable</b>, which has examination details on subjects, venue and timing. This should be sent along with the <b>Examination Timetable Notice</b>, which the <b>Programme Executive</b> has earlier prepared. This is to facilitate communication of examination information to all students.</li> <li>• A copy of the <b>Examination Timetable</b> will also be made available on the School's notice board. This should be done <b>at least one week</b> prior to the start of examinations.</li> </ul> <p>1.2 Internal Invigilators</p> <ul style="list-style-type: none"> <li>• Upon approval of the <b>Examination Schedule Package</b> by the <b>Principal</b>, the <b>Programme Executive</b> will liaise with the respective staff to confirm their availability to invigilate the examinations.</li> </ul>	<p><b>Examination Timetable (Programme Executive)</b></p> <p><b>Examination Schedule Package (Programme Executive)</b></p> <p><b>Examination Planning Checklist (Programme Executive)</b></p> <p><b>Examination Attendance List / Examination Invigilation and Tracking Form (Programme Executive)</b></p> <p><b>Examination Timetable Notice (Programme Executive)</b></p>

<p>1.3 External Invigilators</p> <ul style="list-style-type: none"> <li>Should there be a need for <b>External Invigilators</b>, the <b>Programme Executive</b> will contact <b>External Invigilators</b> from the database to notify them of the upcoming assignment.</li> <li>Based on their availability, the <b>Programme Executive</b> will finalize the assignment of the <b>External Invigilators</b> for the upcoming examination.</li> </ul> <p>1.4 Invigilation Plan</p> <ul style="list-style-type: none"> <li>After finalizing the assignment of Invigilators, the <b>Programme Executive</b> will prepare the <b>Invigilation Plan</b>, which details the name of the Invigilator(s) for each examination.</li> <li>The <b>Invigilation Plan</b> should also be included in the <b>Examination Schedule Package</b> for consolidation purposes</li> <li>The <b>Programme Executive</b> should ensure that all invigilators have access to the <b>Invigilator Guide</b> and are briefed on them prior to the examinations.</li> </ul> <p>1.5 The Code of Conducts for students, staff and invigilators are as follows: -</p> <ul style="list-style-type: none"> <li>All code of conducts and assessment policies for students would be given to students during the orientation through the <b>Student Handbook</b>.</li> <li>Code of conducts for staff and invigilators would be given to them during their briefing sessions.</li> </ul>	<p>Invigilation Plan/Invigilator Guide (Programme Executive)</p> <p>Student Handbook (Student Services Department)</p>
<p><b>2. All Criteria for grading and awards</b></p> <p>2.1 All Criteria for grading, including assessment methodology and award requirements are to be approved by the <b>Examination Board</b>.</p> <p>2.2 The above-mentioned criteria would need to be shared with students in the respective Student Course Information Package.</p> <p>2.3 The <b>Academic Department</b> will need to ensure that all criteria for grading and awards are approved by the <b>external academic partners</b> if and when required (Note: If given directly by the external academic partners, they are deemed as approved).</p>	<p>Examination Board Meeting Minutes (Principal)</p>
<p><b>3. Preparation of Examination Papers</b></p> <p>3.1 Courses with <b>External Partners</b></p> <ul style="list-style-type: none"> <li>For courses that are conducted in association with <b>External Partners</b>, the setting of examination papers will follow the Partner's process. These papers are also approved according to the Partner's assessment process.</li> <li>Upon approval, the examination papers will be sent to the School for preparation.</li> </ul> <p>3.2 In-house Courses</p>	<p>Finalized Examination Papers (Principal)</p>

<ul style="list-style-type: none"> <li>• <b>At least 3 weeks</b> before the start of each examination, the <b>Principal</b> will discuss the format, focus and guidelines for each examination during the <b>Academic Department Meeting</b>.</li> <li>• The <b>Principal</b> will also designate lecturers to set the examination papers for each exam, and he/she should be familiar with the topics that are being examined.</li> <li>• Respective lecturers who are designated to set the examination papers will refer to the approved guidelines and set the papers <b>2 weeks prior</b> to the examination date, which should include the following: <ul style="list-style-type: none"> <li>i. Examination Questions</li> <li>ii. Marking Schemes</li> </ul> </li> </ul>	<p>Academic Department Meeting Minutes (Principal)</p>
