

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.

The Vishan Institute of Technology Pte Ltd

Registered office Level 2, Sarju Prasad Bldg, Vakabale Street, Lautoka. Fiji Islands

Tel (679) 6640646 Mob 8705744 – 7649773 www.vit.ac.fj Email info@vit.ac.fj

Campus : Suva – Lautoka - Nadi