

ASSESSMENT AND MODERATION POLICY

1. Purpose

The purpose of this policy is to establish a **fair, transparent, and consistent assessment and moderation framework** that ensures the integrity of student performance evaluation. This policy aligns with **Higher Education Commission Fiji (HECF) requirements** and best practices in assessment.

2. Principles of Assessment

Assessments at **VIT** will adhere to the following principles:

- **Fairness:** Ensuring assessments are free from bias and provide equal opportunities for all students.
- **Validity:** Ensuring that assessments measure the intended learning outcomes.
- **Reliability:** Ensuring consistency in grading and evaluation across different assessors and courses.
- **Transparency:** Clearly communicating assessment criteria, rubrics, and expectations to students.
- **Continuous Improvement:** Using student performance data to enhance teaching and learning practices.

3. Types of Assessments

The institution utilizes a variety of assessments for **(CBT) Competency Based Training**, including:

1. **Practical and Demonstration Assessments:**
 - Quizzes, assignments, and classroom activities.
 - Provides ongoing feedback for student improvement.
2. **Summative Assessments:**
 - End-of-term examinations, final projects, and presentations.
 - Measures overall achievement of learning outcomes.
3. **Practical and Industry-Based Assessments:**
 - Laboratory work, case studies, role-playing exercises.
 - Work-integrated learning assessments such as internships and industry placements.
4. **Peer and Self-Assessments:**
 - Encourages student reflection and self-evaluation.
 - Develops critical thinking and constructive feedback skills.

4. Assessment Design & Implementation

- Assessment tasks will be designed to align with **programme learning outcomes and Evidences**.
- Each course will have a clearly defined **assessment structure and grading criteria**.
- Assessments will be **inclusive and accessible**, ensuring that students are accommodated.
- Faculty will provide timely feedback to students to support their academic progress.

5. Moderation of Assessments

5.1 Internal Moderation

- All assessments will undergo **pre-assessment moderation** to ensure they align with intended learning outcomes as per **CBT**
- Post-assessment moderation will be conducted to maintain consistency.

5.2 External Moderation

- External assessors or industry experts may be engaged to review high-stakes assessments.
- **HECF** moderation ensures assessments meet **industry and academic standards**.
- Feedback from external moderators will be used for curriculum improvement.

6. Grading & Feedback

- **Clear OUTCOME (Competent/Non-Competent)** will be provided for all assessments.
- Students will receive **timely and constructive feedback** to support their learning.
- **RE ASSESSMENTS** are arranged after through revisions and test.
- Learners appeals procedures will be in place for students who wish to contest their assessment's **OUTCOME**.

7. Academic Integrity & Plagiarism

- All assessments must adhere to academic integrity policies.
- **Plagiarism detection software** will be used to identify academic misconduct.
- Students found guilty of plagiarism or cheating will face disciplinary actions.

8. Student Appeals & Complaints

- Students have the right to appeal assessment decisions.
- A formal process will be established to **address Assessment disputes fairly and transparently**.
- Appeals will be reviewed by an External academic panel.

9. Quality Assurance & Review

- The institution will conduct **annual reviews of assessment and moderation processes**.
- Student performance data will be analysed to identify areas for **curriculum enhancement**.
- Feedback from students, faculty, and external moderators will be considered for **continuous improvement**.

10. Compliance & Review

- This policy is developed in compliance with **Higher Education Commission Fiji (HECF) standards**.
- The policy will be **reviewed every two years** to ensure alignment with best practices.
- Institutional accreditation requirements and regulatory obligations will be adhered to.

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