<p><b>4. Preparation of Assignment Papers</b></p> <p>4.1 Courses with External Partners</p> <ul style="list-style-type: none"> <li>• For courses that are conducted in association with <b>External Partners</b>, the setting of assignment papers will follow the partner’s process.</li> <li>• Upon the requisite approval, the assignment papers will be sent to the School for preparation.</li> </ul> <p>4.2 In-house Courses</p> <ul style="list-style-type: none"> <li>• Lecturers in charge of the respective modules are to prepare all assignments <b>prior to the start of the term</b>.</li> <li>• These assignment papers should be reviewed and approved during the monthly <b>Academic Department Meeting</b>, chaired by the <b>Principal</b>, and revised accordingly if needed.</li> </ul>	
<p><b>5. Assessing Assignment Papers</b></p> <p>5.1 Students are to submit the assignments by the stipulated deadline to respective lecturers. Following which, lecturers are to grade the assignments and provide feedback to the students <b>within two working weeks</b> of the assignment due date.</p> <p>5.2 Lecturers are to upload the grades into the <b>Student Management System</b> to ensure that proper academic records are kept</p>	
<p><b>6. Marking of Examination Papers</b></p> <p>6.1 Upon completion of the examination, the <b>Principal</b> will designate markers of the answer scripts. Examination papers will thus be distributed to the designated lecturers for marking.</p> <p>6.2 Lecturers are to sign on the <b>Examination Invigilation and Tracking Form</b> to acknowledge the number of scripts received and handed back after marking.</p>	<p>Examination Invigilation and Tracking Form (Programme Executive)</p>

<p><b>7. Storage and reproduction of assessment materials</b></p> <p>7.1 The <b>Programme Executive</b> is to print the requisite copies of examination papers <b>at least 3 days prior</b> to the examination date.</p> <p>7.2 The <b>Programme Executive</b> shall ensure that all examination papers are printed in a secured location and that students / lecturers have no access to (while the printing is on-going).</p> <p>7.3 Upon printing, the <b>Programme Executive</b> shall document the number of copies printed in the <b>Examination Invigilation and Tracking Form</b>, and seal and store the examination papers in a secure location.</p> <p>7.4 At no time shall any examination papers be left unattended.</p>	<p>Examination Invigilation and Tracking Form (Programme Executive)</p>
<p><b>8. Assessment results, appeals and awards</b></p> <p>8.1 Upon completion of the marking and moderation of examination papers, the <b>Programme Executive</b> will release the examination results to all students.</p> <p>8.2 If students have met all the graduation requirements, their names would also be submitted to the <b>Examination Board</b> and / or <b>academic partners</b> for their approval.</p> <p>8.3 Final examination results and awards must be released within three months upon completion of the final examination and/or assignment of the course for both in-house courses and courses with <b>External Partners</b>.</p> <p>8.4 Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall <b>under the 3 months'</b> timeframe.</p> <p>8.5 The following is the appeal procedure:</p> <p><u>Courses with External Partners</u></p> <ul style="list-style-type: none"> <li>• Upon release of results, students who are dissatisfied with the outcome may submit an <b>Examination Appeal Form</b> to the <b>Programme Executive</b>. This is to be done <b>within 10 working days</b> of the release of examination results.</li> <li>• The <b>Programme Executive</b> is to acknowledge the receipt of the <b>Examination Appeal Form within 3 working days</b>, and proceed to submit the appeal together with the appeal letter to the <b>External Partner within 14 days of receipt of an appeal</b>.</li> <li>• The appeal Letter must contain the following information: <ul style="list-style-type: none"> <li>i. The student's name, email address. Postal address and details of where the student studies.</li> <li>ii. Kingston International School number.</li> <li>iii. The student's CTH candidate registration number.</li> <li>iv. The student's CTH unit examination or assignment due date that the appeal relates to.</li> </ul> </li> </ul>	<p>Examination Board Meeting Minutes (Principal)</p> <p>Examination Appeal Form (Programme Executive)</p>

