

Assessment and Feedback Policy

1. Introduction

The aim of this policy is to lay out an institution-wide approach to assessment and feedback that enhances the effectiveness of assessment in aiding learners to achieve the necessary knowledge and skills described in a class or programme's intended learning outcomes.

This policy applies to all programmes offered by ABP.

2. Assessment and Feedback Principles

These principles must be adhered to throughout ABP:

- 2.1 Assessment and feedback practices promote effective learning.
- 2.2 Assessment and feedback practices are fair, appropriate, and transparent.
- 2.3 Assessment and feedback procedures are clearly communicated to the ABP staff and the learners.

3. Assessment and Feedback Procedures

3.1 Assessment Procedures:

- 3.1.1 The assessment will be conducted in Learning Management System (LMS);
- 3.1.2 The assessment work will be performed by the delegated assessor;
- 3.1.3 The assessment will be completed within ten working days from the date of exam;
- 3.1.4 The assessment result will be communicated to the learners by email.

3.2 Feedback Procedures:

- 3.2.1 Learners are instructed to send exam feedback request by sending an email or generating a ticket on ABP Support Ticket platform;
- 3.2.2 Exam feedback will be provided by a responsible officer from the academic department;
- 3.2.3 Exam feedback will be provided within maximum five working days from the date of receiving exam feedback request;
- 3.2.4 If a learner has any disagreement with the exam feedback, the learner may appeal as per ABP Appeal Policy.

4. Responsibilities Related to Assessment and Feedback

4.1 ABP assumes responsibility for:

- 4.1.1 Providing adequate resources, including information technology systems, to support the assessment and feedback procedures;
- 4.1.2 Monitoring implementation of this policy through Internal and External Quality Assurance processes.

4.2 Staff involved in assessing learners' work are responsible for:

- 4.2.1 Designing assessments that effectively facilitate and measure students' achievement of intended learning outcomes;
- 4.2.2 Assessing learners' work according to the intended learning outcomes;

4.2.3 Providing timely, informative and helpful feedback to the learners which enables learners to further improve their learning and performance wherever possible.

4.3 Learners are expected to be responsible for their own learning through:

4.3.1 Understanding the requirements of individual assessments, and actively engaging with assessment tasks by devoting appropriate time and effort;

4.3.2 Ensuring their academic work is authentic and honestly produced.