

11. Assessment and Grading Policy

11.1. Policy Statement

MIT advocates in delivering all our skills training programs on Competency Based Assessment (CBA) and credit based processes where appropriate assessment procedures are adopted for all the modules. These procedures include the following.

- 11.1.1. Establish assessment context where all the planning is done based on what has been prescribed in the modules.
- 11.1.2. Prepare the candidate to ensure the candidate is well informed of the assessment activities, situations and all the assessment criteria.
- 11.1.3. Plan and gather evidences to ensure the adopted assessment process is transparent, valid and reliable.
- 11.1.4. Based on the plan, gather all the evidences through out of the course delivery and ensure the assessment reflects a true reflection of participants' capacity to perform competently. Evidence can be gathered from the following.

11.2. Assessment and evaluation processes (For Competency Based Assessment)

11.2.1. Assignments

Each assignment is divided into a series of tasks. To achieve each unit, candidates need to achieve all the tasks.

Typically, there will be a:

- Task which requires candidates to demonstrate their subject knowledge
- Task which requires candidates to competently perform tasks relevant to accommodation services, products and other related services.
- Task which requires candidates to demonstrate the occupational skills acquired.

All tasks are graded, and the grades are then aggregated to provide an overall grade for the assignment for the unit. Candidates must pass all tasks in the assignment. Details of how to mark and grade each task are given in the marking and grading criteria section of each assignment. Assignments can be completed in any order.

11.2.2. Task related task and project reports

Various task related reports can also be gathered as evidences for the assessment. Nature of these reports vary to maximize application of the module contents and provide reflective learning.

Candidates are required to submit evidence by using reports, information sheets etc, this is only a guide and candidates will not be penalised for providing evidence in an alternative form. Candidates will be encouraged to use pictures, photographs and drawings to illustrate looks where appropriate.

11.2.3. Practical observations

Scheduling of the observations is flexible, but to retain integrity of the assessment, observations will be carried out as closely as possible to the written work for that unit.

Candidates are not permitted to use the observation checklist to work from when completing the practical tasks, but may familiarise themselves with it prior to an assessment.

11.2.4. Unit tests and theory tests papers

Unit tests and various other tests are planned and delivered across the delivery of each module. Marks from these tests or assessment will form part of the evidences in judging competency of the participant.

11.2.5. Log Books

Participants will also be issued with log books to record their learning that becomes a very important part of MIT courses. As the participants perform, practical tasks related to the modules will be sequentially recorded and signed by the supervisor.

Based on the plan, nominated assessor shall gather all the evidences through out of the course delivery and ensure the assessment reflects a true reflection of participants' capacity to perform competently. By the end of the program, the assessor shall take the crucial decision on the status of the competency of the participants with the following.

- 11.2.5.1. evaluate evidence in terms of the five dimensions of competency - task skills, task management skills, contingency management skills, and job/role environment skills, and the transfer skills,
- 11.2.5.2. incorporate allowable adjustments to the assessment procedure without compromising the integrity of the competencies;
- 11.2.5.3. evaluate the evidence in terms of validity, consistency, currency, equity, authenticity and sufficiency;
- 11.2.5.4. consult and work with other staff, assessment panel members or technical experts involved in the assessment process;
- 11.2.5.5. record details of evidence collected;
- 11.2.5.6. make a judgment about the candidate's competency based on the evidence and the relevant Unit(s) of Competency.

Students will be given a result slip or a scroll which will indicate the final competency status of individual modules as follows.

FINAL ASSESMENT RESULT(SAMPLE)

<i>Training Provider</i>	<i>MIT</i>
<i>Standard</i>	<i>Marine mechanic level one</i>