<ul style="list-style-type: none"> <li>v. The stage/decision that is being appealed against, (Stage 1 Chair of the Exam Board, Stage 2 Academic Council, Stage 3 Independent Adjudicator).</li> <li>vi. The grounds for the appeal, refer to definition of appeal above.</li> <li>vii. A date for a resit if the student has provisionally arranged a resit should the appeal not be upheld.</li> <li>viii. Supporting Evidence.</li> <li>ix. Requested Outcome</li> </ul> <ul style="list-style-type: none"> <li>• All decisions made by the <b>External Partner</b> are subject to their appeal processes, and approved decisions are final.</li> <li>• The <b>Examination Board</b> is to review and endorse the appeal results before the <b>Programme Executive</b> informs the students of the appeal outcome (to be done <b>within 4 weeks</b> of the date of the appeal).</li> <li>• Should there be changes required, the <b>Programme Executive</b> will make the necessary amendments to the results slip and submit to the <b>Principal</b> for approval.</li> </ul> <p><u>In-house Courses</u></p> <ul style="list-style-type: none"> <li>• Upon release of results, students who are dissatisfied with the outcome may submit an <b>Examination Appeal Form</b> to the <b>Programme Executive</b>. This is to be done <b>within 10 working days</b> of the release of examination results.</li> <li>• The <b>Programme Executive</b> is to acknowledge the receipt of the <b>Examination Appeal Form</b> <b>within 3 working days</b>, and proceed to submit the appeal to the <b>Principal</b>.</li> <li>• The <b>Principal</b> is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the <b>Examination Appeal Form</b>, which would be circulated to the <b>Examination Board Chairman</b> for his/her review and approval.</li> <li>• All decisions made by the <b>Examination Board</b> are final.</li> <li>• The <b>Programme Executive</b> will inform the student of the final decision <b>within 4 weeks</b> from the date of the appeal.</li> <li>• Should there be changes required, the <b>Programme Executive</b> will make the necessary amendments to the results slip based on the appeal result.</li> </ul>	
<p><b>9. Special Provisions on Assessments</b></p> <p>9.1 Re-examinations (if applicable)</p> <ul style="list-style-type: none"> <li>• After a student fails the first examination, the lecturer will inform the student during lessons that a re-examination is required.</li> <li>• The school will communicate the examination date to students through a mass email.</li> <li>• Following that, the school will inform the student individually through the school's designated communication channels (i.e. Whatsapp) about the re-examination details 1 week prior to the examination.</li> <li>• The supplementary fee will be collected by the school's finance staff.</li> </ul>	

<p>9.2 Deferred Sitting of Examinations</p> <ul style="list-style-type: none"> <li>• Student is to submit a request for deferred sitting of examinations and submit any supporting documents to support his/her case.</li> <li>• The <b>Principal</b> will review the request and make the decision to allow or disallow the student to defer his/her examination.</li> <li>• For deferred exams, the process outlined for assessments will be followed.</li> <li>• For courses with <b>External Partners</b>, the decision to allow deference of examination lies with the partner and their policy on deferment of examinations.</li> </ul> <p>9.3 Other Special Provisions on Assessments</p> <ul style="list-style-type: none"> <li>• For any extensions of assignment submission dates and / or any special examination arrangements, Students may submit a request for special provision to the School, together with any supporting documents, via any of the School's communication channels.</li> </ul>	
