



DIRECTORATE OF ACADEMIC PLANNING QUALITY ASSURANCE UNIT

POLICY ON ASSESSMENT AND EVALUATION

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
1.1 INTRODUCTION.....	3
1.2 JUSTIFICATION.....	3
1.3 SCOPE OF THE POLICY	3
2.1 UNDERGRADUATE ASSESSMENT AND EVALUATION.....	3
2.1.1 COURSE ACTIVITIES	3
2.1.2 COURSE PRE-REQUISITES.....	4
2.1.3 TIME REQUIREMENT.....	4
2.1.4 ASSIGNMENT	4
2.1.5 ONLINE TEST	4
2.1.6 SEMESTER EXAMINATION.....	4
2.2 COURSE GRADING CRITERIA AND SCALE FOR UNDERGRADUATE.....	5
3.1 POSTGRADUATE ASSESSMENT AND EVALUATION	6
3.1.1 COURSE ACTIVITIES	6
3.1.2 COURSE PRE-REQUISITES.....	6
3.1.3 TIME REQUIREMENT.....	6
3.1.4 TERM PAPER	6
3.1.5 STUDY PERIODS JOURNAL.....	7
3.1.6 SEMINAR	7
3.1.7 PORTFOLIO.....	7
3.1.8 SEMESTER EXAMINATION.....	8
3.2 COURSE GRADING CRITERIA AND SCALE FOR POSTGRADUATE	8
4.1 MODERATION	9
4.1.1 DUTIES OF A MODERATOR AT ICONIC OPEN UNIVERSITY.....	9
4.1.2 QUALIFICATION OF A MODERATOR	9
4.1.3 INTERNAL MODERATOR.....	10
4.1.4 EXTERNAL MODERATOR	10
5.1 THE ROLE OF ACADEMIC DEPARTMENTS IN ENSURING EFFECTIVE PROCEDURES FOR SETTING EXAM QUESTIONS	10

5.1.1 GENERAL RULES TO BE APPLIED BY ACADEMIC DEPARTMENTS REGARDING THE DEVELOPMENT OF THE MARKING SCHEMES BY EXTERNAL EXAMINERS.....	11
5.1.2 INTERNAL MODERATION TECHNIQUES.....	11
6.1 DEPARTMENTAL RESULT CONSIDERATION AND APPROVAL MEETING:	12
7.1 COMPLETION AND SUBMISSION OF MODERATION REPORT TO SENATE	12
8.1 CONCLUSION.....	12

1.1 INTRODUCTION

Iconic Open University is committed to maintaining the highest standards of academic integrity and fair assessment practices. In order to ensure that students' achievements are recognized and valued, the university has established a policy on assessment and evaluation. This policy outlines the roles, responsibilities, and procedures for assessment, evaluation, internal and external moderation of examinations.

1.2 JUSTIFICATION

The purpose of this policy is to provide a transparent, fair, and consistent approach to assessment and evaluation, which is an essential aspect of the quality assurance process. It ensures that assessments and grading are accurate, reliable, and consistent across different courses and academic departments.

1.3 SCOPE OF THE POLICY

This policy applies to all undergraduate and postgraduate courses offered at Iconic Open University and is applicable to all academic departments, faculty members, and students. It covers all forms of assessment, including exams, coursework, and other forms of evaluation. This policy is subject to review and amendment periodically to ensure alignment with the university's academic standards and evolving best practices. It is the duty of the Faculties and Academic Departments to ensure that the policy is conscientiously implemented. This will help to ensure that learning outcomes are validly assessed.

2.1 UNDERGRADUATE ASSESSMENT AND EVALUATION

2.1.1 COURSE ACTIVITIES

Specifically, courses shall comprise of the following activities:

1. Studying of course material
2. Listening to course audios
3. Watching relevant course videos
4. Field activities, industrial attachment or internship, laboratory or studio work (where applicable)
5. Study periods tests
6. Course assignments (individual and group)

7. Forum discussion participation
8. Tutorials (optional)
9. Semester examinations (CBT and essay based).

2.1.2 COURSE PRE-REQUISITES

Each course has the subject pre-requisite, which students are expected to have:

1. Satisfactory level of English proficiency
2. Basic computer operations proficiency
3. Online interaction proficiency
4. Web 2.0 and social media interactive skills

2.1.3 TIME REQUIREMENT

For course, students are expected to commit a minimum of 2 hours weekly for the Course.

