**Assessment Policy**

**1. Purpose**

To ensure that all assessments conducted at TQTI are fair, valid, reliable, and consistent across all programs and delivery formats.

**2. Scope**

This policy applies to:

* All training programs (short and long duration)
* All assessors, trainers, and internal quality assurers
* All forms of assessment (practical, written, oral, portfolio-based)

**3. Assessment Principles**

* **Fairness**: All learners are assessed without bias or discrimination.
* **Validity**: Assessments measure what they are intended to measure.
* **Reliability**: Assessment decisions are consistent across assessors and over time.
* **Transparency**: Learners are informed of assessment criteria and methods in advance.

**4. Assessment Methods**

* Practical demonstrations
* Written tests and quizzes
* Oral questioning
* Portfolio of evidence
* Observation and performance-based tasks

**5. Assessment Planning**

* Assessors must prepare assessment plans aligned with learning outcomes.
* Plans must be approved by the IQA team prior to delivery.
* Assessment methods must be appropriate to the course duration and content.

6. **Short vs. Long Courses**

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| --- | --- |
| **Course Type** | **Assessment Approach** |
| Short Courses | Rapid assessment methods (e.g., observation, short quizzes) with immediate feedback |
| Long Courses | Comprehensive assessment plans including multiple methods and staged evaluations |

**7. Assessor Responsibilities**

* Deliver assessments in accordance with approved plans
* Maintain accurate records of learner performance
* Provide timely and constructive feedback
* Participate in standardization and IQA sampling

**8. Learner Responsibilities**

* Engage actively in assessment activities
* Submit required evidence on time
* Follow assessment instructions and integrity guidelines

**9. Internal Quality Assurance (IQA)**

* All assessments are subject to IQA sampling and review
* IQA team conducts interim and final sampling to ensure consistency
* Assessor performance is evaluated using the Appraisal Form

**10. Appeals & Complaints**

* Learners may appeal assessment decisions through the formal Appeals Procedure
* Complaints related to assessment must be submitted in writing and reviewed by the Manager

**11. Feedback & Continuous Improvement**

* Learner feedback is collected via the Candidate Feedback Form
* Assessment practices are reviewed annually and updated as needed
* Suggestions collected from the box are considered in policy reviews

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**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**