<p><b>10. Assessment plans</b></p> <p>10.1 As part of the development of courses, important assessment information such as the mode of assessments, relative weightings, pre-requisites for each module and the course / programme structures are to be given to students. This information should be detailed in the <b>Student Course Information Package</b>.</p> <p>10.2 The detailed examination and / or assessment timetables are also to be given to students.</p>	<p>Student Course Information Package (Programme Executive)</p>
<p><b>11. Checking Integrity of Examination Papers</b></p> <p>11.1 On the day of the examination, the <b>Programme Executive</b> shall check the examination papers to ensure that they have not been tampered with. Any inconsistencies must be reported to the <b>Principal</b> immediately.</p> <p>11.2 In the event of leakage of examination questions, the <b>Chairman of the Examination Board</b> may decide to cancel the examination and postpone the examination until the completion of investigations.</p>	
<p><b>12. Collection of Examination Paper and Inspection of Examination Venue</b></p> <p>12.1 Upon ensuring that the examination papers have not been tampered with, the <b>Programme Executive</b> shall collect the respective examination papers and hand them over to the Invigilators, who would acknowledge receipt on the <b>Examination Invigilation and Tracking Form</b>.</p> <p>12.2 Invigilators must be present at the examination venue <b>at least 30 minutes</b> before the start of the examination, and notify <b>Programme Executive</b> should there be issues with the examination venue.</p>	<p>Examination Invigilation and Tracking Form (Programme Executive)</p>

<p><b>13. Conduct of Examination</b></p> <p>13.1 All Invigilators are to read out the Rules of the Examination prior to the start of the examination.</p> <p>13.2 Invigilators must ensure that the rules and regulations are adhered to during the duration of the examination. Any incidents during the examination must be highlighted and noted down in the Exam Incident section of the <b>Examination Invigilation and Tracking Form</b> and reported to the <b>Principal</b>.</p> <p>13.3 At the end of the examination, Invigilators will collect all examination papers and count the number of scripts to ensure that all copies are accounted for. The number of scripts collected should then be documented in the <b>Examination Invigilation and Tracking Form</b>.</p> <p>13.4 Next, Invigilators should hand the scripts and <b>Examination Invigilation and Tracking Form</b> back to the <b>Programme Executive</b> for safe keeping.</p>	<p>Examination Invigilation and Tracking Form (Programme Executive)</p>
<p><b>14. Approval of awards from awarding authority (if applicable)</b></p> <p>14.1 All awards (i.e. certificates) given must be approved by the relevant authorities.</p> <p>14.2 <b>Programme Executive</b> is to check that awards to be conferred to students would need to be registered with CPE and is in the CPE approved list of courses to be delivered.</p> <p>14.3 <b>Programme Executive</b> would also need to ensure that the course titles registered are identical to the awards to be given.</p> <p>14.4 Upon completion of the checks, the list of awards for internal courses would be passed on to the <b>Examination Board</b> for approval.</p> <p>14.5 For the list of awards for the external courses (i.e. those issued by the academic partners), it would be passed on to the academic partners for their approval, processing and issuance.</p>	<p>Examination Board Meeting Minutes (Principal)</p>
<p><b>15. Approval of major assessment papers, students' assessment results and awards</b></p> <p>15.1 Approval of major assessment papers</p> <ul style="list-style-type: none"> <li>• Examination papers set for in-house courses will be submitted to the <b>Principal</b> and <b>Examination Board Members</b> through the <b>Assessment Coverage Form</b>, who would check the format and content of the paper based on the following guidelines: <ul style="list-style-type: none"> <li>i. Questions are set at appropriate standards for assessing students' skills and are aligned with approved learning outcomes as stated in the approved curriculum</li> <li>ii. Instructions to complete the examination paper are clear, concise and consistent</li> </ul> </li> </ul>	<p>Assessment Coverage Form (Principal / Examination Board Members)</p>

