


Continuous Assessment Policy		
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Continuous Assessment Policy

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	25 August 03	Conversion of OP110	Registrars Office
02	2 May 2014	Update ratified by Academic Council	QA Officer
03	8 March 2021	Logo update	Registrar

1. Purpose

The purpose of this document is to record Institute policy relating to the incorporation of continuous assessment in accredited courses.

2. Scope

This document is relevant to all staff involved in programme design, accreditation and delivery.

3. Policy

1. There should be an appropriate balance between continuous assessment and final exam at programme level. The weighting to be applied to the continuous assessment will be outlined in the approved programme schedule.
2. Students must be provided with a schedule of continuous assessments at the beginning of the relevant semester which should include type of assessment and allocation of marks they will be expected to complete.
3. It is the responsibility of the lecturer to provide students with guidelines of assessment criteria by which they will be evaluated.
4. Lecturers will inform students of any in-class test at least one week in advance and it is the student's responsibility to be in attendance for in-class tests.
5. It is the responsibility of the student to submit coursework on or before the required deadlines. Students must be informed of the penalties, if any, to be applied for late submissions. This process will apply unless an original current medical certificate is submitted.
6. In cases where a student does not submit or attend a component of continuous assessment or a student fails a continuous assessment, no opportunity will be provided to re-submit or re-sit.
7. All marks relating to continuous assessment should be conveyed to students before the final examination where possible.
8. All coursework should be submitted in a secure method of delivery, electronically or in hardcopy and must be retained for 12 months in accordance with ITB's record Retention policy (3GA07). It is the responsibility of the lecturer to backup any coursework received electronically through Moodle and Turnitin. All continuous assessment work must be accessible by the external examiner.

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