



<b>Policy Name:</b>	<b>Assessment Policy</b>		
<b>Department</b>	Academic	<b>Approval Authority</b>	Rector
<b>Date of Implementation</b>	Unknown	<b>Date of last Revision</b>	22/7/2020

### 1. Introduction

Assessment plays a central role in any academic activity, as it is one of the major components of any teaching and learning activity. At MIC, the assessment of its modules strictly follows the assessment procedures and protocols specified in the respective course documents approved by Maldives Qualification Authority (MQA).

While assessment activities and weightage given to various Assessment components, will vary from module to module, generally all assessment processes will include:

- a. Specific tasks and activities designed to support learning, instill core values of MIC, and the assessment tasks will reflect MIC Mission.
- b. Provision of written and / or oral feedback following any assessed activity, moderation of outcome and dissemination of marks and grades through the Smart School (SS)

### 2. Scope

This policy:

- a. Describes the standards and norms followed at MIC in assessing modules that are graded. For modules that are not graded, this policy may not be applicable in whole, and depending on the nature of the module, different policies may apply. In such cases, students will find appropriate information in the respective course outlines and related documents.
- b. Describes how to maintain confidentiality of documents and protocols to be followed when confidentiality is breached.
- c. Applies to all students and academic staff of MIC.

### 3. Definitions

In this policy document the following terms are used as follows:

**Assessment:** Assessment is the process of evaluating students' performance to ascertain the extent to which they have met the prescribed learning outcomes of the task (and thus contribute to the achievement of the learning outcomes of the unit and the course). Assessment enables students to monitor their progress and determines the academic results in a unit of study.

**Assessment schedule:** The series of assessment tasks comprising the total assessment for a unit.

**Assessment tasks:** The single components of an assessment schedule.

**Criterion-referenced assessment:** Assessment based on pre-determined and clearly articulated criteria which are directly drawn from the unit learning outcomes.



**Due date:** The date and time by which an assessment task must be submitted.

**Hurdle task:** A task or activity that is marked on a pass/fail basis and is required to pass the unit but does not contribute to the final grade.

**Learning outcomes:** Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**Moderation (of assessment):** A quality review and assurance process which supports assessment design and marking activities. It involves confirmation that the assessment tasks and marking are valid, equitable and reliable.

**Rubric:** A rubric is a scoring tool that explicitly represents the performance expectation for an assignment or piece of work.

**Standards:** A framework which explains what can be expected at different levels of achievement of a learning outcome.

**Confidential Information:** confidential information about an assessment is information which, if disclosed, could compromise the ability of the assessment to provide an accurate measure of Learner's attainment.

**Coordinator:** Any Person appointed by the MI College to take administrative charge of academic related work. This maybe a faculty facilitator, lecturer, a Branch manager, or an externally hired personnel.

#### **4. Policy Provisions:**

##### ***a. Promote Student Learning***

- I. The assessment tasks must meet module specific standards and provide evidence of student having achieved standards identified in the level descriptors found in the course document.
- II. Assessment tasks must relate to Syllabus document and the SS Assessment modules. If there is any discrepancy in types or weightage, the case must be immediately notified to the respective Dean.
- III. Where modules are taught using the CANVAS or online facilities, the assessment modules must be designed to meet the approved syllabus document and the SS assessment module.
- IV. All assessment tasks must be fair, inclusive and equitable to all students.
- V. Assessment tasks should be designed to ensure a clear progression through a course towards achieving graduate learning outcomes. Assessment tasks should be designed to minimize plagiarism.



***b. Measurement of Student Achievement***

- I. Students should be provided with opportunities to demonstrate achievement against all learning outcomes, where practicable through a range of assessment methods that may or may not include examination
- II. The written examinations set must closely adhere to the principles, format and structure given in the Examination Setting Guidelines document.
- III. Assessment standards must be monitored through internal and external benchmarking
- IV. Assessment tasks, including marking criteria, must be clearly communicated to students in the Unit Outline at the commencement of the study period in which the unit is being undertaken.
- V. All assessment tasks must include rubrics that are made based on criterion referencing.
- VI. Hurdle tasks must be used with caution and where they form the means to expose students to engage in Corporate Social Learning, such tasks may be made compulsory requirements that must be met in order to pass the unit.

