



ASSESSMENT POLICY

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1. Purpose

This policy sets out the principles and procedures that govern assessment practices at EuroPolytech Academy for qualifications awarded by OTHM Qualifications. It aims to ensure that assessment is fair, transparent, consistent, valid, and reliable, and that it meets regulatory standards.

2. Scope

This policy applies to all learners enrolled on qualifications awarded by OTHM and delivered by EuroPolytech Academy.

3. Policy Statement

EuroPolytech Academy is committed to delivering high-quality assessment processes that uphold the integrity of learning outcomes. Assessment will be used to measure the achievement of unit and qualification criteria and will support learner development and success.

4. Principles of Assessment

Assessment at EuroPolytech Academy will be:

- **Valid** – it will measure what it is intended to measure
- **Reliable** – it will produce consistent results
- **Fair** – free from bias and accessible to all learners
- **Transparent** – learners will be informed of assessment methods and criteria
- **Authentic** – work submitted must be the learner's own
- **Timely** – feedback will be provided within published timeframes

5. Types of Assessments

- OTHM-set assignments
- Centre-devised assignments
- Portfolios of evidence
- Case studies, projects, reports

6. Assessment Responsibilities

- **Trainers/Assessors** are responsible for designing, delivering, and marking assessments according to OTHM criteria.
- **Internal Quality Assurers (IQAs)** ensure consistency and quality across assessors and assessments.
- **Centre Manager** oversees implementation and compliance with the assessment policy.

7. Assessment Planning and Design

- Assessments will be planned in line with learning outcomes and assessment criteria.
- Assessment schedules will be shared with learners in advance.
- Assignments will be internally verified before delivery to ensure clarity and validity.

8. Submissions and Deadlines

- Learners will be provided with clear submission deadlines for all assignments.
- Extensions may be granted under extenuating circumstances via formal request.
- Late submissions without valid reasons may be penalised according to the centre's assessment procedures.
- All submissions must be made electronically via the Centre's Learning Management System (LMS), such as Canvas. Email or paper submissions will not be accepted unless otherwise agreed in advance under exceptional circumstances.

9. Feedback and Marking

- Written feedback will be provided within 15 working days of submission.
- Feedback will clearly indicate whether criteria have been met, what was done well, and areas for improvement.
- Learners will be given opportunities to resubmit where permitted by OTHM rules.
- Final results will be published and made accessible to learners through their individual accounts within the LMS (e.g., Canvas).

- All submissions must be made electronically via the Centre's Learning Management System (LMS), such as Canvas. Email or paper submissions will not be accepted unless otherwise agreed in advance under exceptional circumstances.

10. Internal Quality Assurance

- All assessment decisions will be subject to internal verification.
- A sample of each assessor's work will be reviewed.
- Any discrepancies or issues will be referred back to the assessor for clarification or action.
- Once internal verification is complete and all learners in the cohort have completed their assessments, the Centre will prepare for the External Quality Assurance (EQA) process. This involves submission of works and evidence to OTHM, who will conduct an external review before results are finalised and certificates issued.

11. Plagiarism and Malpractice

- Learners must submit original work.
- Any form of cheating, plagiarism, or collusion will be investigated and acted upon according to the Centre's Malpractice Policy.
- Turnitin or similar plagiarism detection tools are used to verify similarity prior to marking the submission.

12. Reasonable Adjustments and Special Considerations

- Learners with disabilities or temporary conditions may request reasonable adjustments.
- Adjustments must not compromise the integrity of the qualification.

13. Appeals

- Learners may appeal assessment decisions through the Centre's Appeals Policy.
- All appeals must be submitted in writing within the published timeframe.

14. Monitoring and Review

This policy will be reviewed annually or in response to changes in awarding body regulations or centre practice. The IQA Lead and Centre Manager are responsible for its implementation and review.

15. Policy Availability

This policy is available to all learners and staff via the Academy website, the student handbook, and upon request.

Approved by: Dr. Amine Belmejdoub Quotb

Date: 02/08/2025

Review Date: 02/08/2026