

Assessment Policy

POLICY INTENDED FOR:	Students, Staff
CATEGORY:	Academic
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

The purpose of this policy is to ensure consistency, transparency, and fairness in the assessment of student performance across all ProEd programmes. Assessments are designed to evaluate student engagement, progress, and achievement in alignment with the programme's learning objectives. Additionally, this policy lays the groundwork for future alignment with the requirements of formal qualification providers, should ProEd introduce accredited programmes.

This policy applies to all students enrolled in ProEd programmes. It also outlines guidelines for staff responsible for conducting, recording, and reporting assessments.

Assessment Objectives

- To evaluate students' understanding of course material and practical application.
- To provide constructive feedback for personal and academic growth.
- To celebrate and certify participation through appropriate documentation, such as reports and certificates.

Assessment Methods

Assessments vary by programme and may include the following elements:

1. **Participation and Engagement:**

- Assessment of attendance, punctuality, and contributions in class discussions or group activities.
- Evaluated through class observation and tutor feedback.

2. **Practical Skills:**

- Hands-on tasks such as clinical workshops, legal drafting, or simulation exercises.
- Evaluated based on task-specific rubrics provided by the tutors.

3. **Project-Based Learning:** Students may present final projects or participate in competitions that demonstrate their knowledge and skills.

4. **Reflection:** Students are encouraged to participate in reflective activities to identify areas of interest and strengths.

5. **Final Report:** Each student receives a report card summarising their performance, attendance, and next steps recommended by tutors.

Certification

Upon completion of a course, students are awarded a certificate of participation or achievement.

Students also receive detailed tutor feedback in their final reports. These reports include:

- Tutor comments on performance and engagement.
- Recommendations for further academic or professional development.

Special Considerations

Students requiring special considerations/ reasonable adjustments must notify ProEd in advance during the application process or at the earliest opportunity.

Reasonable adjustments may include, but are not limited to:

- Additional time for completing tasks, projects, or assessments.

- Access to assistive technology or modified resources (e.g., large-print materials, screen readers).
- Alternative assessment formats, such as oral presentations instead of written assignments.
- Provision of a scribe or note-taker for students with physical disabilities.
- Adjustments to physical environments for practical assessments (e.g., ensuring accessibility).

Special considerations apply to students whose performance or attendance may have been temporarily affected by unforeseen or exceptional circumstances beyond the student's control. Depending on the nature of the circumstance, ProEd may consider waiving specific assessment components. In cases where assessment components are waived, ProEd will ensure that the student's participation and engagement in the programme are still reflected accurately in their final documentation.

Future Integration of Accredited Qualifications

Should ProEd introduce accredited qualifications in the future, this policy will be updated to comply with the assessment regulations of the awarding bodies. This includes aligning with their guidelines on grading, moderation, and reporting processes.