***c. Fair, Transparent and Equitable Assessment***

- I. The assessment tasks must be standard across all campuses.
- II. Changes to the assessment tasks after a Unit Outline has been published are only permitted with the written permission of the Head of Academics. Students shall be notified via written amendments communicated through email, notices, etc.
- III. Assessors should be appropriately qualified, trained and supported through the assessment process to ensure grades are applied consistently.
- IV. Moderation of assessment should be undertaken.

***d. Maintaining confidentiality of Assessments***

- I. In order to reduce the risk of disclosure of confidential information, MI College will:
  - A. Clearly mark assessment materials which have been determined to be confidential
  - B. Restrict access to confidential material to people who need it
  - C. Put in place appropriate contractual obligations with employees, contractors and third parties, to protect the confidentiality of the information for the time the information remains confidential. These will require individuals who have had access to confidential information to:
    1. maintain confidentiality both during and after their term of employment or engagement
    2. understand what may constitute a conflict of interest and declare any such interests
- II. Offer training for people with access to confidential assessment material on how to maintain confidentiality.
- III. Monitor the content of the training events to assure itself that confidential information about assessments is not shared.
- IV. Ensure assessed assessment documents (students answer scripts, assignments, etc.) are maintained within the institution. However, lecturers may share authenticated duplicates or copies of student submitted work such as assignments with prior permission from the Deans. Final Examination papers shall not be shared in any case.



- V. For further information, please refer *Examination and Invigilation Policy*

**e. Dealing with Suspected Breaches of Confidential Information about Assessment**

All allegations of breaches of confidentiality will be investigated, and as part of the investigation

MI College will:

- I. make a record of the allegation of the breach
- II. fully document the investigation process
- III. identify and manage the likely impact of the breach, for example by replacing the assessment materials where a breach of confidentiality could impact on the validity of the assessment
- IV. take action against those who have breached the confidentiality
- V. take any necessary steps to prevent reoccurrence
- VI. For further information, please refer *Examination and Invigilation Policy*

**f. Requirements to achieve a Pass:**

- I. Unless specifically stated, in order to be eligible for the Final Examination, the student is expected to obtain a specified attendance (*Please refer the section, Attendance and Participation required*).
- II. Unless specifically stated, in order to pass a module the student is expected to earn an aggregate of 50 marks from all the assessment tasks including the Final Examination.
- III. In case a student fails to achieve an aggregate of 50 marks from all assessments including the final examination score, **the aggregate mark** shall decide whether the student is eligible for a Resit or that student has to Redo the module (*Please refer the sections Redo and Resit*).
- IV. In case a hurdle task forms part of the assessment, the student must ensure a pass in the specific component, in order to achieve a pass in the module
- V. In situations where achieving a pass is subject to individually passing separate assessment tasks, this should be clearly specified in the unit outline and communicated to the students at the beginning of the module.
- VI. Please refer the *Policy on Credit Points, Grading and Grade Point Average (GPA)*, for more information on grades.
- VII. Please refer the *Recognition of Prior Learning and Transfer of Credit – Academic Policy*, for more information if a student feels he/she is eligible to skip a specific module.
- VIII. Please refer the *Academic Honesty and Assignment Submission Policy* for more information about requirements on submitting an acceptable assignment or assessed work for the purpose of acquiring a pass.

**g. Assessment Re-Checking**

- I. If a student wishes to recheck exam paper, he/she shall apply in person or through the SS portal for the re-check via the *Application for Remark* (*See Annex: 1*) within a week of publication of result on SS. This form is available from the MIC website.
- II. A student is liable to pay a re-checking fee for this service. (*Refer to Fee Structure*)



**h. Resit of Final Examination**

- I. Students whose aggregate marks are between 45% - 49% inclusive shall be given a *Resit*.
- II. Students are responsible to apply for *Resit*, via the Resit Request Module on SS, or by Resit Application form to MIC within a week of result publication on SS (*Please see Annex 2: Requisition Form for Resit*).
- III. Students will have to pay *Resit fee* (*Refer to fee structure*) for a *Resit* for each module. A student should not be given a *Resit* unless his/her case has been reviewed by the respective Deans and unless the *Resit fee* has been paid.
- IV. Students must make the payment when the request is approved and invoice is generated in SMART SCHOOL, and submit the slip to the Web Portal or MIC Mobile App and inform the Faculty Facilitator.
- V. A student could only take **one** *Resit*. If he/she fails in the *Resit* he/she would have to *Redo* the module again. The College will not entertain a second *Resit*.
- VI. Respective faculty will communicate the date of *Resit* examination at least before **one week** of the scheduled date.
- VII. Pass mark in a *Resit* is 50. Where a student obtains a pass through a *Resit* examination, the student will be awarded only the pass mark 50 irrespective of the marks he/she scores and there will be no aggregate calculation based on other assessment marks.

