	Bayan College		
	Assessment and Moderation Policy		
Doc No: PP/Gov	Version: 1.0	Effective Date: 01.10.2010 Revision Date: 01.10.2016	Page No: 1

1. Introduction:

Bayan College gives much attention to assessment and moderation. It strives to develop a system to strengthen teaching and learning beyond summative assessment to emphasize a holistic development and enhance educational values.

2. Policy Statement

1. This Policy

- a. provides guidance to students and academic staff on Assessment and Moderation;
- b. applies to all programs of study at Bayan College that are summatively assessed;
- c. describes procedures to ensure the integrity of the assessment process and maintenance of quality standards;
- d. should be read in conjunction with the College Final Exam Policy;

2. The Dean implements and monitors this Policy and its effectiveness;


3. The academic staff and students are responsible for the effective operation of this Policy.

3. Assessments

3.1. Assessments are used to determine that students have achieved the learning outcomes. In order to meet these goals, assessments should be:

- learning outcome-based;
- integral to program design;
- fair and bias-free;
- valid, reliable and consistent.


3.2. Distribution of marks should be balanced and cover the target skills.

	Bayan College		
	Assessment & Moderation Policy		
Doc No: PP/Gov	Version: 1.0	Effective Date: 01.10.2010 Revision Date: 01.10.2016	Page No: 2

- 3.3. Timing, form and arrangements of assessments, and results should be made clear to students.
- 3.4. All assessments must be conducted in a fair, appropriate and secure manner.
- 2.5. Assessments, where applicable, should be designed to reduce the possibility of all forms of assessment offence, like plagiarism. Where an assessment offence occurs, procedures detailed in Plagiarism Policy and the Student Handbook should be followed.
- 3.6. Students will be allowed ONE attempt in any one assessment (unless stated otherwise by the instructor/Department).
- 3.7 A second attempt (re-sit exam) will be given to all students who have failed / missed the exam except denied students (those who missed 20% of the total number of lectures and got official warning for that, and those who are caught cheating in the final exams).
- 3.8. Where appropriate, an alternative instrument of assessment can be used for any reassessment in line with the student's specific needs, and upon approval of HoD / Dean.
- 3.9 Assessment evidence will be retained by the concerned Department. Students are allowed to review their assessments (except the Final Exam) and discuss with their instructors.

4. Moderation

- 4.1. Assessment moderation should ensure that the scale and complexity of the assessment is appropriate to the level of study, that the course learning outcomes are addressed by the assessment task, the proposed duration is appropriate and that the

	Bayan College		
	Assessment & Moderation Policy		
Doc No: PP/Gov	Version: 1.0	Effective Date: 01.10.2010 Revision Date: 01.10.2016	Page No: 3

requirements are clear and achievable .Model answers, where applicable, should be provided.

- 4.2. All summative assessments will be subject to moderation by the HoD / College Council prior to submission to the Admission and Registration Department.
- 4.3. All works that are not written or reproducible, like presentations should be witnessed and graded appropriately following assessment guidelines.
- 4.4. In case of any discrepancies in assessment, the HoD of the concerned Department will sort it out by re-assessing the answer script.