DETAILS OF FINAL ASSESMENT CARRIED OUT

CANDIDATES			UNITS/PRACTICAL AND THEORY						
NO	NAME	ID NUMBER	01	02	03	04	05	06	07
1	ARSAN ADAM	A-223382	C	C	C	C	C	C	C
2	IBRAHIM AHMED	A-277851	C	C	C	C	C	C	C
3	ISMAIL ZIMAM	A-277508	C	C	C	C	C	C	C
4	AHMED AMEEN	A-366962	C	C	C	C	C	C	C
5	HUSSAIN FAYYAAZ	A-245628	C	C	C	C	C	C	C
6	HUSSAIN JAWAAD	A-258170	C	C	C	C	C	C	C
7	IBRAHIM ASSHADU	A-258173	C	C	C	C	C	C	C
8	ALI HISHAAM	A-299566	C	C	C	C	C	C	C
9	FAHIR NASEER	A-257929	C	C	C	C	C	C	C
10	HUSSIAN SOLAH	A-246698	NYC	NYC	NYC	NYC	NYC	NYC	NYC

(Sample Assessment Record Sheet)

To complete the graduation requirements, students should achieve a pass in all the modules indicated in the table 4.4.4. Attendance and practical or experienced related requirements for graduation will be incorporated in the respective modules. Hence, graduation requirements can only be fulfilled by passing individual modules as indicated under 4.4.4.

Please refer to attached **Annex 3** for academic dishonesty and plagiarism policy for students.

11.3. Assessment and evaluation processes (For Credit Based Assessment)

11.3.1. Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) Final examination at the end of the semester. Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

- 11.3.2. For all theory and practical courses including project work, the Internal Marks will carry 50 marks while the End - Semester examination (External mark) will carry 50 marks.
- 11.3.3. The End - Semester examination (theory and practical) of 3 hours duration shall ordinarily be conducted between November and December during the odd semesters and between May and June during the even semesters.
- 11.3.4. The Final examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

11.4. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- 11.4.1 Three tests each carrying 50 marks shall be conducted during the semester by the Institute. The total marks obtained in all tests put together out of 150, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).
- 11.4.2 Attendance for the semester shall proportionately reduced to 20 marks and rounded to the nearest integer.
- 11.4.3 Lecturer for the module shall award 10 marks for the discipline in classroom, conduct of experiment and record maintenance.

11.5. PROJECT WORK

- 11.5.1. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee.
- 11.5.2. The student shall make presentation on the progress made by them before the committee . The total marks obtained in the three reviews shall be reduced for 20 marks and rounded to the nearest integer
- 11.5.3. The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination

Review I	Review II	Review III	End semester Examinations				
			Thesis Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Internal	External	Supervisor
			15	15	15	20	15

11.6. Grading standards

11.6.1. Grading system

The following grades are used in the College for reporting results of all assessments.

Level of Achievement	Equivalent Marks Range	Grade point	Meaning
HD	85–100%	4	High Distinction: Denotes work of outstanding quality. This grade may be awarded to recognize particular originality or creativity in performance.
DN	75–84%	3	Distinction: Denotes work of predominantly excellent quality, demonstrating a sound grasp of content together with efficient organization, selectivity and use of techniques.
CR	65–74%	2	Credit: Denotes a clear pass and satisfactory achievement of unit objectives.
PP	50–64%	1	Pass: Denotes a clear pass.
FC	40–49%	0	Fail Conditional: Denotes a student has failed to achieve sufficient knowledge of learning, but after further study and tuition may be reassessed.
FF	0–39%	0	Denotes that the candidate has failed to complete the unit, need to redo the course.
NR	-	-	Results not released: This grade is assigned to subjects when the results are not released due to misconduct or other reasons.

11.6.2. Grade Point Average

11.6.2.1 The Grade Point Average is a calculation which reflects the overall grades of a student. The grade point average is calculated by dividing the total number of grade points earned by the total number of letter-graded subjects completed. It can be calculated at the end of each semester as well as progressively as a cumulative

GPA. Only FF, PP, CR, DN and HD grades are used in GPA calculations.

11.6.2.2 The following formula may be used to calculate the GPA.

$$GPA = \frac{4A + 3B + 2C + 1D}{E}$$

Where:

- A** is the number of credit points gained at HD grade
- B** is the number of credit points gained at DN grade
- C** is the number of credit points gained at CR grade
- D** is the number of credit points gained at PP grade
- E** is the sum of credit points for subjects for which the student obtained FF, PP, CR, DN and HD.

END