**i. Redo of the Module**

- I. Students who get an aggregate of 44% or less, and those who fail in the *Resit* shall *Redo* the module. To *Redo* the module, the student would have to join another batch which is doing the same module.
- II. Students are expected to apply for *Redo* by filling the *Redo Application* form or through the Smart School Redo Request Portal before the end of the enrolled course duration either in person or online through the SS portal. MIC will not take any responsibility for the inconveniences caused due to the failure of the student to meet this requirement (*Please see Annex 3: Redo Application Form*).
- III. Students may pay the lump sum amount assigned for the module or may split the module payment as appropriated by the Finance department. Students are advised to approach the Dean for more clarification on this facility.
- IV. Respective faculty Deans will communicate with student, one week before the scheduled date of commencement, when the module is available to start.
- V. Students shall pay at least one installment before they can attend the module
- VI. Students must handover the copy of the fee paid slip to the Deans.
- VII. The *Redo* fees will be generally calculated based on the credit hour for the specific module (*refer to fee structure*). For modules, with large credit points such as the Desertion or a project-based module, the fee calculations may be different. Please refer to the *fee structure* for further details.

**j. Quality Assurance and Moderation of Assessment:**

- I. Quality assurance of assessment is mandatory.
- II. Lecturers must send the assignment to Program Coordinator for checking before handing in to students by 3rd week of starting the module



- III. Program Coordinator must certify and approve within 2 Weeks or latest by 2 days before assessment assigning date.
- IV. Written assignments and exam marks must be reviewed by the Dean and/or other designated persons identified by the Dean before the marks are communicated to the students.
- V. The raw marks that a student has achieved might differ from the marks that he/she gets after moderation. His/her final marks will be the marks obtained after moderation.
- VI. The respective lecturers share the student marks via the SS for the Subject Coordinator to initiate the quality assurance and moderation of Assessments

***k. Publishing Assessment Marks:***

- I. The lecturers should provide the assessment marks to the students two weeks before the final examination. This is necessary to help students plan for their final exam.
- II. The lecturers should not disclose the final subject marks. Students' marks should be available to them only through the SS. Students are responsible to check their results on SS. The marks that students see on google classroom are tentative, which must not be considered as the students' actual performance.
- III. All assessment marks except the final exam marks must be uploaded on SS at least 2 weeks before the Final Exam begins.
- IV. The coordinator should inform the Dean within 24 hours of uploading the assessment marks.
- V. Upon completion of the final exam, the lecturer should mark the exam papers and handover the marks and the paper to the Program Coordinator within 7 days of the answer scripts handed over for marking.
- VI. Marking slip will be processed only after receiving the marked answer scripts along with all the assessments marks and any other students assessment documents from the lecturer.
- VII. Assessment related payments will be processed only after the end of the module.
- VIII. The Dean must ensure all moderation protocols are met before publishing the results. The Dean must complete the moderation with-in 10 days of receiving the marked exam papers.
- IX. The Dean should publish the assessment marks within 3 days of having the marks of the students moderated, scrutinized and approved. As a general rule Deans must ensure the student's final marks and grade are approved and published within 20 days of the examination commencement date.

