



ASSESSMENT POLICY AND SECURITY ARRANGEMENTS

Email : mhrmyanmar@gmail.com

<https://www.mhrinstitute.org>

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ASSESSMENT POLICY AND PROCEDURE

1. Policy

The purpose of this policy is to outline the process of collecting relevant evidence and making informed judgements to evaluate student learning outcomes. Myanmar Human Resources Institute has designed this policy to ensure that all student assessment tasks are appropriately designed to determine the extent to which students have met the learning and skills outcome requirements within a unit of study and to assist teaching staff to make decisions about the performance of individual students within a unit of study.

2. Range

The policy applies to all assessment processes including initial assessment, recognition of prior learning and experience (RPL), assignment writing, work-based assessment, formative and summative assessments, assessment of functional skills, Personal Learning and Thinking Skills (PLTS) and internal standardization, quality assurance.

The assessment and quality assurance mechanisms apply from interview and for the duration of the individual's learning agreement with the Institute.

At MHR the activity of IQA is the responsibility of a number of different roles. Clarification of the IQA for a particular course can be identified by the Curriculum Manager or TQM.

3. Purpose of Assessment

The purpose of assessment is:

- to promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student;
- to measure and confirm the standard of student performance and achievement in relation to a unit of study's defined learning objectives;
- to reward student effort and achievement with an appropriate grade;

- to provide relevant information in order to continuously evaluate and improve the quality of the curriculum and the effectiveness of the teaching-learning process.

4. Terminology

- Accessible to all students: includes students with any difficulties or disabilities irrespective of age, gender or ethnicity.
- Assessment is the way in which a student's knowledge, understanding, and skills are measured and evaluated.
- EE: External Examiner
- IM (Internal Moderation) is a similar process to internal quality assurance in that it is the impartial monitoring of assignments, tasks and assessments for consistency and quality and also ensures that the methods of assessment used are reliable and fit for purpose and that the order of assessed outcomes is fair and consistent.
- IQA is Internal Quality Assurance. This is the impartial monitoring of assignments, tasks and assessments for consistency and quality that is carried out within the College. IQA is also sometimes used to refer to the person carrying out that IVQA process i.e. the Internal Quality Assurer.
- Lead IV is Lead Internal Verifier: Diploma accredited individuals in each subject area to lead the quality assurance and verification process with all assessors and internal quality assurers within that subject area.
- TAQA is the 'Training Assessment and Quality Assurance' units which Assessors and Quality Assurers need to complete to ensure the validity and consistency of assessments within subject areas and the organisation.
- SV/ EQA/EM (Standards Verification/External Quality Assurance/ External moderator) carries out External Standards

5. The procedure for approving and validating assignments and assessments

Planning Period	The Student	The Assessor/ Program Team	The IQA (or Lead IV)
		Plans the assessment schedule and assignments on awarding body form. Informs plan with relevant awarding body guidelines.	Plans in accordance with awarding body guidelines, IQA strategy and the assessment plan, an IQA/IV/IM tracking document scheduling the IQA? IV/IM samples to be completed
		Attend internal standardization meeting	Lead internal standardization meeting
		Book onto awarding body standardization and update training.	
		Participate in relevant TAQA training for your course &/or Lead IV accreditation as relevant for the courses you assess.	
Formative Assessment	Submits work when identified tasks have been completed for formative assessment and feedback to enable improvement.	Routinely assesses work before the final assessment to provide feedback to student on how work and processes can be improved.	IQA/Lead IV monitors that formative feedback is provided to students and samples one or two pieces to monitor the quality of the feedback.
Assessment (10 days maximum)	Submits work by the set submission date and obtains a receipt. An extension to a set deadline is only	Assesses work using awarding body or centre approved assessment and feedback sheets providing improvement actions for students.	