2.1.4 ASSIGNMENT

In each course, student is expected to submit/upload one assignment for marking on the iCampus under the assignment section. The marks for assignment will count towards the final marks obtainable for this a course. Courses lecturer shall set the assignment description and rubric in the assignment module. There shall be 3 different assignments question student to choose. Based on this policy, assignment shall be a typed in a word doc format only and the plagiarism percentage should not exceed 30% cited works.

2.1.5 ONLINE TEST

There shall be 3 tests, one in each of the 3-study period; and period shall be based on calendar schedule. Aside from the course material provided, students are expected to read and research widely using other references which will give them a broader viewpoint and may provide a deeper understanding of the subject. If for every reason student is unable to attempt tests within the schedule week, he/she will be granted an opportunity to reattempt tests, but extension charges shall be paid before granting access. Except for exceptional circumstances, extensions shall not be granted after the due date.

2.1.6 SEMESTER EXAMINATION

There shall be an end of semester examination for every course which shall be three hours' duration and have a value of 50% of the total course grade. All

areas of the course shall be assessed and the examination shall consist of questions, which reflect the type of self-testing, practice exercises and tests that have previously attempted. All areas of the course will be assessed.

2.2 COURSE GRADING CRITERIA AND SCALE FOR UNDERGRADUATE

Grading Criteria

A. Formative assessment

Grades will be based on the following:

Individual Assignments/Test;	
Test 1	10 Marks
Test 2	10 Marks
Test 3	10 Marks
Assignment	20 Marks
Total	50 Marks

B. Summative assessment (Semester Examination)

CBT Based	20 Marks
Essay Based (Pen on Paper)	30 Marks
Total	50 Marks
Overall Course Total	100 Marks

C. Grading Scale:

Grade Letter	Mark	Grade Remark
A	70 – 100	Excellent
B	60 – 69	Very Good
C	50 – 59	Good
D	45 – 49	Pass
E	40 – 44	Pass
F	0 – 39	Fail

3.1 POSTGRADUATE ASSESSMENT AND EVALUATION

3.1.1 COURSE ACTIVITIES

Specifically, courses shall comprise of the following activities:

1. Studying of course material
2. Listening to course audios
3. Watching relevant course videos
4. Field activities, industrial attachment or internship, laboratory or studio work (whichever is applicable)
5. Study periods journal
6. Term papers
7. Seminar
8. My class discussion forum
9. Portfolio submission
10. Tutorials (optional)
11. Semester examinations (CBT and essay based).

3.1.2 COURSE PRE-REQUISITES

Each course has the subject pre-requisite, which students are expected to have:

1. Satisfactory level of English proficiency
2. Basic Computer Operations proficiency
3. Online interaction proficiency
4. Web 2.0 and social media interactive skills

3.1.3 TIME REQUIREMENT

For course, students are expected to commit a minimum of 2 hours weekly for the Course.

3.1.4 TERM PAPER

The term paper assessment method employed by the Iconic University for its postgraduate programmes requires students to submit a well-researched article on a specific course topic within the duration of a semester. This mode of assessment shall allow students to delve deeply into a particular subject, demonstrate their critical thinking skills, and showcase their ability to analyze, synthesize, and present information in a coherent manner. The term paper assessment shall encourage students to engage with course material in a

meaningful way, take ownership of their learning, and develop their research and writing skills. It also provides an opportunity for students to explore a topic of interest in greater depth and demonstrate their understanding and mastery of the course content.

3.1.5 STUDY PERIODS JOURNAL

Iconic University's postgraduate programme "Journal" assessment mode is a unique and rigorous approach that requires students to submit a well-researched journal for a single course during each of the three study periods of the semester. This mode of assessment shall promote in-depth understanding and critical thinking skills, as students are tasked with delving deep into a specific subject over an extended period of time. By requiring students to produce a comprehensive journal, Iconic University fosters independent research, analytical thinking, and the development of writing skills, preparing students for success in their academic and professional endeavors.