<ul style="list-style-type: none"> <li>iii. Coverage of topics are suitably varied</li> <li>iv. Examination papers are coherent</li> <li>v. Examination papers are relevant to course contents</li> </ul> <ul style="list-style-type: none"> <li>• Should there be changes required, the <b>Programme Executive</b> will inform respective lecturers to follow up. Lecturers will then resubmit the papers based on the comments given by the <b>Principal</b> and <b>Examination Board Members</b>.</li> <li>• Revised papers should then be re-submitted to the <b>Principal</b> and <b>Examination Board Members</b> for their final review.</li> <li>• All examination papers should be finalized <b>at least 2 weeks prior</b> to the examination date. The <b>Programme Executive</b> shall consolidate all master copies of the finalized examination papers.</li> <li>• The <b>Programme Executive</b> is to compile a list of students who are up for progression to the next level / are to be awarded course completion certificates. The <b>Programme Executive</b> is to conduct a preliminary round of checking to ensure that students meet the progression/award criteria as communicated to them before course commencement.</li> </ul> <p>15.2 Progression and award of <b>certificates</b></p> <ul style="list-style-type: none"> <li>• After which, the list of progression/award students (including the achievement of award criteria) should be reviewed and endorsed by the <b>Examination Board</b> using the <b>Student Result List</b>.</li> <li>• All awards have to be approved by the <b>Examination Board</b> before students are awarded the <b>certificate</b>, to ensure consistent standards and integrity of courses offered.</li> <li>• Upon <b>Examination Board</b> approval, the <b>Programme Executive</b> will print out the <b>certificates</b> based on the approved list of graduating students.</li> <li>• For <b>external partner</b> courses, the certificate will be issued by the awarding body.</li> <li>• Students would then be informed to collect their certificates from the <b>Programme Executive</b>.</li> <li>• Programme Executive has to update and maintain the <b>Progress Report Collection Record</b> and the <b>Certificate Collection List</b> to keep track of the collecting status.</li> </ul> <p>15.3 Approval of students' final assessment results</p> <ul style="list-style-type: none"> <li>• For all courses, the list of students' final assessment results will be compiled in the <b>Student Result List</b> by the Principal</li> <li>• This document will be given to the <b>Examination Board</b> for review and approval.</li> </ul>	<p style="text-align: center;"><b>Certificates (Programme Executive)</b></p> <p style="text-align: center;"><b>Student Result List (Principal)</b></p> <p style="text-align: center;"><b>Progress Report Collection Record (Programme Executive)</b></p> <p style="text-align: center;"><b>Certificate Collection List (Programme Executive)</b></p>
<p><b>16. Post-assessment analysis for course review</b></p> <p>16.1 After each exam, the statistics of the performance of the students is to be compiled detailing the following:</p> <ul style="list-style-type: none"> <li>• Number of passes vs fails</li> </ul>	

<ul style="list-style-type: none"> <li>• Banding of students (number who scored distinction, A, B, etc.)</li> </ul> <p>16.2 These statistics will be analyzed in the Course Review and information with regards to examination and / or assessment statistics would be detailed in the <a href="#">Course Review Report</a>. Reference should be made to the details in the Manual: C5.1.2 Course Review</p>	<p>Course Review Report (Principal)</p>
<p><b>17. Review of assessment policy, procedures and plan</b></p> <p>17.1 The assessment policies, procedures and plans would be reviewed through the following platforms: -</p> <ul style="list-style-type: none"> <li>• Internal review by respective <b>process owners</b> using the <a href="#">Internal Review Form</a></li> <li>• Internal assessment by <b>Designated Independent Internal Auditor</b> using the <a href="#">Internal Process Review, Audit and Assessment (“IPRAA”) Report</a></li> </ul> <p>17.2 The review and the evaluation of effectiveness of assessment policy, procedures and plans would be assessed through the outcomes as stated under the Systems and Review section of this manual. Actions should be taken to improve the communication channels based on the review and evaluation.</p>	<p>Internal Review Form/ IPRAA Report (Process owners / Designated Independent Internal Auditor)</p>