	permitted in exceptional circumstances and must be agreed prior to the submission date	Agrees extension deadlines in exceptional circumstances.	
IV /IQA of Assessment (5 days maximum including additional samples or re-grading)		At least 10 samples or 25% of assessed work passed to IQA/Lead IV covering a range of grades wherever possible. (Refer to awarding body quality requirements as sample sizes may vary). Remainder of work is retained during the IQA period.	Internally Quality Assures/Moderates work using awarding body IQA/IM documents or Centre IQA documents where awarding body does not provide documents.
	Student / Supporter signs centre copy of receipt to show work has been returned.	Adjustments made to assessments and signed off by IQA/Lead IV/IM. IQA/Lead IV/IM approved samples and remainder of assessed work returned to students.	IQA/Lead IV/IM form(s) and sample returned to assessor with action points for any improvements or adjustments made
	Student records grade on their personal tracking sheet and signs to agree the action plan. or Student appeals grade using the 'Assessment Appeals Form'	Records grades on tracking document. Assessor carries out stage one of the 'Assessment Appeals Procedure'	Records IQA, tracking document, or on frame up where used. IQA/Lead IV carries out stage two of the 'Assessment Appeals Procedure' when a candidate is not satisfied with the outcome from a stage one appeal.
			IQA/ Lead IV/IM form(s) and sample

			returned to assessor with action points for any improvements or adjustments made. IQA/IM signs the work sampled
	Student improves work and resubmits by the agreed or summative deadline.	Assesses resubmitted work within 10 working days and submits samples for Internal Quality Assurance as agreed with IQA/Lead IV/IM.	IQA/Lead IV/IMs work using awarding body IQA/Lead IV/IM documents or Centre quality assurance documents where awarding body does not provide documents
		Records grades on tracking document, Smart Assessor or other tracking document where agreed.	Records IQA/ IM on awarding body form, IQA tracking sheet or in e-portfolio or other agreed tracking documentation.
Team Grade Approval Meeting		Assessor identifies Unit and grades awarded for each student.	IQA/Lead IV or Course Leader records grade onto online or paper based Student Record Form (SRF) or other awarding body claim form.
		Checks grades recorded on online certification claim or paper SRF and signs as agreed or informs IQA/Lead IV/ Course leader of any errors.	Print out of electronic form or copy of paper based SRF handed to Assessor for checking
		Errors corrected and signed off with IQA/ Lead IV and Assessor. The Curriculum Manager counter signs the SRF or other qualification claim form Forms handed to Exams Office or Exams approve online form and submit.	

Retaining Assessment and IV records		<p>Some awarding bodies or their conditions require the retention of all assessed work until signed off by SV/EQA. All work should be available to the awarding body during the appeal period – usually until November of the completion year.</p> <p>Teams are required to retain all Assessment, IV and related EV records for a minimum of 3 years.</p> <p>Portfolios of qualifications with specific funding e.g. ESF, are required to be retained for a longer period of time. Contractual agreements must be checked for relevant details.</p>
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6. Forms of Assessment

Normally, assessment of a unit of study will involve a number of different forms of assessment.

Some assessment is formative; it is specifically intended to assist students to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning.

Other assessment is summative; its objective is primarily to pass judgment on the quality of a student's learning, generally in terms of assigned marks and grades. Furthermore, critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching.

The forms of assessment to be utilized for each unit of study will be clearly set out in the documentation given to students at the commencement of each unit of study.

Forms of assessment are including:

- **Written Exams**
- **Written Assignments**
- **Presentations**
- **Practical Assignments/Projects**

7. Timing and Weight of Assessments

Students are expected to reach the objectives of a unit of study progressively throughout a term. They will be set tasks during the term that allow their progress to be evaluated against established criteria. Such tasks will contribute to the final assessment in a unit of study.

Assessment tasks will be designed carefully, first, to keep in proportion student time commitment and the weight of the assessment task in the overall assessment, and second, to reflect, as far as possible, the importance of each task in determining the effectiveness of students' having met the unit objectives. This might mean that an important task, such as a final examination, is weighted

heavily. Care should be taken to avoid the imposition of a heavy imbalance of assessment load toward the second half of the term.

One or more assessment tasks will be set, submitted, marked and returned to students by the mid-point of a unit. Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgements about their progress. Due dates for assessment tasks will be well separated in time so as to give students periods of time for reflective learning that are free from the pressure engendered by a looming deadline.