3.1.6 SEMINAR

Iconic University's "Seminar" assessment mode for postgraduate programmes is a highly effective method that divides students into small groups to conduct in-depth research on a specific course throughout a semester. This mode of assessment shall allow students to collaborate, share their knowledge and ideas, and develop their critical thinking skills through open discussions and group work. By working closely with their peers, students will be able to delve deeper into the course material, gain a better understanding of complex topics, and produce a more comprehensive and well-rounded research project. This collaborative approach not only enhances the learning experience but also prepares students for real-world scenarios where teamwork and communication are essential for success.

3.1.7 PORTFOLIO

Iconic University's "Portfolio" mode of academic archiving for is a unique approach that requires students to upload all their research and journals to a public portal developed by the university. This allows students to have a comprehensive and easily accessible record of their academic work throughout their programme. By utilizing this innovative method, students can showcase their achievements, track their progress, and potentially share their work with a wider audience. This mode of archiving not only promotes transparency and

accountability but also provides students with a valuable resource for personal and professional development.

3.1.8 SEMESTER EXAMINATION

The end of semester examination for postgraduate courses shall be of three hours' duration and have a value of 40% of the total course grade. All areas of the course will be assessed and the examination shall consist of questions, which reflect the type of self-testing, practice exercises and research you have previously encountered.

3.2 COURSE GRADING CRITERIA AND SCALE FOR POSTGRADUATE

Grading Criteria

A. Formative assessment

Grades will be based on the following:

Assignments;		
1st Study Period Journal	7 Marks	
2nd Study Period Journal	7 Marks	
3rd Study Period Journal	7 Marks	
My Class Discussion	7 Marks	Some courses may not require this, but marks will be added to other assessment
Term Paper	12 Marks	
Seminar	20 Marks	Some courses may not require this, but marks will be added to other assessment
Total	60 Marks	

B. Summative assessment (Semester Examination)

CBT/Essay Based	40 Marks	Some courses may not require this, but marks will be added to other assessment
Total	40 Marks	
Overall Course Total	100 Marks	

C. Grading Scale:

Grade Letter	Mark	Grade Remark
A	70 – 100	Excellent
B	60 – 69	Very Good
C	50 – 59	Good
F	0 – 49	Fail

4.1 MODERATION

A Moderator is an academic or subject matter expert appointed by the university to oversee the quality and consistency of assessment procedures and outcomes. Moderators are responsible for ensuring that the assessment is in line with the intended learning outcomes in tests, assignments and examination questions, the marking criteria/marketing scheme and that it reflects academic standards and expectations.

4.1.1 DUTIES OF A MODERATOR AT ICONIC OPEN UNIVERSITY

1. Pre-moderation review of examination papers before their distribution to students.
2. Ensuring that the examination papers align with the intended learning outcomes and meet the university's academic standards.
3. Reviewing and approving the marking scheme developed by the external examiner.
4. Monitoring the reliability and consistency of marking by conducting a sample of double marking.
5. Addressing any discrepancies in marking and providing feedback and guidance to the markers.
6. Ensuring that the final marks are accurate and fairly reflect the students' performance.
7. Submitting a moderation report to the faculty or department detailing the outcomes of the moderation process, including any recommendations or areas for improvement.

4.1.2 QUALIFICATION OF A MODERATOR

Moderators at Iconic Open University must hold a relevant academic qualification in the field they are moderating (for external examiner should be a Senior

Lecturer and above). They must have experience in teaching and examining at the relevant level or have extensive subject knowledge and experience. Moderators must also be familiar with the university's academic standards and assessment policies.

4.1.3 INTERNAL MODERATOR

The internal moderator is a faculty member(s) appointed by the Head of Department to oversee the internal moderation process within their department. They are responsible for organizing and coordinating the moderation process, ensuring compliance with the university's policies and procedures, and managing communication between the department and the external moderator.