***I. Attendance and participation Requirements***

- I. The Lecturer-in-Charge or the assignee must keep attendance records for all classes in modules, where a compulsory or minimum attendance level is prescribed.
- II. Marks are not awarded for attendance, however, a student can participate in the exam only if **80% attendance** is met.
- III. A student who fails to meet the attendance requirement due to personal circumstances beyond their control, must submit an *Excusable Absence Reporting Form (Not for Student Medical Purposes)*, for participating in the examination with supporting documents as excusable evidence. Please note this clause is applicable for circumstances where medical



proof is not applicable or not available (*Please see Annex 4: Excusable Absence Reporting Form*)

- IV. A student who fails to meet the attendance requirement due to illness, must submit the *Appeal Form (Annex 5)* along with the *Student Medical Form (Annex 6)*.
- V. MIC reserves the right to provide opportunity for the student to make-up for any attendance gap that may withhold the student from sitting the exam. In general:
  - a. If the student attendance is between 79 % to 70 % inclusive, MIC may provide the student with additional assessment tasks to make up for the attendance gap. In most cases these shall be hurdle tasks. However, such privileges will be will have associated expenses, which the student shall have to bear.
  - b. If the student's attendance is above 50% all inclusive, but falls short of the 70%, MIC may provide attendance by cover-up sessions. However, such privileges will be will have associated expenses, which the student shall bear.
  - c. If the student's attendance is below 50%, the student cannot be considered for the examination and will have to *Redo* the module. In such cases the student must not expect any carry-forward of attendance from the previous sitting.
  - d. All additional costs speculated inclusive of those already mentioned with respect to attendance compensation shall be borne by the student.

***m. Personal circumstances affecting assessment***

- i. Special provisions may be made in cases of disability, long and short term illness, chronic and temporary illness or other major disruptions to study, which affect a student's ability to submit an assessment task, attend classes or an examination.
- ii. Special provisions may include extension of submission date, supplementary assessment, special examination arrangements, deferred examinations or other special adjustments.
- iii. Applications for special provisions for medical related issues shall be made through *Appeal Form (Annex 5)* along with the *Student Medical Form (Annex 6)* and include any required supporting evidence in accordance with the Assessment Procedures.
- iv. Applications for special provisions for all non-medical issues shall be made through *Excusable Absence Reporting Form (Not for Student Medical Purposes) (Annex 4)* with required supporting evidence in accordance with the Assessment Procedures.

***n. Appeals***

- i. Any appeal against an assessment decision will be dealt within and in accordance with the Student Appeal Policy.

***n. Submitting Assignments:***

- a. Students are strictly advised to follow the assignment details and requirements stated in the unit outline.
- b. Following formal submission, students may not resubmit an assessment task in an attempt to improve the result in that assessment task.



- I. All students should submit their completed assignments/projects and other works (hereafter referred to as assignments) to the respective Lecturer or Teacher support (hereafter referred to as the receiver) before the deadline. Students catered by virtual mode are liable to submit their assignments through Canvas.
- II. Students MUST submit the assignments to the receiver before 9:00 pm on the preassigned date when the assignment was delegated. Virtual mode students have to submit their assignments in Canvas.
- III. All assignments should have a cover page. The format of the cover page for assignment are available at MIC or at the MIC website (*Please See Annex 7 for the Assignment Cover Page Sample*).
- IV. Penalties will be applied for late submission of assessment tasks. The penalties are as follows
  - A. Delayed submissions will be accepted till the 7th day from the due date with a deduction of 2.5% per day.
  - B. The assignment will not be accepted after 7 calendar days unless the student submits an appeal form for extension of submission date with supporting documents where necessary before the end of the last acceptable date. (the 7th calendar date).
- V. The college may decide to accept or reject the submitted assignment after evaluation of the appeal.
- VI. Where students submit a hard copy of the assignment without any electronic submission, the student shall ensure an acknowledgement of submission is obtained and the assignment collector is liable to provide the same. The students must immediately notify the college in writing to info@micollege.edu.my if the college fails to provide an acknowledgement slip. Failure to do so from the student may result in the loss of an assignment and the college will not be held responsible for such.

#### **5. Relevant Other Policies / Documents:**

*Examination and Invigilation Policy*  
*Policy on Credit Points, Grading and Grade Point Average (GPA),*  
*Student Appeal Policy.*

#### **6. Annex:**

*Annex 1: Application for Remarking*  
*Annex 2: Requisition Form for Resit*  
*Annex 3: Redo Application Form*  
*Annex 4: Excusable Absence Reporting Form (Not for Student Medical Purposes)*  
*Annex 5: Appeal Form*  
*Annex 6: Student Medical Form*  
*Annex 7: Assignment & Project Cover Page Sample*





**END OF DOCUMENT**

<b>Assessed Assignments</b>