In some units, students are expected to practice skill development continuously. To evaluate students' ability to perform such on-going tasks, consideration should be given to strategies for self-assessment. In this way, students can obtain evidence concerning their level of understanding of the work, while avoiding the stress of frequent formal appraisal by an examiner.

Apart from examination scripts, all assessed work will be returned to the student, preferably in a class context. The student has the right to seek clarification of the assessment result.

Unit outlines will advise students at the beginning of a unit of study how all assessment results are to be combined to produce an overall mark for the unit. In particular, the unit outline will make expressly clear:

- the weight of each task in contributing to the overall mark;
- the formulas or rules used to determine the overall mark;
- minimum standards that are applied to specific assessment tasks, and the consequences if such standards are not met (including failure to submit particular tasks);
- rules regarding penalties applied to late submissions; and
- precise details of what is expected in terms of presentation of work for assessment.

The unit outline will also make clear to students that the aggregated mark for the unit of study will be moderated by Unit Coordinators. Moderation may result, in some cases, in a variation of the final grade awarded to the student for the unit of study which is inconsistent with the individual marks awarded to the student for individual assessment items.

Emphasis will be placed on appropriate referencing conventions and requirements, on the degree of cooperation permitted between students, and on what constitutes academic dishonesty.

8. Submission of Assessment Items

Students are required to submit assessment items at the time and date specified in the unit outline. Assessment items submitted after the due date will be subject to a penalty unless the center manager has given prior approval in writing for an extension of time to submit that item or mitigating circumstances apply.

Assessments should be submitted in the form specified in the unit outline or as notified by the Lecturer. Where assessment items are submitted electronically, the date and time the email was received will be considered the date and time of submission. Written papers or other physical submissions are to be time and date stamped as a record of receipt.

9. Assessment Feedback

Timely feedback to the student throughout the semester is considered an essential component of the teaching and learning process. Feedback will be provided by a variety of methods including informal discussions in lectures and tutorials, review of individual marked coursework and review of marked examination papers on request.

10. Additional Assessment

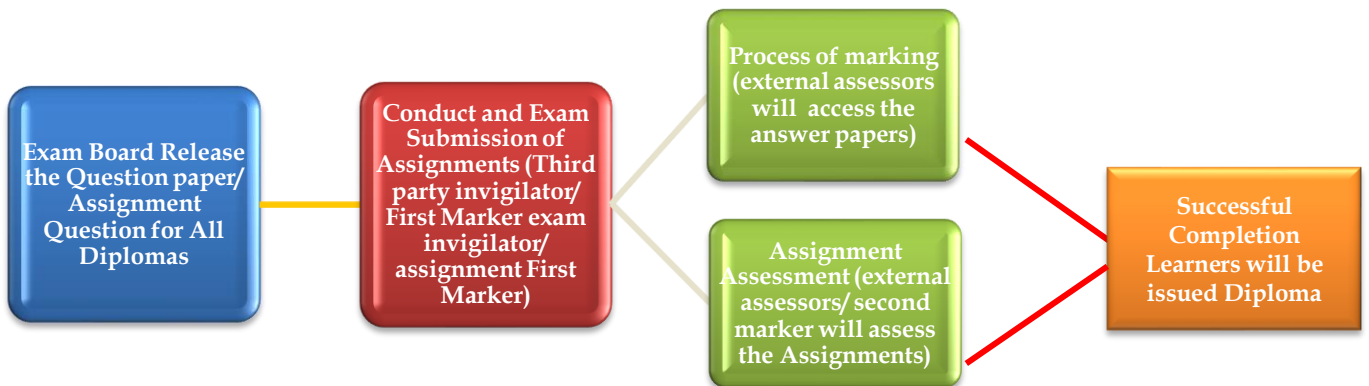
Where a student marginally fails a unit of study (i.e. usually has achieved a score of 36-39%) the student will be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the unit. The grade awarded after the additional assessment is finalised is limited to P or F. If the student does not take up the opportunity to complete additional assessment work the grade resolves to F.