4.1.4 EXTERNAL MODERATOR

The external moderator is an independent academic appointed by Iconic University from a sister university to moderate the assessment process and outcomes of examinations. They are subject matter experts from other universities or institutions and are responsible for ensuring consistency and fairness in marking and assessment across different departments and courses.

5.1 THE ROLE OF ACADEMIC DEPARTMENTS IN ENSURING EFFECTIVE PROCEDURES FOR SETTING EXAM QUESTIONS

Academic departments are responsible for ensuring that examination questions assess the intended learning outcomes and meet the university's academic standards. They must follow the guidance provided by the university's policies and procedures, including the development of the marking scheme in collaboration with the external examiner. They should also ensure timely and accurate submission of examination questions to the internal moderators.

All the academic staff and examiners shall be made aware of the educational and pedagogical orientation of Iconic University as an ODL institution. This can be carried out through meetings, seminars, workshops or conference briefing.

In addition, setting achievable and realistic deadlines at the beginning of the Semester to ensure that members of academic staff, including adjunct staff, have enough time to thoroughly carry out their duties in respect of setting exam questions.

Ensure that the exam question setter(s) is fully aware of how they should set their exam questions, by when, and in what format they should be submitted to the Department exam officer for vetting and upload in the iCampus.

5.1.1 GENERAL RULES TO BE APPLIED BY ACADEMIC DEPARTMENTS REGARDING THE DEVELOPMENT OF THE MARKING SCHEMES BY EXTERNAL EXAMINERS

The following should apply only to final year undergraduate and postgraduate courses only;

1. The marking scheme must reflect the intended learning outcomes, be transparent, and aligned with the university's academic standards.
2. The marking scheme should be developed in collaboration with the external examiner.
3. The marking scheme must be finalized and approved by the respective department and external moderator before distribution of examination to students.
4. Any changes to the marking scheme must be communicated to all markers before the start of the marking process.

5.1.2 INTERNAL MODERATION TECHNIQUES

To ensure accuracy, consistency, and fairness in marking, internal moderators may use the following techniques:

1. Double checking of marking: A sample of exam scripts is marked automatically for CBT exams and for pen on paper it should be checked by two different markers, and the marks are compared to identify any discrepancies.
2. Calibration meetings: Meetings between internal and external moderators to discuss the marking process and address any issues or discrepancies.
3. Review of moderation reports: Internal moderators may review previous moderation reports to identify areas for improvement and ensure compliance with the university's policies and procedures.
4. The Internal Moderators shall check the examination questions is satisfactory with respect to:
 - a. Rubric: materials and instructions
 - b. Structure and balance of questions

- c. Semester level and coverage of programme context
- d. Mark allocation and marking scheme/model answers
- e. Conformity with course material content and specification

6.1 DEPARTMENTAL RESULT CONSIDERATION AND APPROVAL MEETING:

Once the marking process is completed at the end of every semester examination, the department holds a result consideration and approval meeting to review the final marks. This meeting is chaired by the Head of Department and attended by all course lecturers, internal and external moderators (if available), and other relevant faculty members. The purpose of this meeting is to ensure that the final marks are accurate and consistent with the university's academic standards. Where necessary the department by simple majority decision at the meeting can allocate marks to students with low-grade, where the failure in the course is higher or over 50% of the total students on the course.

7.1 COMPLETION AND SUBMISSION OF MODERATION REPORT TO SENATE

After the examination is completed by the end of every semester, within a span of 2 weeks, the internal and external moderators must submit a joint moderation report to the university's Senate to be presented by the Head of Department. The report should include a summary of the moderation process, any identified issues or discrepancies, and recommendations for improvement. The Senate will review the report and provide feedback to the academic departments for further actions, if necessary.

In addition, the appointed secretary at the meeting should record the meeting, take minutes of the meetings, specifying the names of attendees, their ranks, disciplines and courses, among other information.

8.1 CONCLUSION

This policy is aimed at ensuring that our students' achievements are recognized and valued. It provides a framework for fair and consistent assessment practices and encourages continuous improvement in the assessment process. All stakeholders, including students, faculty members, and academic departments,

Policy on Assessment & Evaluation

are responsible for adhering to this policy to ensure the highest standards of academic integrity and quality.