

## **Institutional Assessment & Moderation Policy**

**1. Introduction** The purpose of this policy is to establish a clear framework for the assessment, re-assessment, and moderation of learner outcomes in compliance with the Higher Education Commission Fiji (HECF) requirements. This policy ensures that all assessments are conducted in a fair, transparent, and competency-based manner, maintaining academic integrity and alignment with national qualifications.

**2. Scope** This policy applies to all learners, assessors, moderators, and academic staff involved in the assessment and moderation of courses offered under the Competency-Based Training (CBT) mode at the institution.

**3. Assessment System** 3.1 All assessments are designed to evaluate student competencies as defined by the relevant HECF-approved qualifications and training packages. 3.2 Assessment methods include, but are not limited to:

- Practical assessments
- Written assignments
- Oral presentations
- Workplace-based assessments
- Recognition of Prior Learning (RPL) assessments

3.3 Assessments must be conducted in a manner that upholds the principles of validity, reliability, fairness, and flexibility. 3.4 Learners must be provided with clear assessment guidelines, criteria, and grading rubrics before the commencement of any assessment.

**4. Re-Assessment & Appeal Process** 4.1 Learners who do not achieve competency in an assessment are entitled to one re-assessment opportunity within a reasonable timeframe. 4.2 Any learner who disagrees with their assessment outcome may formally appeal the decision by submitting an appeal request within 14 days of receiving their result. 4.3 The appeal process involves an independent review by an alternate assessor and is subject to final approval by the Academic Committee.

**5. Internal Moderation of Assessments** 5.1 All assessments must be systematically internally moderated by a team of trained moderators before submission to HECF for external moderation. 5.2 Internal moderation ensures consistency in marking, alignment with national qualification standards, and fairness in student evaluation. 5.3 Moderation records must be maintained and made available for external audits and accreditation reviews.

**6. External Moderation by HECF** 6.1 All completed assessments are subject to periodic external moderation by HECF to verify compliance with national qualification standards. 6.2 Moderators appointed by HECF will review assessment instruments, learner results, and supporting documentation. 6.3 Any feedback from HECF moderation is to be addressed through corrective actions within an agreed timeframe.

**7. Record Keeping & Compliance** 7.1 All assessment and moderation records, including learner submissions, feedback, and moderation reports, must be securely stored for audit purposes. 7.2 Records

must be retained for at least five (5) years or as stipulated by HECE regulations. 7.3 Assessors and moderators must receive regular training on assessment best practices, moderation standards, and regulatory compliance.

**8. Continuous Improvement** 8.1 This policy will be reviewed periodically to ensure its effectiveness and relevance in maintaining the quality and integrity of assessments. 8.2 Learner feedback on assessments and moderation processes will be collected and analysed for continuous improvement.

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