11. Grade

During each unit of study, students will be provided with an evaluation of their individual performance with reference to the criteria for each assessment task. Student performance in individual units of study shall be graded in accordance with the following guidelines:

RESULT	Grade	%
Distinction	D	70% - 100%
Merit	M	55% - 69%
Pass	P	40% - 54%
Fail	F	0% - 39%

12. Assessment Process



13. Examination Regulations

Learners must read, and will be assumed to have read, the following rules which apply to all MHR examinations.

Failure to comply with these Regulations will be deemed malpractice and may result in disqualification from the exam in question, or all MHR examinations for that exam series. Repeated or serious malpractice, including attempted acts of impersonation, may lead to termination of your Diploma.

Before the examination day

1. It is the learner's responsibility to ensure they know the correct date, time and location of all their examinations. Your notification slip can get from MHR office at least two weeks before the exams.
2. Please check your timetable carefully and notify MHR admin immediately of any error or omission.
3. Learners applying for any Reasonable Adjustment for their examination must do so, providing supporting evidence, no later than the closing date for examination entries.

Before the start of the examination

4. Please arrive at the exam venue 30 minutes before the examination start time. Learners who arrive up to one hour after the start time of the examination may still attempt the exam but will not be granted extra time. Learners who arrive after this time will not be permitted to sit the examination.
5. Learners must bring with them:
 - their exam notification slip
 - valid photo ID (Passport, National Identity Card or Photographic Driving License)
 - a blue or black pen for completing the examination.
6. Learners will be seated at least 15 minutes prior to the examination. Please complete all information on the front of the answer booklet before the exam begins.

7. Learners are permitted to bring pens and pencils, erasers, rulers, geometry equipment and a non-programmable calculator (not a mobile phone with calculator function) to their desks for use in the examination. Calculators must not be programmable, and should be noiseless, cordless, and suitable for use on the desk.
8. Learners may bring small packets of sweets and small bottles of water to their exam desk but if so, the learners take responsibility for any damage to their answer booklet that may result from spillage. No other food or drink is permitted.
9. Learners are not permitted to bring any other materials (books, notes, dictionaries etc.) to the examination desk, even if they are not related to the exam subject. Failure to comply with this rule will be deemed malpractice and will result in disqualification.
10. All personal possessions must be left away from the exam desks at a location indicated by the invigilator. This includes bags, coats, mobile phones, and mp3 players. Electronic equipment must be switched off. Small valuables e.g. wallet or credit card may be placed on the examination desk, in view of the invigilator. Any possessions brought to the exam desk may be checked for unauthorized materials. Please only bring the minimum number of belongings into the examination room. Neither Exam Invigilators are liable for the safe-keeping of candidates' possessions, or for any damage or loss whilst on exam premises.
11. Examination conditions apply as soon as learners enter the exam venue. Refusal to follow instructions from the invigilator will be deemed malpractice and may lead to disqualification.
12. It is the learner's responsibility to ensure they have been given the correct question paper. Please raise your hand to inform the invigilator immediately if you believe you have been given a question paper for a different subject.

During the examination

13. Do not open the question paper and begin the examination until instructed by the invigilator.
14. Write all your answers with a blue or black pen. Pencil should only be used for producing graphs and diagrams.
15. Start your answer to each question on a new page. If a question has sub-parts i.e. (a), (b) etc., these do not need to be started on a new page.
16. All work must be written in the answer booklet provided. Rough work and calculations must be written in the answer booklet but may be crossed out if they do not form part of the answer that you wish the examiner to consider. Do not remove any pages from the answer booklet. Additional paper will be provided by the invigilator if you have used all pages of the answer booklet.
17. If you wish to speak to the invigilator, raise your hand and wait for them to come to your desk. Do not call out or leave your desk.
18. You must not ask for, and will not be given, any explanation of the questions.
19. Learners must not communicate with any other person during the examination, except the invigilator. Do not disturb other learners or attempt to borrow any items from them.
20. Any attempt to communicate or collude with, copy from, or disrupt in any other way another candidate, will be deemed malpractice and will result in disqualification.
21. If you wish to use the toilet, raise your hand to attract the attention of the invigilator. An invigilator will escort you to the toilet. No extra time is allowed for toilet visits. Learners are required to turn out their pockets before and after any toilet visit.
22. Learners who have finished writing and wish to leave the examination room may do so once the exam has been in progress for one hour, and with the permission of the invigilator. Please hand your answer booklet and question paper to the invigilator, and do not disturb other learners whilst leaving the room. You will not be permitted to re-enter the room.

