



ASSESSMENT GUIDELINES

Preamble

The ILES assessment and moderation policy allows the College to amend its grading elements without notice to BQA or further recourse to any higher body (Assessment and Moderation Policy, 2017 – 11.2).

These guidelines have been created by the Training Department – pursuant to the inaugural ERP meeting – in which the GENIUS © system was pitched and suggested to the college. These guidelines shall therefore apply to the 2022/2023 academic year, and shall also serve as the ILES expected deliverables from the GENIUS © system.

Assessment Guidelines

1. The Training Department proposes that the assessment of students, across our Certificate and Diploma programmes, be comprised of the following:
 - a) One Test – contributing 20% of the final mark.
 - b) Two assignments – contributing 10% of the final mark. Trainers may have the discretion of administering up to five pieces of academic exercises in lieu of the assignments, to make up this component.
 - c) The two components in a) and b) above shall be collectively referred to as **Continuous Assessment (CA)**.
 - d) Final examination – contributing 70% of the final mark.

NB: No student shall be allowed to sit for the Final Examination without BOTH components of CA having been completed and entered into the GENIUS © system, with provision for the student to verify and sign for same prior to the examination.

2. The Genius system should be able to do the following, to meet the above objective:
 - a) Produce an excel sheet that is printable, one week before the final examination, indicating the **continuous assessment marks rounded off to the nearest two decimal points**.

- b) Have provision for the student to verify and confirm the entered marks in the system. Alternatively there should be provision for the student to enter a complaint regarding the computation of CA.
- c) Locking of the system 48 hours before the commencement of Final Examinations, to prevent arbitrary changes to continuous assessment marks. Only the Academic Affairs coordinator, or academic registrar, should have rights at this stage to change marks, upon written reasons to that office.
- d) Withholding of Final Marks of students who are in arrears of tuition fees. This should happen AFTER automated computation of marks. Only the Finance Department should be able to manually lock/unlock marks. Finance should also have the ability of informing such students of whether they have any supplementary examinations to attend to. Finance should also have the ability to lock supplementary examination marks, if supplementary exam fees have not been paid.
- e) Send an electronic mail and short message service (SMS) notification to students regarding the commencement date and time of every examination. This is particularly important for our online learners.

Grading Guidelines

1. The Department proposes that once marks have been correctly computed, the student should be graded as follows:
 - a) **Distinction** – above 75%
 - b) **Merit** – between 74% - 69%
 - c) **Credit** – between 68% - 60%
 - d) **Ordinary Pass** – between 59% - 50%
2. Students who score between 49% - 40% overall, shall be eligible to sit for supplementary examinations.
3. Students who score below 39% shall be considered to have failed the module, and shall be eligible for either a **RESIT** or a **RETAKE**.

RESIT – students who score below 39% overall, but had obtained above 50% overall in continuous assessment.

RETAKE – students who score below 39% overall, and had also failed to score above 50% overall in continuous assessment.

The Financial implication is that **resit** students shall only pay an examination fee the following semester to complete the module.

4. The GENIUS © system should be able to automatically grade the students as outlined above, and further state the grade on the transcript and results slips.
5. GENIUS © should produce results slips and transcripts as required for every student.