23. Any learner who leaves the examination room without supervision will not be allowed to return to the room.
24. Learners must stop writing when instructed to do so by the invigilator.
25. Learners must not remove answer books or question papers from the examination room. Answer books that have been removed from the room will be declared 'null and void'.
26. In the event of a fire alarm or other emergency requiring evacuation, the invigilator will instruct candidates to leave all materials on the desk, leave the room in an orderly fashion, and assemble at the designated point outside. Learners must not communicate with each other as they are still under examination conditions.
27. Smoking is not permitted in the examination room or near the examination venue.

14. Assignment Submission Rules

Aim

The purpose of this policy is to encourage students to submit all assignment work in accordance with the college guidelines on or before the date specified by the lecturer when the assignment is set. This date will be clearly shown on the front instruction sheet of the assignment. Students who fail to submit their work on time will affect their own study performance. Students will be penalised for late submissions to ensure strict adherence with the policy. Late work will only be accepted if agreed by the Programme Leader.

It also defines the consequences for the late submission of assignments. The impetus behind this policy is the protection of the students' ability to remain on schedule, as well as the college's ability to manage the logistics of the course.

Policy

- **1 hard copy** of the assignment accompanied by the 'Assignment Submission Form' should be submitted at the reception before 5pm on the day of submission.
- **1 soft copy** of the assignment should be submitted via email on mhrmyanmar@gmail.com before 5 pm on the day of submission.
- All hard copy of students' assignments will be retained for two years.

Submission Guidance

Cover Sheets

All assignments must be submitted with an Assignment cover sheet which should be completed and signed by the student. Cover sheets can be collected from Reception. It is the responsibility of each student to ensure that her/his assignment pages are securely fastened together, including the cover sheet

Assignment Presentation

The following is a guide to standard presentation requirements:

- Assignments must be typed using double spacing and size 12 with Times New Roman
- Must contain a Table of Contents
- Text must be justified
- All pages must be numbered consecutively from the title page
- Referencing must conform to Havard guidelines
- A reference list must be included with each assignment and a bibliography submitted if appropriate

Submitting Electronically

All assignments MUST be submitted electronically to mhrmyanmar@gmail.com.

The assignment should be saved as follows: *Student ID_Student Name_Module Title*

Plagiarism: Taking the work of another person or source and claiming it as your own. Including paragraphs, sentences and the ideas of others without acknowledgement of the source through proper referencing is plagiarism.

Paraphrasing the work and ideas of others without acknowledgement through proper referencing is also plagiarism.

Collusion: Two or more learners collaborating to produce work which is submitted by each in an identical, or highly similar, assignment with the claim that the work was independently completed by an individual learner.

Impersonation: The learner asks someone else to complete all, or part, of their assignment for them and then claims the work as their own.

Submission Deadline

By Deadline

All assignments must be submitted by the advertised deadline, unless an extension to the deadline has been approved by the Programme Leader in advance of the advertised deadline.

Late Submission

Assignments received after the advertised deadline will have the following cost implications and mark deductions: -

Mark Deduction

Up to 1 weeks after the advertised deadline (% depends on the module)

Up to 2 weeks after the advertised deadline (% depends on the module)

Requests for Extension to Submission Deadline

Extensions will only be granted in extenuating circumstances. Programme Leader may grant extensions up to the date of the meeting of the Assessment Board for the relevant semester. Requests for extensions beyond that date must be submitted by the student, to the Board, with accompanying documentation in support of the request. A request for an extension must be made in writing to the Programme Leader.